



NGUYEN MANH TUAN

D.O.B: 17 Dec 1993
Phone: 0982.928.387

Address: Bien Hoa City, Dong Nai Province
Email: nguyenmanhtuan1712@gmail.com

EXPERIENCE

- **Project Manager (May 2022 – Present)**

CITEK TECHNOLOGY JOINT STOCK COMPANY

- Managing the project progress, including planning in detail, defining resource allocation, goals, risks and schedules, setting priorities, assigning tasks and overseeing day-to-day activities.
- Communicating with stakeholders and team members to ensure effective transmission of project-related information as well as resolve issues and handle conflicts when they occur.
- Ensuring that project deliverables meet established quality standards and satisfy stakeholders' requirements.
- Keeping track of and storing project-related documents, including progress reports, meeting minutes, and instructional materials.
- Providing guidance and supports about professional growth and development of team members.

- **IT Business Analyst & Project Manager (Nov 2016 - May 2022)**

FPT INFORMATION SYSTEM CORPORATION

As a Project Manager:

- Developing a comprehensive plan that outlines the project scope, deliverables, schedule, budget, and resource allocation.
- Allocating and managing resources effectively, including personnel, equipment, and materials.
- Assigning tasks to team members based on their skills and expertise while ensuring output quality.

As an IT Business Analyst:

- Surveying and collecting information from end-users.
- Giving helpful advice to clients on production processes and costing methods.
- Analyzing and building automatic processes based on client's current system and their expectations.

- **Auditor (August 2015 - Nov 2016)**

CROWE HORWATH VIETNAM CO., LTD

- Preparing and completing the Financial Statements audited.
- Giving helpful advice to clients through audit jobs on accounting (Cir.200) and tax issues.
- Resolving issues and addressing problems that arise to ensure the progress of work.

TECHNICAL SKILLS

- **Database**

- SQL: Microsoft SQL Server, PostgreSQL.
- No-SQL: MongoDB.

- **Programming languages**

- Python, Javascript.

- **Designing tools**

- MS Visio, Miro

Summary

As a prospective member, I am seeking to work in an active and professional environment that provides valuable opportunities for career advancement.

I have a talent for developing strong relationships with stakeholders and am skilled in analyzing business tasks and designing systems that meet and exceed company objectives.

I prioritize setting goals that align with the team's priorities, act with a sense of urgency, and hold the team accountable for maintaining high standards of performance.

Education

2011 – 2015

Bachelor's degree at University of Economics Ho Chi Minh City
Major: Corporate Finance

Qualification

English: TOEIC - Band scores: 805/990

Google Data Analytics Professional Certificate

Data Analysis with Python Certificate at Nordic Coder Center

Skills

Leadership

Negotiation

Interpersonal

Data Analysis

TYPICAL PROJECTS

- **Centralized Procurement System – CITEK TECHNOLOGY JOINT STOCK COMPANY**
PROJECT MANAGER

- **Summary:** The system supporting procurement department in purchase requisition management, supplier selection process, ordering procedures and collaboration between the procurement department and suppliers throughout the entire process.
- **Project management methodology:** Scrum
- **Project's technology description:** NodeJS, message broker (NATS), MongoDB, PostgreSQL, Redis, GraphQL, Kubernetes, ReactJS.
- **Management tools:** Microsoft Project, JIRA.

- **Point Of Sale System (POS) – CITEK TECHNOLOGY JOINT STOCK COMPANY**
BA TEAM LEADER

- **Summary:** The system supporting retail stores with ERP solutions as well as integrating with third-party systems such as SAP, e-commerce systems (Haravan, Lazada, Shopee), payment gateways (MoMo, ZaloPay, VNPAY) and delivery systems (Ahamove, NinjaVan).
- **Project management methodology:** Scrum
- **Project's technology description:** NodeJS, message broker (NATS), MongoDB, PostgreSQL, Redis, GraphQL, Kubernetes, ReactJS.
- **Management tools:** Microsoft Project, JIRA.

- **Vina Kyoei Steel's ERP System – FPT INFORMATION SYSTEM**
PROJECT MANAGER

- **Summary:** Upgrading software adding module purchasing order with integrate barcode and module tracking applicants as well as modifying system's base currency.
- **Project management methodology:** Waterfall
- **Project's technology description:** C#, MS SQL Server, Crystal Report.
- **Management tools:** JIRA, ePMS.

- **Nguyen Minh Steel's ERP System – FPT INFORMATION SYSTEM**
PROJECT MANAGER

- **Summary:** Upgrading and expanding business management software system.
- **Project management methodology:** Waterfall
- **Project's technology description:** C#, MS SQL Server, Crystal Report.
- **Management tools:** JIRA, ePMS.

- **Daikin's KPI System – FPT INFORMATION SYSTEM**
IT BUSINESS ANALYST

- **Summary:** Managing KPI lists and evaluation results as well as integrating with SAP
- **Project management methodology:** Waterfall
- **Project's technology description:** C#, MS SQL Server, Crystal Report.
- **Management tools:** JIRA.

- **Vietravel's Accounting System – FPT INFORMATION SYSTEM**
IT BUSINESS ANALYST

- **Summary:** Building and deploying the accounting and financial management software system.
- **Project management methodology:** Waterfall
- **Project's technology description:** C#, MS SQL Server, Crystal Report.
- **Management tools:** JIRA.