# Nguyen Minh Triet | Assistant of Board of Directors

+84 902911696

trietnguyen2805@gmail.com

# Professional Profile

Aspiring Data Analyst with a strong background in project management and team leadership, seeking to pivot into the new field of Data Analysis, working as a remote and internship/ part time position. With 6 years of experience in housing projects and developing civil and commercial schemes, I bring a detail-oriented approach and the ability to adapt quickly to changing requirements. Eager to leverage my analytical skills and problem-solving abilities in a fast-paced, data-driven environment. Highly motivated and committed to learning and excelling in Data Analysis, ready to contribute with enthusiasm and dedication to achieve business goals.

# Core Skills

• Project management skills • Excellent communication skills

• Creativity & Problem solving • Leadership

• Strong interpersonal skills • Driving attitude and demonstrates entrepreneurship

•Python, SQL • Microsoft Office

# Education

* Bachelor of Commerce – Entrepreneur| RMIT University | 2012 - 2016
* Master – Business Administration | Western Sydney University | 2016 - 2018
* Bachelor of Data Science | Deakin University| 2024

# Relevant coursework

* Python Programing
  + Developed skills in applying Python to real-world data science tasks, including data collection, cleaning, analysis, and visualization.
  + Applied machine learning techniques using Python libraries, performed exploratory data analysis, and identified actionable insights from data.
* Database design and development
  + Gained expertise in designing and implementing relational databases.
  + Managed and manipulated data using SQL, creating queries, and ensuring data consistency and efficiency

# Career Summary

## April 2023 - Present Assistant of Board of Directors, Gia An JSC

* Prepare agendas and make arrangements for board, internals, clients and other meetings
* Evaluate incoming and outgoing records and submissions; revise and collaborate the preparation and submission of outline notes to executives and boards of directors.
* Prepare studies, combine data and conduct reports for presentation and analysis by executives and boards of directors
* Develop a strong working interaction in written, verbal, and electronic correspondence with the Executive Director, Staff Organisation, Chairman, and Members of the Board of Directors.
* Communicate with individuals, exclusive interest initiatives, and others to address concerns, evaluate, and suggest alternative ways of action on behalf of leaders, committees, and boards of directors
* Follow and assist other departments to reach their yearly and monthly goal.
* In-charge 2 paramount chain clients in F&B Commercial sector and support on Showroom Commercial sector
* Other projects/duties as assigned for the overall benefit of the organization.

Key Achievements:

* Overcome harsh year at the end of 2023 with positive income.
* Remodified total company structure
* Successfully improved the company’s website: user-friendly and well- designed.

## January 2019 – March 2023 Senior Manager, Gia An JSC

* Prepare project design documents, conduct and manage technical supervision stages of construction projects.
* Evaluate assigned technical design documents.
* Planning, implement and control project from preparation, execution to project handover in accordance with the process and provisions of the law.
* Coordinate human resources, construction progress, project quality costs from commencement to handover.
* Coordinate closely with relevant departments in the business to carry out work most effectively.
* Monitor and check the project's construction quality.
* Research and compile technical management documents in the field of construction, furniture, electricity.
* Summary of professional documents for training technical workers.
* Manage contractors in terms of progress, volume and quality according to contract agreements.
* Develop and update unit price, check project and bidding estimates.
* Work with contractors, supervision consultants and investors to ensure project work is carried out according to plan.
* Manage all assigned project activities and be responsible to the board of directors for assigned work.
* Prepare documents and participate in bidding and contractor selection.
* Check and confirm payment and settlement documents for projects.
* Assist Accountant department to keep track and collect payments from investors.
* Draft and check the legal conditions of economic contracts. Along with that is managing economic contract value and total estimate.
* Handle incidents and arising risks well to ensure that technical work always complies with standards.

Key Achievements:

* Successfully brings 2 new chain stores as well as
* Maintain good relationships with customers – result in 3+ years of cooperation
* Contribute of at least 15 billion Viet Nam Dong (approximately 600,000 USD) in revenue from customers each year
* Completed a total of more than 100 stores throughout Vietnam
* Retrieve 2 bad debt for company.
* Achieve 97% of projects meet standards in terms of progress and quality, 95% of customers’ satisfaction

## May 2018 – December 2018 Director Assistant, Gia An JSC

Key Responsibilities:

* Work closely with Construction Manager to develop monthly project with details activities and budget spend.
* Reviewing blueprints and drawings to determine if changes are needed
* Discussing project details with clients to understand their needs and expectations
* Overseeing the work of contractors to ensure that they are completing projects on time and within budget
* Inspecting work sites for safety hazards and ensuring that safety measures are being followed
* Managing the finances of a project by tracking expenditures and generating reports on spending patterns
* Working with architects to develop plans for building construction or renovation projects
* Maintaining contact with subcontractors to coordinate materials and supplies needed for construction
* Overseeing all aspects of construction projects from start to finish

## August 2017 – April 2018 Director Assistant, Le Bao Han Corporation

Key Responsibilities:

* Reporting to the site manager or other senior project managers as required.
* Ensuring that requirements, as specified by the client and senior management, are met.
* Monitoring labor, building material, and equipment budgets and curbing unnecessary expenses.
* Supervising on-site construction work and relaying instructions from senior project managers.
* Reporting any concerns that might negatively impact projected cost and time estimates.
* Procuring materials, labor, and equipment, as well as third-party subcontractors and suppliers.
* Preparing work schedules and sequencing onsite tasks.
* Collaborating with other construction project stakeholders as required.
* Ensuring that construction industry safety regulations are followed.

## June 2016 – July 2017 Commercial Executive, Le Bao Han Corporation

Key Responsibilities:

* Prepare quotes and tender documents.
* Manage, prepare and vet commercial contracts.
* Send commercial reports for management review.
* Follow up on client projects and assists in the presentations & Maintain communication with clients via phone and handle routine inquires in Account Managers’ absence.
* Assist to conduct technical and commercial discussions with customers.
* File and maintain clients’ agreements, contract, rebates, confidentiality agreements & calculate prices and develop systems to maintain pricing files.
* Collecting and storing commercial information from various sources, responsible for compiling reports and presentations as required; prepare, maintain and update clients’ files; & assist in collecting & analyzing commercial information.
* Any other ad hoc duties.

## August 2014 - April 2015 Sales Assistant TUMI, ACFC

Key Responsibilities:

* Ensure high levels of customer satisfaction through excellent sales service
* Maintain outstanding store condition and visual merchandising standards
* Maintain a fully stocked store
* Ascertain customers’ needs and wants
* Recommend and display items that match customer needs
* Welcome and greet customers
* Manage point-of-sale processes
* Actively involved in the receiving of new shipments
* Keep up to date with product information
* Accurately describe product features and benefits
* Follow all companies’ policies and procedures

# References

* Mr. Trung Nguyen

Board of Director, Gia An JSC

+84 [902911696 | trungnguyen.bod@giaanjsc.com](mailto:902911696%20|%20trungnguyen.bod@giaanjsc.com)

* Ms. Ut Nguyen

Chief Executive Officer and Co-Founder, Gia An JSC

+84 [909613316 | utnguyen.ceo@giaanjsc.com](mailto:909613316%20|%20utnguyen.ceo@giaanjsc.com)