



Resume

Trần, Trọng Hải

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Health: good, height: 1.62m, Weight: 58kg.

Sơ yếu lý lịch bản tiếng Việt: <http://tinyurl.com/orbljp>

Resume Summary

Current Position : Enterprise Resource Planning division in Production and Sales Corporation in Petro Vietnam (May 2011 - May 2013)

Current Specialization : Corporate Strategy/Top Management

Highest Education : Master's Degree in Business

Studies/Administration/Management

Years of Experiences : 25

Expected Salary : Negotiation.

Employment History

May 2011 - May 2013

1. Production and Sales Corporation in Petro Vietnam

Position Title (Level) : Enterprise Resource Planning division (Senior Staff / Team Leader / Supervisor)

Specialization : Corporate strategy/Top management

Role : Orientation and training of internal

Industry : Production and Sales

Job : Consulting for business and management

Work Description : Planned, managed projects and controlled marketing activities.

- 1.1- Defined business. Planed strategic business. Forecasted and estimated profits, revenues, costs, man-powers, raw materials, finished products, supplies and customers. Analyzed regression of revenues, profits and risks according to other factors. Reviewed capabilities and developed business.
- 1.2- Mapped a position and adjusted to support marketing objectives. Coordinated planned financial and operational plans. Evaluated a feasibility. Measured marketing campaigns. Identified key elements, product attributes orienting business performance effectively.
- 1.3- Developed trends and objectives of the Board of Directors to website. Prescribed standards. Wrote communication scenarios.
- 1.4- Descripted brand identities. Assessed of market supply to meet demand for existing products. PR activities of the board. Measured customer satisfaction, handled complaints. Selected product for target consumers.
- 1.5- Audited and evaluated of marketing plans.
- 1.6- Managed and identified the brand. Created programs to protect the brand copyright.
- 1.7- Developed a curriculum of processes for methods of financial analysis.
- 1.8- Supported a development of positive factors for offered products.
- 1.9- Installed an open source portal for the internal communication.
- 1.10- Reduced input costs due to waste, rework, complaints, confusion, loss of revenue, repeat, close . . . and increased profits from improved ethics, motivation, faster rotation, higher productivity, increased sales, lower inventories. . .
- 1.11- Estimated weights of a balanced scorecard.
- 1.12- Completed project management processes and network security management standards.
- 1.13- Proposed, proved and deployed management solutions to save energy and streamlined efficiency of system.
- 1.14- Optimized level and indexing system flows.
- 1.15- Indicated the risk of lightning systems to equipment.
- 1.16- Explained accounting standards.
- 1.17- Analyzed econometric and built add-ins to make decisions.
- 1.18- Trained Microsoft information systems.

1.19- Suggested focus of important issue in a work process running.

1.20- Assessed computer system security.

Dec 1993 - May 2011

2. Tele-Communication Company in Vietnam Post and Tele-Communication

Position Title (Level): Director Assistant & Deputy Manager (Manager)

Specialization : Secretarial/Executive & Personal Assistant

Role : Management

Industry : Tele-Communication

Job : Planning.

Work Description : Managed customers, developed solutions and IT application services.

2.1- Controlled projects.

2.2- Constructed company strategy. Assessed a job placement skills. Established of a salary scale.

2.3- Deployed the strategy, Kaizen and ISO. Developed key performance indicators. Managed implementation strategies orienting to balanced scorecard results.

2.4- Managed contracts, revenues and expenses. Forecasted revenue services, demands and market fluctuations. Proposed policy improvements.

2.5- Participated in developing and implementing exhibitions, conferences and client workshops and a number of countries.

2.6- Trained staffs in the sector, students and a number of agencies.

2.7- Proposed a price strategy.

2.8- Updated billing policies and exchange rate policies of many countries.

2.9- Negotiate with foreign partners.

2.10- Used C #, FoxPro, Visual BASIC for Applications or Excel to sort, search and combine different types of information. Applied to the accounting and marketing.

2.11- Designed data compression structures, by itself activated structures by many different methods.

2.12- Made web services to check information technology skills. Share content in local network.

Sep 1990 - Dec 1993

3. Provincial State Treasury

Position Title (Level): Division Manager (Senior Staff / Team Leader / Supervisor)

Specialization : IT/Computer - Software

Role : Management

Industry : State Owner treasury

Job : Accounting / Audit / Tax Services

Work Description : Manage balances, revenues and expenditures.

3.1- Managed application programs of accounting information system.

3.2- Synthesized the general revenue report, the general expenditure report, the balance sheet report, the detailed accounting report and the general management report of the central and 18 other members.

3.3- Supported to separate data of the central state-owner treasury to three provinces.

3.4- Reported to Ministry of Finance and State Treasury Department.

Educational Background

Graduation Date: 2012

Master's Degree of Business Studies/Administration/Management

Major : Business Management

Institute/University : Open University in HCM City, Vietnam

Grade : Grade A/1st Class

Graduation Date: 2000

Bachelor's Degree of Linguistics/Languages

Major : English

Institute/University : Hanoi University of Foreign language, Vietnam

Grade : Grade B/2nd Class Upper

Graduation Date: 2000

Engineer's Degree of Technical

Major : Tele-communication and information.

Institute/University : Hanoi Polytechnic University, Vietnam

Grade : Grade B/2nd Class Upper

Certification

Teacher's Teaching Methodology (2012)
Safety while working in the office (2013)
Japan Project Management, Design & Development (2007)
Train The Trainers (2013)
Time Management (2008)
Tender (2007)
Professional Accountants (2007), Chief Accountant (2005)
Expert of information network security (2006).
ISO9001:2000 (2004)
Success of Sales (2002)

Skills

(**Proficiency: Advanced** - Highly experienced; **Intermediate** - Familiar with all the basic functionalities; **Beginner** - Just started using or learning the skill)

Skill	Years	Proficiency

IT Training And Development by English	>5	Advanced
Defined and managed marketing.	>5	Advanced
Master of Business Management	>5	Advanced

Languages

(**Proficiency: 0=****Poor** - 10=**Excellent**)

Language	Spoken	Written

English	7	8

Additional Info

Honors and Awards:

1- Certificate of Merit of the Provincial Executive Committee of Youth League.

2- Certificate of Merit by the General Director of the Tele-Communication Company in VNPT.

3- Certificate of Merit of the CEO of the Production and Sales Corporation in Petro Vietnam.

Four research **successfully applied**:

1- **"Factors affecting a loyal intention of a user in Ho Chi Minh City with websites."**, surveyed 500 people in Ho Chi Minh city.

2- **"The differences in a loyalty intention with websites of a user in a paperless office with others in Ho Chi Minh City."**, surveyed 100 in total 1900 people of the Production and Sales Corporation.

3- **"A strategy of the Tele-Communication Company."**, surveyed 100 in total 250 people of the Company.

4- Designed a data processing **"The caring for Labor - Invalids and Social Affairs in Province"**.

Optimize enterprise value:

1- Manage marketing. Inspect differences. Segment, target and position. Clarify the features, advantages integrated internal source in an enterprise and refine demand for goods and services for a development of the enterprise brand. Manage brand, PR, ATL, BTL. Understand how information exchange, international practices and specialization of each region.

2- Develop business plans or financial plan projects. Control and evaluate the effectiveness. Analyze financial statements. Good understanding of tax policy, update circular 200/2015/TT-BTC, PIT, CIT 2015. Understand thoroughly ACCA, accounting difference Vietnam & International.

3- Develop a strategy in the enterprise level. Manage an overall Planning Enterprise Resource. Implement a corporate culture, allocate fund salaries, salary policy, social security, health care under the 2015 regulations.

4- Coordinate management and optimization methods. Improve process activities.

5- SCM, logistics, CRM target, Incoterms in 2010.

6- Consider the supply-demand matching. Manage customer relationships. Subscribe to market developments, macroeconomic situation, and statistical reports.

Coordinate pricing strategies, products and brands.

7- Forecast, analyze and synthesis of all elements. Manage a financial ledger.

8- Design survey research and analyze solution search requests.

9- Develop a business. Analyze, synthesis according to the project management standards of Japan.

Japan Advanced Training Scholarships: Application(2003) and Analysis and Design (2004) under the support of Ministry of Economy, Trade and Industry (METI), Japan and Ministry of Science and Technology, Vietnam and Ho Chi Minh People's Committee, Vietnam

Japan Project Management Scholarship (2007): Organized by the Association for Overseas Technical Scholarship (AOTS), Japan and Center of International Corporation for Computerization (CICC), Japan in corporation with Vietnam Software Association (VINASA) under the support of Trade and Industry (METI), Japan

Teacher's Teaching Methods for Students of Pedagogical University (2013).

Apply: Visio, Adobe Photoshop, Macromedia, Excel (probability, statistics finance and Fuzzy logic), Microsoft Project, SPSS, E-views, artificial intelligence network and CCNA . . .

Experience in associating a FoxPro and C# language. Expert in network securities.

Passed "Law on tendering No 61/2005/QH11"; "Quality management system" with VN ISO 9000:2008 & VN ISO 9001:2008 standards.

Abilities: Translate English - Vietnamese, Vietnamese - English correctly. Fluent in four skills: listening, speaking, reading and writing English.

Workshops: Attending several national workshops.

Abroad: Visited several nations.