

Contact

www.linkedin.com/in/nguyen-khang-tran-aa23ba1b4 (LinkedIn)

Top Skills

Social Media

Marketing

Customer Service

Nguyễn Khang Trần

Project Manager

Ho Chi Minh City, Ho Chi Minh City, Vietnam

Summary

I have over ten years of work experience and six years of practical experience managing, planning, and conducting a diverse range of project management activities across various business sectors for a variety of high-profile customers such as Samsung, Electrolux, Abbott and etc.

I am a strong team player who could be able to remain calm and assertive in high-stress conditions. I am also a self-motivated individual with the ability to communicate effectively at all levels of a business. Moreover, I enjoy and excel at project management. Therefore, I am now prepared and qualified to go to the next level of my career and look forward to making a significant contribution to make the company prosper.

Experience

Interdist VN

Project Manager

April 2016 - Present (9 years)

Ho Chi Minh City, Vietnam

KEY TASKS:

- Composing proposals for bidding projects within varied business sectors such as Retail Management, HR outsourcing, Event & activation campaign, Auditing & merchandising services.
- Strategy orienting & making the plan, implementation, and monitoring/control of the projects.
- Tracking & managing the team's performance and optimizing the result & ensuring the KPI of the project.
- Managing P&L of the projects.
- In-store/field operation management (PG's Attendance, Working discipline, Allocation/Re-allocation, HR relations).
- Providing a solution for current issues on the field & Operating the team with consistency & discipline.

- Sell-out performance management (Weekly update, Data analysis, Gap closing plan).
- Business mastery, collecting & analysing all the data in the market for Market sensing base on Customer's insights & trends (Competitors updates, Display share, Market share reports and etc).
- Deploying all the marketing campaigns, POSM, promotion programs, in-store visibility standards of the project.
- Orientating & training all the team from short term to long term.

Tập đoàn Tân Hiệp Phát

Communications Leader

March 2014 - October 2016 (2 years 8 months)

Ho Chi Minh City, Vietnam

KEY TASKS:

- Organizing and managing all events at the company level.
- Researching to identify new opportunities for bringing about innovation in events.
- Managing and developing a strategic plan of action to ensure that the cost of the event remains under the predetermined budget and delivery of the result as promised.
- Researching and constructing the culture, and core values of the company to create a dynamic work environment and effective and fair competition.
- Building cultural programs associated with core values of the company.
- Organizing the monthly, quarterly recognition, and reward programs.
- Responsible for managing internal communication and monthly internal magazines.
- Carrying out all the functions as guidelines and regulations.
- Training new and existing staff before the event so that all operations and duties were executed smoothly.
- Writing work instructions for the direct subordinate positions.

Edge Asia

Marketing Specialist

January 2012 - February 2014 (2 years 2 months)

Ho Chi Minh City, Vietnam

KEY TASKS:

- Building plan and executing all internal and external corporate activities, marketing campaigns, digital marketing, events, and workshops consistently deliver client strategy and messages.
- Researching to inform and develop advertising strategies.

- Providing the creative team with a clearly defined brief containing concise information on the product, audience and strategy.
- Liaising with clients, designers, workers, sub-contractors, suppliers and other departments to ensure the smooth execution & delivery of works.
- Coordinating venue management, caterers, stand designers, contractors and equipment hire.
- Planning room layouts and the entertainment programs, scheduling workshops and demonstrations.
- Event/activation onsite management.

2effect

Event Executive

June 2010 - December 2011 (1 year 7 months)

Ho Chi Minh City, Vietnam

KEY TASKS:

- Building plan and executing all internal and external corporate activities, events, and workshops consistently deliver client strategy and messages.
- Researching to inform and develop advertising strategies.
- Providing the creative team with a clearly defined brief containing concise information on the product, audience and strategy.
- Liaising with clients, designers, workers, sub-contractors, suppliers and other departments to ensure the smooth execution & delivery of works.
- Coordinating venue management, caterers, stand designers, contractors and equipment hire.
- Planning room layouts and the entertainment program, scheduling workshops and demonstrations.

Education

Hong Bang International University (HIU)

Bachelor's degree, Business Administration and Management,

General · (2006 - 2010)