




PHAN LE VU

28/10/1992

CONTACT

 No7, Lane 114, Sai Dong
Street, Long Bien ward
Hanoi city
Vietnam

 phanlevu.cfo@gmail.com

 (84) 9 4515 4668

EDUCATION

MASTER OF MANAGEMENT OF INNOVATION PROJECT AND ENTREPRENEURSHIP 2017 - 2018

University of Nantes (France) and
Foreign Trade University

BACHELOR OF FINANCE AND BANKING 2010 - 2016

Thang Long University

CERTIFICATE

English Certificate IELTS 6.5

Project Management Course

Completion Certificate

Certificate of Tender Training Course

EXPERIENCE

OFFICE MANAGER cum in charge of Sales Department

Aqua One Number 3 Clean Water Business JSC

** Mar/2020 - until now

- In charge of **office works**: (i) Monitor and synthesize dispatch/arrival documents; (ii) Draft letters, reports, MOMs of briefings & meetings of the BODs ...; (iii) Develop internal regulations; (iv) Translate English documents and interpreter during meetings with international partners;
- In charge of **legal and bidding procedure** (as Owner): Adjust the investment policy decisions; Submission for evaluation and approval of the Feasibility Study Report & Basic Design, Contractor selection plan and bidding organization; Work with Ministries/Departments/Local Authorities to apply for relevant licenses;
- In charge of **contracts management**: Draft, check and follow up with consulting, construction and installation, procurement contracts/Amendments, Partnership & joint ventures agreements for investment cooperation; Participate in negotiation, complete contract for signature;
- In charge of **Sales**: (i) Develop sales process; (ii) Search and implement Water Supply Service Agreement with big customers such as CNN Duyen Hai, Coca Cola Factory, Heineken Brewery ...; Propose business plans, develop projects in the area of water supply..

SPECIALIST OF BUSINESS DEVELOPMENT DIVISION

Duong River Surface Water Plant JSC (owned by Aqua One Group)

** Mar/2019 - Feb/2020

- Authorized by General Director to work with local authorities and partners to promote business activities and provide clean water to customers.;
- Authorized by General Director to join meetings with Ministries/Departments/Agencies regarding sales & purchase procedures, investment projects with budget capital or ODA capital;
- Negotiate with big customers for mutual agreement, submit water supply service contract to Management Board for signing (such as: Hanoi Water Limited Company, Ha Dong Water Co., Ltd, Thanh Ha Fresh Water JSC , Dai Tu IZs, VSIP Bac Ninh ...)

OFFICE MANAGER cum member of Project Management Board (PMB)

Two-member limited company – clean water distribution in Soc Son, Dong Anh, Gia Lam (owned by Aqua One Group) ** Jun/2018 – Feb/2019

- In charge of office works & legal documents: (i) Monitor and synthesize dispatch/arrival documents; (ii) Draft letters, reports, MOMs of briefings & meetings of the BODs ...; (iii) Member of the Bidding Group; (iv) Work with Ministries/Departments/Local Authorities to apply for relevant licenses;
- Participate in negotiation with customers/partners; Draft, check and follow up with construction & procurement contracts/Amendments (including the translation of English technical documents);
- Concurrently as member of the PMB: (i) Summarize, follow up with the construction progress, procurement and material supply for project to report periodically to the General Director; (ii) Participate in the payment and settlement of bidding packages of the project.

HUMAN RESOURCES STAFF cum Materials & Equipment Procurement

Bao Sinh Construction Investment JSC ** May/2017 – May/2018
(General Contractor of Duong River Surface Water Plant Project – owned by Aqua One Group)

- Materials and equipment management (Procurement requirement determination, proposals for procurement of materials and equipment, coordinate with other departments for price appraisal, selection of suppliers, follow up procurement process and payment records);
- Assist the Director to manage human resource (identify recruitment needs, recruitment plan, interview, organize training program for new personnel & keep report to the Director).

SECRETARY-GENERAL cum Project Coordinator

Vietnam Intellectual Technology Research, Application and Management Co., Ltd ** Mar/2015 – Dec/2016

- In charge of procedures, bidding documents to participate in "Consulting, reviewing, organizing the implementation of strategic management system (BSC) and the system of indicators measurement, performance evaluation (KPIs)" Project at Power Company of Lang Son, Hai Duong, Nghe An, Ha Tinh;
- Set up plan & organize meetings with the consultants; the seminars with the power companies as above;
- Participate in the development plan of the project;
- Secretary of the briefings, meetings with experts of project;
- Summarize information, report on the implementation of project to the Director;
- Directly complete, edit format, print out consulting products.

COLLABORATOR - PART TIME

The Business Centre Association ** 2012 – 2014
(Owned by Enterprise Informatics Institute – Vietnam Chamber of Commerce and Industry – VCCI)

- Set up plan, develop and organize training and coaching programs to enhance capacity for businesses in Vietnam;
- Set up plan, develop and organize trade promotion programs towards expanding trade and studying abroad for businesses in Vietnam.

SOFT SKILLS

Presentation

Critical Thinking

Communication, Negotiation

Team Work/Collaboration

Planning & Organizing Skill

Time Management

Flexibility/Adaptability

Drafting Documents

Computer skills: Proficient in software, office applications, email marketing

QUALIFICATIONS

Knowledge of culture & society, finance & investment

Self-reliance & Sense of initiative

Responsibility

Honest, eager to learn

Sincere, sociable & sharing

Confident, progressive thinking

Enthusiastic, overcome challenges

Patience & Attention to details

Available for regular, long-term business trips