



3rd Mar 2021

Dear Mr. Nghiem Duy Trung,

**RE: LETTER OF OFFER – PROJECT MANAGER**

The Company is pleased to offer you a position as a Project Manager at Blitz IT Vietnam with a starting basic salary of **VND 25.300.000**

Probation period will be 2 months.

Upon satisfactory completion of probation, your basic salary will be as following breakdown:

- The basic salary is: VND 10.000.000
- The mobile allowance is: VND 6.500.000
- The petrol allowance is: VND 6.000.000
- Travelling allowance is: VND 6.500.000
- The meal allowance is: VND 730.000

The insurance will be contributed on official basic salary after probation accordingly with Vietnam law.

The appointment will commence on 15<sup>th</sup> March 2021 (Monday).

Your assigned duties will include (job scope maybe amended from time to time):

**Job Description**

- Plan and manage all kinds of business projects, make sure they are completed on time, meet the needs of the client and stay within budget: Manages project resources
- Manages and co-ordinate with partners and project groups
- Reviews, check and prioritizes the project work followed the plans closely. Monitors project progress and performance.
- Manages project issues and escalates if necessary.



- Motivates and coaches project team leads and team members
- Liaises with and updates progress to project governance committee.
- To cooperate closely with the Business Development team for advisory and to compute the cost of the implementation.
- Manage Project cost and responsible for the profitability of the implementation.
- Provide training internally and to client whenever its required.
- Provide support for BA team
- Traveling for overseas project may be necessary.
- Maintaining client satisfaction.
- Report to team leader and Manager
- Willing to travel
- Other works will be assigned by team leader and Manager

Please be prepared to submit:

- a photocopy of your passport or ID card
- two colored passport photos
- photocopy of your certification
- CV (with the seal of your local authority)
- Birth certificate
- Health certificate

Could you please sign this letter and return to us as soon as possible to confirm your acceptance and understanding

For further information requirement from you, please contact us,

Attention: Ms Duong – 024 62513068



Regards,

CHIA HAN MENG  
Chairman cum Director  
Blitz IT Vietnam

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I- Nghiem Duy Trung agree to start working for Blitz IT Vietnam Co Ltd from 15<sup>th</sup> March 2021. By signing below, i acknowledge all the details showed on job description will be my duty.

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Nghiem Duy Trung