



TRAN TRUNG HIEU

Birthday: 01/Mar/1989

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CAREER OBJECTIVES

- Quickly adapt and complete all assigned tasks, manage projects well; Participate in large-scale projects of the company.
- Giving best effort & all of my strength to make contributions to the development of the organization.

EXPERIENCE

OCT 2020– PRESENT

PROJECT LEADER at HA NOI TELECOM

Working as project leader- management directly operation team, report to Deputy Director Project. This position will be in charge main parts as below.

- Led team together aimed to Preventive Maintenance and fix all Punchlist on the network of 2.963 sites BTS to improve the quality of the network.
- The project was completed successfully on time; met sponsor's requirements as well as quality criteria.
- Deliverables were 2.963 sites BTS in good quality.
- Held meetings with customers, team members, got expectations and requirements, led team to do the feasibility evaluation of the project.
- Working closely with the Deputy Director Project to gather requirements and define scope baseline.
- Defined activities and made the master plan, made a detailed plan for quality and procurement.
- Supported Deputy Director Project to create project schedule, cost, resources, change, risk management plan.
- Got project plan approval from sponsors, got commitment from stakeholders on the project plan.
- Responsibility for executing the tasks following a detailed plan, adding plans to SMMS (smart mobile maintenance service).
- Assigned tasks to team members as PIC
- Implemented approved changes as well as actions to minimize the negative impact to project.
- Improved team performance by teambuilding, holding meetings to share lessons learned, and case study activities.
- Managed reserve fund money and ensured deliverables conform to quality standards.
- Monitored & controlled project status, quality as planned, escalated to Deputy Director Project if necessary.

- Monitor project progress, OHS, compliance process, regulation.
- Document lessons learned and obtain the final acceptance from the customer phase by phase.

DEC 2016– AUG 2020

ASSISTANT PROJECT MANAGER at ZTE

Working as assistant project manager- management directly 09 subcontractors, conduct big project in Viet Nam, report to Project Manager. This position will be in charge main parts as below.

- Led team together aimed to build a new 4G network 2826 sites for Vietnamobile in the South of Vietnam.
- The project was completed successfully on time; met sponsor's requirements as well as quality criteria.
- Deliverables were a 4G service for 1 million users in An Giang, Dong Thap, Hau Giang, Can Tho, Soc Trang, Hau Giang provinces.
- Held a meeting with the subcontractor's manager for installation and commissioning, gathered the constraints of the project, developed high-level project scope and got approval for the project charter.
- Working closely with the subcontractor's manager to gather requirements and define scope baseline.
- Defined activities and made the master plan, made a detailed plan for installation and commissioning within the deadline.
- Supported Project Manager to create project schedule, cost, resources, change, risk management plan.
- Got project plan approval from sponsors.
- Responsibilities for executing the tasks in the project plan, managed and directed project work.
- Organized training, transferred techniques to subcontractors.
- Managed material, changed design, and made sure service met standards.
- Implemented approved changes & actions to minimize the impact to project negatively.
- Improved team performance by teambuilding, holding meetings to share lessons learned, and case study activities, ensured deliverables conform to quality standards.
- Monitored & controlled project status, quality as planned, monitored project progress, reported daily to the Project Manager.
- Documented lessons learned and obtained temporary acceptance from Operation Team for final acceptance.
- Completed acceptant documents and got approve from customers: PAC, PAT, CAT, CAC.

SEP 2010 – DEC 2016

COORDINATOR at VIETTEL TELECOM

Working as coordinator- support technical team, management warehouse, follow tickets, report to Technical Manager. This position will be in charge main parts as below.

- Receive requests from specialized departments: Power, Transmission, Project.
- Assign work order to technical team.
- Monitored progress, incidents, and risks to provide timely support.
- Made sure technical team follow Standard Operating Procedure.
- Made a maintenance plan: Air Conditioner, Generator, Fire Alarm, CCTV, BTS, Hub, Server...

- Meeting with subcontractors, providers, suppliers to clarify the scope of work
- Check acceptance documents.
- Register to install a new electricity meter when there is a new BTS station.
- Asset management of 308 BTS stations, 42 mobile generators and 17 fix generators.
- Asset management spare part: Rectifier, Optical module, fiber, Antenna, BBU, Switch, Router...

EDUCATION

FEB 2023 – PRESENT

IELTS (On-process)

IELTS Fighter

OCT 2021 – DEC 2022

PROJECT MANAGEMENT PROFESSIONAL- PMP

Project Management Institute- PMI

SEP 2022 – DEC 2022

MS PROJECT

Ha Noi University of Civil Engineering

SEP 2020 – DEC 2020

EXECL AVANCE

Tri Tue Viet Center

SEP 2011 – SEP 2013

ELECTRONICS AND TELECOMMUNICATION

Post and Telecommunications Institute Technology- PTIT

SEP 2007 – SEP 2010

ELECTRONICS AND TELECOMMUNICATION

Cao Thang Technical College- CTTC

ABILITIES

- Intermediate in English;
- Good computer literacy, Microsoft Office Word, Advanced Excel, Advanced Power Point;
- Self – exploring some building report tools Dashboard.
- Planning and assigning work.
- Leadership, proactive and positive.
- Strong ability to critical thinking and ability to work under pressure and tight deadlines;