TRUNG, NGHIEM DUY

PROJECT MANAGER

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ABOUT ME

Dream big, learn more and keep moving forward.

EXPERIENCE

Blitz IT Vietnam — **Project Manager** Mar '21 - Present

- Build project management process for internal.
- Implementation of Anti-Money Laundering system for domestic and oversea banks.
- Create and manage general timeline and detail plan.
- Hold meetings with customer to gather, clarify business requirement, track the project progress.
- Discuss with project team periodically to update the tasks, forecast the risks, identify and resolve issues, and plan for next week.

Vingroup Mar '19 - Feb '21

Vinsoftware	**Project Manager	Business Analyst** Apr '20 - Feb '21
	Business Analyst May '19 - Mar '20
Vinsmart	**Business Analyst** Mar '19 - Apr '19

- 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 implementation of data synchronization between systems.
- Experience working with mobile app development project.

Projects:
- ✓ VinschoolOne Project Manager | Business Analyst
- ✓ Charitable Donation Management System Project Manager | Business Analyst
- ✓ Bulletin Board of Saba Training Information Business Analyst
- ✓ Human Resource Portal Business Analyst | Coordinator
- ✓ Internal E-commerce Business Analyst
- ✓ Vinsmart Support Website Business Analyst

| 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 Lawyer | **Data/Trade Analyst** | Oct '16 - Jul '18 |

| State Audit Office | **Auditor** | Jul '08 - Sep '16 |

| Agribank | **Accountant** | Feb '07 - Dec '07 |

TECHNICAL SKILLS

- Graphic: Photoshop, Balsamiq, Figma, InVision
- Design: Visio, Lucidchart, Mindmap
- Plan: Teamwork, 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.