TRUNG, NGHIEM DUY

PROJECT MANAGER

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ABOUT ME

Dream big, learn more and keep moving forward.

EXPERIENCE

VINSOFTWARE   Mar '19 - Present
Project Manager | Business Analyst

- Process, forecast and propose solutions based on requirements from stakeholders.
- Initiate general plan, allocate resources and estimate the budget of project.
- Establish meetings with stakeholders to discuss and negotiate.
- Determine SOW and CRs, break into backlogs and prioritize items for each sprints in Agile method - Scrum framework projects.
- Supervise and hold team meetings periodically to evaluate the project progress, ensure the product meets customer's requirements and milestones.
- Draw business flows, create wireframes of system and design database.
- Generate US documents, including description, flow diagrams, acceptance criterias, wireframes.
- Complete and execute test scenarios/test cases.
- Create user manuals, presentations, make videos to instruct users. Establish UAT and training sessions.
- Implement acceptance and handover of the final product.
- Experience working with projects that implementing data synchronization between systems.
- Experience working with mobile app development project.

Projects:

Vinschool Mobile App	Aug '20 - Present
Project Manager/Business Analyst	
Charitable Donation Management System	Apr '20 - Oct '20
Project Manager/ Business Analyst	
Bulletin Board of Saba Training Information	Nov '19 - Jan '20
Business Analyst	
Human Resource Portal	Sep '19 - Feb '20
Business Analyst/Coordinator	
Internal E-commerce	Jun '19 - Aug '19
Business Analyst	
Vinsmart Support Website	Mar '19 - Jun '19
Business Analyst	

TECHMASTER
Back End Developer

- Programmed in Golang, postgreSQL database in project code123 that implemented micro-services architecture, Agile method - Scrum framework.
- Proficiency working in HTML5, CSS3, JavaScript, JQuery, Bootstrap, basic knowledge of Nuxt.js, Vue.js.
- Good understanding of UI/UX design.
- Knowledge of Data Structures and Algorithms, database design.

IDVN LAWYERS   Oct '16 - Jul '18
Data/Trade Analyst

STATE AUDIT OFFICE   Jul '08 - Sep '16
Auditor

AGRIBANK   Feb '07 - Dec '07
Accountant

TECHNICAL SKILLS

- Graphic: Photoshop, Balsamiq, Figma, InVision
- Design: Visio, Lucidchart, Mindmap
- Plan: Jira, Redmine, Excel, Project
- Document and Present: Word, PowerPoint
- Database: Microsoft SQL Server, MySQL Workbench, DBeaver
- Program: Git, Visual Studio Code, Visual Studio

SOFT SKILLS

- Manage multiple projects at once.
- Lead and motivate team to progress projects, resolve conflicts and boost team spirit.
- Deal with clients on an appropriate schedule and SOW.
- Control risk and time management.
- Communication and problem-solving.

ENGLISH

Listening   Reading

Speaking   Writing

EDUCATION & CERTIFICATION

iPMac Networking Academy | Hanoi   Jan '07
CCNA

Banking Academy | Hanoi   '02 - '06
Bachelor's Degree of *Finance and Banking*

REFERENCES

Available upon request.