

MINH D. NGO, MSc

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Education / Qualifications

Master of Science in Security Technologies and Applications

University of Surrey, Guildford United Kingdom

Grade obtained: Postgraduate Merit (equivalent to USA grade range from B+ to A-)

Bachelor of Science in Computer System and Network

University of Plymouth, Plymouth United Kingdom

Grade obtained: 2.1 (equivalent to USA GPA range from 3.3 to 3.7)

Language Skills:

Vietnamese : Mother tongue language

English : Fluent (with over 7 years study abroad)

Summary Experiences:

- Over 9 years of experience working in the IT Industry for the Global Centre of a leading IT Corporation in Vietnam
- Over 5 years of project management experiences working with customer from different Continents including US, Singapore, Japanese, and Philippines including experiences dealing with international Supplier (Hardware & Software) and Subcontractors
- Familiar with both traditional project management model and Agile/Scrum.
- Experience in preparing Sale Documentation (Solution Marketing Documents and Presentation, Pricing Proposal), and Bidding Documentation (Expression of Interest, Technical and Solution Proposals)

Relevant Employment Experience:

Evolable Asia Solutions, Hanoi Vietnam

July-2016 to present

Delivery Manager/PMO

- Creating Project Management Processes, Project Management Checklist & Templates for PM
- Defining KPI to evaluate project development progress & statuses
- Preparing & presenting sale proposals to potential customers
- Negotiating with Customers and Suppliers and putting together Pricing Proposals.
- Prepare project plan including Master Schedule, Detailed Resource Plan and WBS
- Managing project deliverables, milestones and project risks according to Project Plan
- Managing multiple teams for multiple projects to ensure project quality & performance

FPT Information System, Hanoi Vietnam Dec-2010 to June-2016

Presale & Project Management Officer

- Preparing Sale Documentation and Bidding Documentation
- Presenting sale proposals to potential customers
- Managing Project Scope and Project Milestones according to Project Plan
- Coordinating between project teams and customers to verify technical requirements, identify risk and resolve issues
- Working with projects teams to make sure that all technical requirements, requests from clients are being covered,
- Tracking and reviewing deliverables to ensure project milestones are being delivered on-time according to the project deadlines.

Torpoint Community College, Torpoint United Kingdom Jun-2007 to Jul-2008

ICT Trainee Technician

- Developing a school virtual working and learning environment
- Managing and implementing equipment and software.
- Monitoring network activities in accordance with the School Internet Policy

Outstanding Project Experience:

Japanese Travel Management web application platform for Major Client (Ongoing)

Offshore Project Manager Oct-2016 to Jun-2018

Japanese E-commerce web and mobile app platform for over 200k registered users (Completed)

Offshore Project Manager Oct-2016 to Jun-2018

Case Management Document System for Department of Finance, Philippines (Completed)

Onsite Project Manager Oct-2014 to Jan-2016

E-Commerce Mobile Coupon platform & Social Network solution for US Customers (Completed)

Offshore Project Manager Jan-2013 to Jun-2014

Operation Monitoring Service for US Customer's Business Process (Completed)

Offshore Project Manager Aug-2011 to Oct-2013

Reporting Solution Development Service for US Customer (Completed)

Offshore Project Manager Apr-2011 to Jun-2012

Volunteer Activities:

Vietnamese Society, University of Surrey

Oct-2009 to Mar-2010

Treasurer

Experimental English School, Hanoi Vietnam

Jun-2006 to Sep-2006

English Teacher

References and Transcripts: Available upon request