



TRUNG, NGHIEM DUY

PROJECT MANAGER | SCRUM MASTER

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-- Dream big, learn more and keep moving forward --



EXPERIENCE

FiinGroup ◇ Project Manager | Scrum Master

Apr '22 - Present

- Assess, propose and manage projects which are monitoring manually to Jira cloud.
- Use Office 365 to get data from Jira cloud to analyze, synthesize information into reports which were not supported by Jira, to assess the working effort of each project member as well as determine the completion progress of the project.
- Apply the Scrum framework optimally in line with the working environment for project management.
- Discuss regularly with project members, encourage them to be positive, proactive in their work, coach them how to comply with the Scrum framework in order to keep the project running smoothly.
- Collaborate with Product Owner to build a rating scale to evaluate the success of the project after go-live.
- Build a master plan after 4 days of gaining insight into the project to submit to BOD for approval of implementation.

Blitz IT Vietnam ◇ Project Manager

Mar '21 - Mar '22

- Built project management process for internal.
- Implemented of Anti-Money Laundering system for domestic and oversea banks.
- Planned and managed project milestones and timeline.
- Conducted weekly meetings with the management and client to provide updates on project progress.
- Discussed with project team periodically to update tasks, forecast the risks, identify and resolve issues, and plan for next week.
- Led a team of 4 members in an unfinished project to go live within 5 months after a 1-year delay from the originally scheduled go-live date.

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

- Processed, forecast and proposed solutions based on requirements from stakeholders.
- Initiated general plan, allocated resources and estimated the budget of project.
- Established meetings with stakeholders to discuss and negotiate.
- Determined SOW and CRs, broke into backlogs and prioritized items for each sprints in Agile method - Scrum framework projects.
- Supervised and held team meetings periodically to evaluate the project progress, ensure the product meets customer's requirements and milestones.
- Drew business flows, created wireframes of system and designed database.
- Generated US documents, including description, flow diagrams, acceptance criterias, wireframes.
- Completed and executed test scenarios/test cases.
- Created user manuals, presentations, videos to instruct users. Established UAT and training sessions.
- Implemented acceptance and handed over of the final product.

TechMaster ◇ **Back End Developer** Aug '18 - Feb '19

- Programmed in Golang, postgresSQL 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

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
- 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 stakeholders on an appropriate schedule and SOW.
- Control risk and time management.
- Communication and problem-solving.

ENGLISH

Listening 

Speaking 

Reading 

Writing 

EDUCATION & CERTIFICATION

Scrum.org Jul '22

Professional Scrum Master™ II

Scrum.org Nov '21

Professional Scrum Master™ I

Cisco Systems, Inc Jan '07

CCNA

Banking Academy | Hanoi '02 - '06

Bachelor's Degree of *Finance and Banking*

REFERENCES

Available upon request.