Dung Nguyen

Project Manager at NashTech

Ho Chi Minh City, Vietnam

Experience

NashTech
Project Manager
January 2022 - Present (3 years 3 months)
Ho Chi Minh City, Vietnam

- To manage and organize a united team where all team members can
communicate & contribute on assigned activities

- Guide and perform Scrum events: Daily / Refinement-Grooming/
Retrospective / Planning / Demo

- Checking and updating Measurement Analysis reports

- Joining and discussing daily with client in UK about Requirements

- Training and guiding development team about Agile and Scrum events.

- Optimize development team capacity and balancing for development tasks to
delivery product increments

- Coordinate to Client and EM / AM / TA and Development Team for
transferring and solving problems/impediments

- Coordinate to other project parties like as QA / HRBP / RMO /LM / Training /
HR / Admin / Assets / IT / etc. teams for project reports and company activities,
events.

- Keep moving up team morale during sprints

- Manage project budget and tracking development team timesheet and
coordinate to Finance team for Client billing

- To produce activity reports for all operations of the team (monthly, weekly &
ad-hoc)

- Weekly report to Client / Delivery about project status

- Participate in company's soft skill training or workshop

- Participant in Presale / Bidding and manage projects

- Participant in quarterly check point and annual review of project member
performance

- Manage and control leave requests of project's subordinates

- Coordinate with Resource Manager to find candidates and join interview,
updating resource plan and succession plan for all project team members.

- Coordinate with IT / Admin departments for infrastructure setup or incidents
relevant to project team or client

- To perform other tasks requested by BOD

- Participant in Client visit preparation and hosting

Project:
- Europe Finance / Insurance / Tax
- .NET - ReactJS - AngularJS - SVN - JIRA - AzureDevOps

TMA Innovation
Product Manager
March 2020 - December 2021 (1 year 10 months)
Ho Chi Minh City, Vietnam

- Work with Clients / Stakeholders to clarify product backlogs
- Work with Business Development team to get in touch with Clients on product deliverables and markets
- Work on Quarterly and Monthly product delivery plan and report to BOD
- Organize meeting with Stakeholders to discuss about release plan as well as business strategy
- Create and manage product backlogs and product goals
- Manage & follow production team to ensure they can deliver on-time with high quality
- Organize weekly demo with the team to track their tasks cautiously and increase productivity
- Problem solving, anticipate risks and propose solutions when dependencies happen
- Work with Business Analyst to review the product feature list, logics & user flow
- Work with Designer to finalize UX/UI of the platform
- Work with Project Leaders (Scrum Team) to assign tasks for team members when necessary
- Work with Architect team to solve all technical issues with other stakeholders
- Work with DevOps team to setup environments, servers and necessary tools
- Setup JIRA/ Confluence and create other templates that support project management
- Train and inspire team members
- Demo products for potential Clients and participate in some events to introduce company products to attract more potential clients

Project:
- Covid19 Tracking Detection (Using AI)
- Factory Projects (Tray Detect/ AGV Robot)
- mCare (Healthcare Platform)

- Baby care (Thermal tracking app)
- Products R&D (Ideas/ Market research)

Sutrix Group
7 years 11 months

Project Manager
April 2017 - February 2020 (2 years 11 months)
Ho Chi Minh City, Vietnam

- Work with Client to clarify the scope, raise issues and propose solutions
- Create the plan to ensure on-time delivery and meet Client's expectation
- Organize internal/external meeting with team and client (Kickoff/ Weekly/ Demo/ Sprint Review/ Sprint Retro)
- Analyze backlogs and creating wireframe with Axure/ Figma software for more clear scope if needed
- Review estimation of the project as well as Change request
- Setup JIRA/Mantis/Bugs tracking system with Kandan or Scrum board for tasks planning and managing project
- Work with Team Leaders to assign tasks for team members
- Work with Architect team to solve all technical issues
- Work with DevOps team to setup environments, servers and necessary tools
- Work with Delivery Manager for booking resources
- Anticipate risks to avoid as well as prepare solutions
- Training for new members

Projects: 15+ Oversea projects delivered (Singapore, France, Philippines, Hongkong, UAE)

QC Team Leader
July 2013 - April 2017 (3 years 10 months)
Ho Chi Minh City, Vietnam

- Assign daily tasks to all QC Team members
- Review & validate test cases and checklists created by QC Team members
- Manage, follow and support QC Team members to accomplish their daily tasks with the best quality
- Daily report to Client about tasks completed, issues happen and propose solutions
- Work with QA Manager to find solutions for critical issues as well as improve team performance
- Training for all QC/ PM/ BA team members about testing process and tools for projects testing

- Research new Testing tools and Testing Modeling (Example: Auto Test using Selenium WebDriver, Maven, Cucumber, Gherkin, Testing Tagging using Fiddlers for Application on Devices, JIRA Captures, etc.)

Projects: Nissan Auto Websites and Mobile Application, Renault, Michelin, BPCE, B&B Hotels, etc.

Senior QC Engineer
April 2012 - July 2013 (1 year 4 months)
Ho Chi Minh City, Vietnam

- Receive and accomplish daily testing tasks assigned by QA Team Leader
- Create test cases and checklists for daily tasks
- Support team member in testing daily tasks
- Training for new members and junior members about tasks testing and projects testing
- Report to Client and QA Team Leader about daily tasks results, issues happen & propose solutions
- Export Billing timing for working hours of Dedicated QC resources to Client, BOD and Account Manager
- Researching new Testing tools and Testing Modeling (Example: Auto Test using iMacro, Security Testing with Acunetix, Agile Modeling, etc.)

Project: Nissan Auto Websites and Mobile Application, Renault, Michelin, etc

FPT Online
Event Executive
August 2011 - April 2012 (9 months)
Ho Chi Minh City, Vietnam

- Create online and offline Events, Activities match to Game community
- Create monthly and quarter business plans
- Organize events, meeting, activities with customers nationwide
- Research and survey to find out the current situation of community
- Maintain good relationship to customers, community and social.
- Report to Product Manager

Project: Dragonica, Kiếm Rồng, Tiên Kỷ, etc.

Gameloft Vietnam
3 years 2 months

Hardware Expert
November 2009 - February 2011 (1 year 4 months)

Ho Chi Minh City, Vietnam

- Manage 3000+ devices in company (phones, Bluetooth, Sim cards, Charger, Projector, etc.)
- Knowledge about many kind of devices and help colleagues to fix all of problems concern to devices
- Testing devices and put them in inventory and database for using
- Working with local company in Vietnam and other studios in Paris, New York, Korean, Japan, China, Mexico, etc.
- Report to Hardware Manager.

Game Tester
January 2008 - November 2009 (1 year 11 months)
Ho Chi Minh City, Vietnam

- Test and find bugs in games via checklist and test cases
- Report all of bugs founded to programmers and request them to fix
- Report to Team leader.

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Education

University of Finance & Marketing - UFM
Bachelor's degree, Business Administration and Management, General

NIIT Hoa Sen
Diploma of Education, Information Technology