

## Coordonnées

[www.linkedin.com/in/nguyen-hong-dan-299b0413b](https://www.linkedin.com/in/nguyen-hong-dan-299b0413b) (LinkedIn)

## Principales compétences

Microsoft Office  
Construction  
AutoCAD

# Nguyen Hong Dan

Project Manager at QH Plus Corporation  
Viêt Nam

## Résumé

When you like your work every day is a holiday.

## Expérience

### QH PLUS CORPORATION

Project Manager

avril 2017 - Present (8 ans)

Ho Chi Minh City, Viet Nam

My job description:

- I am in charge of handling the project from begin to the end, I am the main contact point of any issues related to projects for customer.
- Initiate the project from the beginning, meeting & collect initial information from Sales, identify stakeholders & create the master plan and distribute the correct information to related departments through kick-off meeting, finalize the realistic schedule with confirmation of external customer & internal team members.
- Create risk management plan of project and execute project as per planned, create Inspection & test plan (ITP) for fabrication and erection. Prevent risks during the projects based on expert, experience, and historical information.
- Monitor and control project from Design, Detailing, Fabrication to Erection. Control changes which have affected to scope, schedule, quality, cost of projects. Consult stakeholders about influences of changes, then make the decision.
- Monitor with site manager the cost of erection work to control any additional cost at site.
- Follow up outsourcing work for fabrication in case factory cannot meet the schedule – schedule and quality.
- Handle objections & complaints of external customer, deal with confliction between related departments to make project run smoothly.
- Close the projects and hand over to clients.

### PEB Steel Buildings (Official)

Customer Service Engineer (Order Management)

septembre 2015 - avril 2017 (1 an 8 mois)

Ho Chi Minh City, Viet Nam

My job description:

- Receive, review Project information from Contract, Sales Department.
- Learn the Contract, the scope of work, material specification, delivery terms, payment terms etc... and make the plan for fabrication, delivery, erection...
- Receive BOM, Shop drawings & Erection Drawings from Engineering and release for Production, Erector.
- To follow and to ensure that the Production will be completed and delivery as the Schedule which submitted to customer.
- To follow up with CMD and coordinate with other department for resolving site claim.
- Coordinate with CMD, Sales, Finance, Production in response to Change Order from Customer.
- To follow up with CMD to obtain the final minutes of acceptance of the project, and coordinate with Finance about payment terms.

## IDICO Infrastructure Development Investment Joint Stock Company Technical Engineer

juillet 2012 - mars 2015 (2 ans 9 mois)

Ho Chi Minh City, Viet Nam

My job description:

- Had experience in quantity take-off, project construction methods.
- Did documents of payment, minutes on the acceptance for operation of project construction upon its completion.
- Supervised building work, activity schedule, workload, building quality.

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## Formation

Ho Chi Minh City University of Transport

Engineer's degree, Civil Engineering · (2007 - 2012)