TRUNG, NGHIEM DUY

PROJECT MANAGER

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ABOUT ME

- Enthusiastically, actively and able to work under pressure.
- A humorous, inventive person, eagerness to learn new technologies and readiness to face new challenges.
- Assertively, responsibly and reliably.

EXPERIENCE

VINSOFTWARE [VINGROUP]   Mar '19 - Present

Business Analyst | Product Owner | Project Manager

- Collect, elicit requirements from stakeholders; Forecast, analyze, consult, propose solutions and functions.
- Prepare general plan and define the budget of project; Create checklist, detail Gantt chart timeline along with sprints.
- Make business requirements documents, project evaluation documents; Draw business flows, create wireframes of system and design database.
- Define SOW and break down into Epics, Features, User Stories, Tasks, collaborate with development team to manage in sprints in Agile method - Scrum framework projects.
- Program in HTML, CSS, JavaScript, Bootstrap library.
- Connect remotely to server via BT PAM to query and update database.
- Write test scenarios and cases, then test the systems.
- Hold meetings with stakeholders, manage CRs; Supervise and organize team meetings periodically to evaluate the project progress, resolve issues and propose solutions.
- Create user manuals, presentations, make videos to instruct users. Organize UAT and training sessions.

Projects:

1. **Internal e-commerce | Business Analyst**

Description: A website to sell products of Vingroup for employees only. Currently, I'm operating this website as well.
Achievements/Tasks:

- ✓ Joined the meetings with stakeholders, gathered and analysed requirements and change requests.
- ✓ Created diagram flows, finalized the timeline of each phase of development.

✓ Wrote test cases and tested the system.

2. **Human Resource Portal | Business Analyst**

Description: An internal gateway for employees to access HR-related information, for HR-staff and management to manage and approve some activities of employees.
Achievements/Tasks:

- ✓ Dealt with stakeholders, key users, and vendors about issues and proposed the solutions.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Wrote test cases and tested the system.
- ✓ Created user manual and clips to instruct users.
- ✓ Held meetings, UAT and training sessions.

3. **Bulletin Board of Saba Training Information | Business Analyst**

Description: A bulletin board for employees to access training information, that was synchronized from Saba platform.
Achievements/Tasks:

- ✓ Communicated to stakeholders regularly, gathered and analysed data.
- ✓ Learned to understand the analytic reports and operation of Saba platform.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Wrote test cases and tested the system, organized the UAT sessions.
- ✓ Created user manual, presentation, make videos to instruct users, and organized training session.

4. **Charitable Donation Management System | Product Owner/Project Manager**

Description: A web-based platform for KHF to manage the information of people those facing difficult circumstances, included 3 independent modules.
Achievements/Tasks:

- ✓ Organized meetings with stakeholders to collect, elicit requirements.
- ✓ Analyzed and proposed business process.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.
- ✓ Created flow diagram and business requirement documents.
- ✓ Designed wireframes and system database.
- ✓ Created user stories and managed in Sprints as this project was being developed with Scrum framework.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Programmed HTML, CSS, JS to restyle the screens.
- ✓ Held team meetings periodically to evaluate the project progress, resolve issues and propose solutions.
- ✓ Create user manuals, presentations.
- ✓ Organized UAT and training sessions.

5. **Vinschool Mobile App | Project Manager**

Description: A mobile-portal with CMS to manage learning information and other activities of pupils for Vinschool. The project is in requirements analysis phase.
Achievements/Tasks:

- ✓ Held meetings with stakeholders to gather, elicit and analyse requirements.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.
- ✓ Created flow diagram and designed wireframes.

6. **Assets Management App | Project Manager**

Description: A mobile app to manage assets of Vinschool. This project is in requirements analysis phase.
Achievements/Tasks:

- ✓ Held meetings with stakeholders to gather, elicit and analyse requirements.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.

7. **Training Management | Project Manager**

Description: A Vinsmart's project to manage training information of partners. This project is in requirements analysis phase.
Achievements/Tasks:

- ✓ Communicated with stakeholders to clarify, elicit and analyse requirements.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.

TECHMASTER

Back End Developer

- Programmed in Golang, postgreSQL database in project code123 that implemented micro-services architecture, Agile method - Scrum framework.
- Proficiency working in HTML5, CSS3, JavaScript, JQuery, Bootstrap, basic knowledge of Nuxt.js, Vue.js.
- Good understanding of UI/UX design.
- Knowledge of Data Structures and Algorithms, database design.

IDVN LAWYERS Oct '16 - Jul '18

Data/Trade Analyst

Summarized and analyzed data independently/with a team and foreign specialists in international trade lawsuits, such as anti-circumvention (Corrosion-Resistant Steel Products from the PRC), antidumping and countervailing duty (Laminated Woven Sacks).
Analyzed data and evaluated in the lawsuits and disputes involving banks and enterprises.

STATE AUDIT OFFICE Jul '08 - Sep '16

Auditor

Examined accounting records, audited financial statements, total budget revenues/ expenditures at financial departments, tax departments, customs departments, state treasury. Summarized documents, data to create audit minutes, audit report. Led a team to survey, collect documents, make plans and audit.
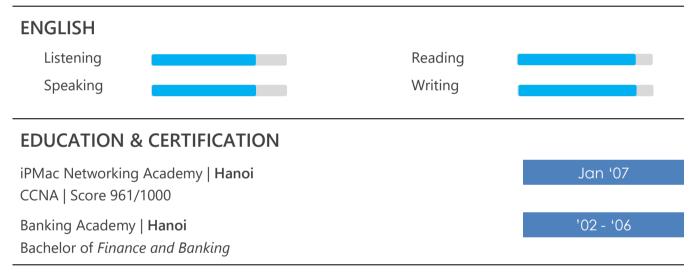
AGRIBANK Feb '07 - Dec '07

Accountant

Performed transactions with customers. Proficient in using Excel functions and VBA to summarize data.

TECHNICAL SKILLS

- Familiar in working with Windows, Linux, Mac OS.
- Support tools:
  - ✓ Design: Photoshop, Balsamiq, Figma, Visio, Lucidchart, Mindmap
  - ✓ Plan: Jira, Excel, Project, Teams
  - ✓ Document and Present: Word, PowerPoint
  - ✓ Database: Microsoft SQL Server, MySQL Workbench
  - ✓ Program: Git, Visual Studio Code, Visual Studio

SOFT SKILLS

- Manage multiple projects at once.
- Lead and motivate team to progress projects, resolve conflicts and boost team spirit.
- Deal with clients on an appropriate schedule and SOW.
- Control risk and time management.
- Communication and problem-solving.

ENGLISH

Listening		Reading	
Speaking		Writing	

EDUCATION & CERTIFICATION

iPMac Networking Academy | **Hanoi**   Jan '07
CCNA | Score 961/1000

Banking Academy | **Hanoi**   '02 - '06
Bachelor of *Finance and Banking*

CAREER OBJECTIVES

- Researching to have knowledge of technology trends.
- Cultivating specialized knowledge, work experience and developing skills.
- To work in a dynamic, professional environment.
- Looking forward to a long and successful work with opportunities for advancement, welfare policy and attractive income.

REFERENCES

Available upon request.