▶Ta Quang Dung

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Working experience:

VinID   **(July 2019 – Present)**
Senior Project Management Officer

- Liaising with scrum teams to resolve technical issues during project lifecycle.
- Using company project management tools to track all IT deliverables are on time during each phase of project lifecycle
- Providing regular updates to Business heads and program manager, particular highlighting any Product related potential risks and issues in advance
- Developing best practices and tools for technical project execution and management.
- Interacting and developing strong collaborative communication/relationships with key stakeholder
- Working with program manager to understand the overall project plan and to estimate the resources and participants needed to achieve technical deliverables
- Keeping track of team's work effort estimation vs actual time spent on IT deliverables

Bank for Investment and Development of Vietnam   **(December 2016 – June 2019)**
Project Management Officer

- Monitoring and reporting on progress of the project to the Project Board and all stakeholders
- Co-ordinating quality activities to meet quality objectives. Managing project risks, issues, change control and monitoring projects against time, budget and quality standards
- Assisting Board of Directors, Head of PMO in improving activities related to quality and resource management to enhance the projects' quality
- Researching and assessing technology and business solutions

FPT Software   **(March 2016 – November 2016)**
Business Analyst/ Data Quality Analyst

- Making quality report, collecting and analysing data
- Calculating KPI metrics, measuring the performance, the compliance of processes and procedures in each projects and giving advices in improving processes (basing on CMMI, ISO methodology) to enhance the project's quality
- Managing process database, process assets, practices and lesson learned
- Managing user requirement and writing URD

Samsung Display Vietnam   **(October 2014 – March 2016)**
Quality Planning Staff
- Planning, calculating, analysing data related to quality cost
- Joining in managing quality management system (QMS), ISO
- Evaluating processes and procedures

Vietnam International Bank   **(August 2014 – October 2014)**
Project Staff
- Joining in expense management project (EMP) in Vietnam International Bank
- Testing new system, creating test cases, recording bugs, reporting to Test Leader and contacting to supplier to fix bugs
- Writing user guide, supporting in training employees in different divisions and branches in VIB to use new expense management system

HiPT Group   **(October 2012 – March 2013)**
Product Analyst
- Working as Product Analyst and assisting Product Owner in developing content for a healthcare social network
- Doing some researches about similar products, designing, developing new functions and reporting to Product Owner

Education

ACADEMY OF LOGISTICS   **(September 2009 – May 2013)**
Bachelor of Finance and Banking

TRUSTGROUP ASIA (PMI R.E.P)   **(October 2018)**
Project Management Fundamentals (PMF)

Computer and language skills

Language: Vietnamese (Native), English (Advanced)
Computer: Familiarity with Microsoft Office, Skype, Jira, Redmine, etc

Other skills

Enthusiastic, quick learner and willing to learn from each other
Strong analytical skills and organization skills
Ability to work independently or as part of a team
Good interpersonal skill