TRUNG, NGHIEM DUY

PROJECT MANAGER

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ABOUT ME

Dream big, learn more, never give up, and nothing is impossible.

EXPERIENCE

VINSOFTWARE [VINGROUP]   Mar '19 - Present
Product Owner | Project Manager

- Forecast, analyze, consult, propose solutions and functions based on requirements from stakeholders.
- Prepare general plan and define the budget of project.
- Make business requirements documents, project evaluation documents.
- Draw business flows, create wireframes of system and design database.
- Define SOW and break down into Epics, Features, User Stories, Tasks, collaborate with development team to manage in sprints in Agile method - Scrum framework projects.
- Create US notes, including description, flow diagrams, acceptance criterias, wireframes, etc.
- Program in HTML, CSS, JavaScript, Bootstrap library.
- Write test scenarios and cases, then test the systems.
- Hold meetings with stakeholders, manage CRs.
- Supervise and organize team meetings periodically to evaluate the project progress, resolve issues and propose solutions.
- Create user manuals, presentations, make videos to instruct users. Organize UAT and training sessions.

Projects:

Vinschool Mobile App   Aug '20 - Present
Product Owner/Project Manager

Description: Mobile Portal with CMS to manage learning information and other activities of pupils for Vinschool.

Achievements/Tasks:
- ✓ Organized meetings with stakeholders to collect, elicit requirements.
- ✓ Analyzed and proposed business process.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.
- ✓ Created flow diagram, designed wireframes.
- ✓ Created user stories and managed in Sprints as this project was being developed with Scrum framework.
- ✓ Collaborate with development team to make sure the requirements is clear.
- ✓ Organize team meetings periodically to evaluate the project progress and propose solutions.

Charitable Donation Management System

<div align="right">Apr '20 - Sep '20</div>

Product Owner/Project Manager

Description: A web-based platform for KHF to manage the information of pupils and students those facing difficult circumstances.

Achievements/Tasks:
- ✓ Organized meetings with stakeholders to collect, elicit requirements.
- ✓ Analyzed and proposed business process.
- ✓ Defined scope of project, broke into tasks to determine budget to deal with stakeholders.
- ✓ Created flow diagram and business requirement documents.
- ✓ Designed wireframes and system database.
- ✓ Created user stories and managed in Sprints as this project was being developed with Scrum framework.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Programmed HTML, CSS, JS to restyle the screens.
- ✓ Held team meetings periodically to evaluate the project progress, resolve issues and propose solutions.
- ✓ Create user manuals, presentations.
- ✓ Organized UAT and training sessions.

Bulletin Board of Saba Training Information

<div align="right">Nov '19 - Jan '20</div>

Business Analyst

Description: A bulletin board for employees to access training information, that was synchronized from Saba platform.

Achievements/Tasks:
- ✓ Communicated to stakeholders regularly, gathered and analysed data.
- ✓ Learned to understand the analytic reports and operation of Saba platform.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Wrote test cases and tested the system, organized the UAT sessions.
- ✓ Created user manual, presentation, make videos to instruct users, and organized training session.

Human Resource Portal

<div align="right">Sep '19 - Feb '20</div>

Business Analyst/Coordinator

Description: An internal gateway for employees to access HR-related information, for HR-staff and management to manage and approve some activities of employees.

Achievements/Tasks:
- ✓ Dealt with stakeholders, key users, and vendors about issues and proposed the solutions.
- ✓ Coordinated with team members to implement the assigned tasks and program logic.
- ✓ Wrote test cases and tested the system.
- ✓ Created user manual and clips to instruct users.
- ✓ Held meetings, UAT and training sessions.

Internal E-commerce

<div align="right">Jun '19 - Aug '19</div>

Business Analyst

Description: A website to sell products of Vingroup for employees only. Currently, I'm operating this website as well.

Achievements/Tasks:
- ✓ Joined the meetings with stakeholders, gathered and analysed requirements and change requests.
- ✓ Created diagram flows, finalized the timeline of each phase of development.
- ✓ Wrote test cases and tested the system.

Vinsmart Support Website
Business Analyst

Description: Vinsmart's website to support customers in searching for warranty information.

Achievements/Tasks:
- ✓ Created diagram flows and mock-ups.
- ✓ Wrote test cases and tested the system.

TECHMASTER
Back End Developer

Aug '18 - Feb '19

- 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
Data/Trade Analyst

Oct '16 - Jul '18

Summarized and analyzed data independently/with a team and foreign specialists in international trade lawsuits, such as anti-circumvention, antidumping and countervailing duty.
Analyzed data and evaluated in the lawsuits and disputes involving banks and enterprises.

STATE AUDIT OFFICE
Auditor

Jul '08 - Sep '16

Examined accounting records, audited financial statements, total budget revenues/ expenditures at financial departments, tax departments, customs departments, state treasury. Summarized documents, data to create audit minutes, audit report. Led a team to survey, collect documents, make plans and audit.

AGRIBANK
Accountant

Feb '07 - Dec '07

Performed transactions with customers. Proficient in using Excel functions and VBA to summarize data.

TECHNICAL SKILLS

- Graphic: Photoshop, Balsamiq, Figma, InVision
- Design: Visio, Lucidchart, Mindmap
- Plan: Jira, Teams, Excel, Project
- Document and Present: Word, PowerPoint
- Database: Microsoft SQL Server, MySQL Workbench
- 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**
CCNA | Score 961/1000

Jan '07

Banking Academy | **Hanoi**
Bachelor of *Finance and Banking*

'02 - '06

CAREER OBJECTIVES

- Researching to have knowledge of technology trends.
- Cultivating specialized knowledge, work experience and developing skills.
- To work in a dynamic, professional environment.
- Looking forward to a long and successful work with opportunities for advancement, welfare policy and attractive income.

REFERENCES

Available upon request.