

## Contact

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(LinkedIn)

## Top Skills

Project Management  
Team Building  
Microsoft Office

# Nguyen Phuoc Tan, PMP®

Project Management Manager at Häfele Vietnam  
Vietnam

## Summary

Over ten years of working in construction fields.  
Autocad, MS Office, MS Project, Sketchup, 3D Max  
Well work under high pressure  
Well manage progress and works  
Well coordinate with consultants, main-contractors  
Well read construction drawings  
Well manage aspects of the site  
Well cooperate, independent and team work  
Well work with local, foreign suppliers  
Well manage QA, QC documents

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## Experience

Häfele Vietnam

Project Management Manager

January 2019 - Present (6 years 3 months)

9 Doan Van Bo street, ward 12, district 4, Ho Chi Minh City

- Manage installations for many Häfele's projects, handle multi projects simultaneously for the company such as movable wall, hardware projects, fit-out works, Häfele - Bosch Home Appliances (HA) works ...
- Coordinate with designers, contractors and other trades
- Work with foreign suppliers to check production time, solving technical issues
- Coordinate with related departments in the company, suppliers, contractors, subcontractors to plan and perform projects to ensure the projects meet the schedule, quality and cost approved. Coordinating with the accounting department to follow up clients' payments, settlements ...
- Create good relationships with owners, consultants, main contractors, subcontractors
- Lead the work of preparing the documents for acceptance of works with owners, consultants
- Participate in meetings with the Owner and the Consultant
- Participate in meetings with Management Board, BOD in the company

- Manage project team to achieve project goals

Besides the works mentioned above, also in charge of after sales service:

- Build up, develop and manage Hafele's South Service Team & Authorized Service Center (ASC) to provide the satisfaction to the customers of the South. And support to the North & Central After sales service team as well
- Be responsible for coordination of customer complaint resolution and implementation of corrective actions
- Provide product and technical support and service information to customers to ensure they receive the best possible service
- Work closely with related parties to ensure smooth After-sales Service operation ...

### Kingsmen Vietnam Co. Ltd

#### Project Manager

August 2018 - January 2019 (6 months)

35 Nguyen Hue street, Ben Nghe ward, District 1, HCM city, Vietnam

- Manage, support the company's projects on fit-out, interior finishing, furniture works.
- Coordination of departments, suppliers, subcontractors to plan and perform projects to ensure the projects meet the schedule, quality and cost approved.
- Negotiating contracts and terms of payment with subcontractors, clients.
- Create relationships with owners, consultants, main contractors, subcontractors.
- Check the production schedule of the factory and product quality.
- Lead the work of preparing the documents for acceptance of works with owners, consultants
- Participate in meetings with the Owner and the Consultant
- Has participated in construction management of interior finishing works for projects such as Acecook, Ocean Network Express, DFS Noi Bai Airport, ...

### AIM (America Indochina Management)

#### Site Manager

July 2008 - August 2018 (10 years 2 months)

123 Le Loi street, Ben Nghe ward, district 1, HCM city, Vietnam

- Manage the installation of building materials for the company such as timber, rubber, vinyl, raised floors; carpet; timber, metal doors; hardware; gypsum, mineral fiber celings; movable walls; toilet partitions; glass partitions; showcase; tables, chairs; etc. The products from well known suppliers such as: Dorma, Armstrong, JEB, Besco, Rephouse, Steelcase, American Standard, ASP, Federals, Metech, etc.

- Being trained for JEB glass partitions in Hong Kong.
- Being trained for Dorma movable walls in Malaysia.
- Job reference: Tetra Pak in Binh Duong, American International Hospital in HCM, German House in HCM, Apple office in HCM, Adidas office in HCM, Siemens office in HCM city, Exchange Square - Hongkong Land in Cambodia, Aclada Bank in Cambodia, National Assembly House in Hanoi, UNDP in Hanoi, Marriott in Hanoi, Novotel in Ho Chi Minh, RMIT in Ho Chi Minh, Binh Duong Administration Center in Binh Duong, MGM Ho Tram in Vung Tau, Intercontinental in Nha Trang, Cancer Hospital in Da Nang, The Everich in Ho Chi Minh city, Centec Tower in Ho Chi Minh city, ...
- Well coordinate with consultants, main-contractors, sub-contractors, installation teams.
- Create good relationship with Main-Contractors, Consultants, Owner.
- Well manage aspects of the site: weekly meeting with the main-contractor, follow-up of quality control, hand-over to clients, ...
- Troubleshooting, ability to solve problem.
- Manage technical drawings to deploy the jobs effectively.
- Liaise with foreign suppliers to require the information of products as well as solving problem if any.
- Maintain current clients, develop potential clients and looking for new clients.
- Negotiate the contract and payment terms with clients.
- Well share the information with colleagues.

## Science and Technique Center (STC)

### Project Engineer

April 2007 - June 2008 (1 year 3 months)

273 Dien Bien Phu street, district 3, HCM city, Vietnam

- Setting up technical shop drawings

- Researching , designing of equipment of machinery
- Doing the quotations, prepare the contracts
- Reference to english materials
- Meeting with clients
- Taking part in the theme of science research

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## Education

### Project Management Institute

PMI-ACP, PMI Agile Certified Practitioner · (December 2021 - January 2022)

### Project Management Institute

PMP®, Project Management Professional · (November 2020 - November 2021)

### Construction Institute

Project Management · (2017 - 2017)

### Construction Institute

Site Management · (2015 - 2015)

### HCMC University of Technology and Education

English Language · (2007 - 2007)