

## TRAN DUC HAU



Add: 535/59/10 Thong Nhat, Ward 16, Go Vap District, Ho Chi Minh City

Phone: 0972.672.003

Email: tranduchau081188@gmail.com

DOB: 08/11/1988

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### CAREER PROFILE

Senior Facility Staff with a proven record of success in managing and solving complex facilities, properties and assets and keeping up with high quality standards and saving cost of maintenance and customer service.

#### Qualifications include:

- Good efficiency and knowledge in apply best business practices to ensure that the services and processes supporting the organization go on smoothly.
- A high level of professionalism, integrity and discretion in handling confidential information.
- Capable of managing all facilities efficiently – well-served with project management activities, time management and outsourcing and team leadership.
- Proficiency in accounting and financial analysis.
- Comfortable working in a fast-paced, professional, high pressure environment and security.
- Deeply understand and knowledge in M&E, HVAC, CCTV, Firefighting system, Automation control system...
- Understanding and implementation of ISO 9001.

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### PROFESSIONAL EXPERIENCE

**SENIOR FACILITY STAFF**

2010-Present

Renesas Design Viet Nam, Tan Thuan Export Zone ,District 7, Ho Chi Minh City

**Key Activities:**

1. Maintenance work.

- Define and create maintenance procedure, maintenance scope and prevention maintenance plan for (M&E, plumber, telephone system, UPS system, firefighting system)
- Find out and contact and maintain outsource vendor for land care, pet control and cleaning service, security service.
- Schedule planed work, observe outsource service and ensure working quality
- Daily check and observe machine operation. Find out abnormal indicator before broken occurred and propose solution to troubleshoot issues arising.
- Create firefighting plan, evacuation plan and training plan for whole employee and propose to upper manager annually.

2. Renovation and improvement work.

- Propose renovation and improvement plan to upper manager every year to keep up business demand and improve working environment.
- In charge of renovation and improvement project.
- Assisted and guided the contractors to complete working and project assigned with high quality standard.
- Researched and study new technology or method to reduction cost, saving energy and security for building.

3. Budget.

- Propose budget for maintenance and outsource service and renovation to upper manager at beginning of year.
- Control budget to adapt with business target.

**Contribution:** reduce 5% and more power consumption year by year by adjusting and controlling system. Reduce maintenance and repairing cost by monitoring, checking equipment regularly and strictly planning and following maintenance plans. Suggest and planning building renovation for working purpose, implementation of ISO 9001 successfully ...

**Awards:** Achieved bronze prize for saving energy project, professional working manner award, 5 years contribution award ...

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**Certified:**

- **The Degree of Mechanical Engineer** –Ho Chi Minh University of Industry
- **Building management course** – Leadman SRI Academy
- **The Bachelor of Finance and Banking** — University of Economy Ho Chi Minh
- **Electrical standard course** – Ho Chi Minh University of Science
- **Automation course** - Ho Chi Minh University of Science

**Other:**

- **Firefighting certificate, Safety and hygiene certificate**

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**SOFT SKILL**

- Strength includes teamwork leader, presentation, and English communication (TOEIC 855).
- Good at computer and IT technical: AutoCAD, Word, excel, PowerPoint...
- Good knowledge about Vietnamese law about M&E, firefighting, safety standard...

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**WORKING ATTITUDE**

- Professional working manner.
- Can work under high pressure and available for 24/24h working for urgent and emergency case.
- Honest, enthusiastic, careful and energetically working.

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**PERSONAL INTEREST**

- Reading and swimming.
- Watching film: Action film, science fiction film...
- Studying: new technology and science.