TRUNG, NGHIEM DUY

PROJECT MANAGER

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ABOUT ME

Dream big, learn more, work smart, and never give up.

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, 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

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   Apr '20 - Sep '20
Product Owner/Project Manager

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.
- ✓ Created user manuals, presentations.
- ✓ Organized UAT and training sessions.

Bulletin Board of Saba Training Information | Nov '19 - Jan '20
Business Analyst

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 | Sep '19 - Feb '20
Business Analyst/Coordinator

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 | Jun '19 - Aug '19
Business Analyst

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 | Mar '19 - Jun '19
Business Analyst

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

TECHMASTER | Aug '18 - Feb '19
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
Data/Trade Analyst

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
Jul '08 - Sep '16
Auditor

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
Feb '07 - Dec '07
Accountant

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, 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 of *Finance and Banking*

REFERENCES

Available upon request.