

## Contact

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## Top Skills

Strategy  
Strategic Project Management  
PMD

## Languages

English

# Huynh Hieu Nguyen

Group Project Manager  
Ho Chi Minh City, Vietnam

## Summary

Project Manager with over 9 years-experience in project, design and cost management

Proven ability to work in complex environment, to coordinate Multi-tasks in order to deliver projects within deadlines and budget.

Highly organized and dedicated, energetic team player, reliable with a high sense of responsibilities, able to strategies and prioritize effectively to accomplish multiple tasks and stay calm under pressure, with emphasis on improving organizational consistency and adapt to changes

A committed professional of the PMD who enjoys learning new skills and undertaking challenges

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## Experience

### Ash

1 year 5 months

#### Group Project Manager

May 2024 - Present (11 months)

Ho Chi Minh City, Ho Chi Minh City, Vietnam

#### Country Project Manager

November 2023 - Present (1 year 5 months)

Ho Chi Minh City, Vietnam

#### Au Chau Fashion And Cosmetic Co., Ltd (ACFC)

##### Deputy Project Manager

March 2023 - November 2023 (9 months)

Ho Chi Minh City, Vietnam

#### NOVALAND

##### Project Manager

April 2021 - March 2023 (2 years)

Ho Chi Minh City, Vietnam

ADP Architects  
Project Manager  
May 2020 - April 2021 (1 year)  
Quận 1, Ho Chi Minh City, Vietnam

Au Chau Fashion And Cosmetic Co., Ltd (ACFC)  
Project Lead  
June 2018 - May 2020 (2 years)  
Vietnam

Playpoint Viet  
Project Supervisor  
July 2015 - June 2018 (3 years)  
Vietnam

Project Supervisor  
PLAYPOINT VIETNAM  
(<https://playpoint.asia>)

#### Responsibilities

- Collect inquiries/ requests from clients, and propose 2D&3D design for children playground;
- Liaise with design team in Singapore for 2D&3D design proposal and support the team with 2D&3D design when needed;
- Calculate EPDM rubber floor quantity for import based on playground area & client's approved design;
- Liaise with oversea logistics team for product shipping schedule to update clients the delivery time;
- Have meeting with developers, main contractors, subcontractors to update implement of installation and solve arising problems (if any);
- Follow up with Project Manager/ Site Manager for site progress and adjust delivery & installation schedule if needed;
- Check goods at warehouse & arrange local transportation to deliver goods to sites;
- Site visit and ensure the site correct with the design;
- Direct and supervise project team regarding with installation ensuring appliance of company operational procedures;
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- Ensure project team compliance with all applicable fire & life safety codes, building codes, environmental regulations, and other policies as requested by developers & government.
- Arrange transportation & manage payment for local delivery
- Prepare and ensure timely submission of appropriate paperwork such as: Construction Daily Record, Minutes of Inspection & Acceptance of Work Item, and other relevant documents;
- Manage maintenance budgets, project budgets to ensure that operations and projects are cost effective, completed in a timely and accurate manner, and are on budget;

Key project Reference:

- Estella Height 2 – District 2
- Vivo City – District 7
- AIS School, SISS School, BVIS School.
- Tao Dan Park
- Novaland project.

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## Education

University of Transport in Ho Chi Minh City

Bachelor of Engineering (B.Eng.), Traffic Planning · (2010 - 2015)