

CURRICULUM VITAE

I/ Self Information:

Name: Bui Hong Minh
Birthday: February 3rd, 1995
Address: Topaz Elite Ta Quang Buu St., Ward 4,
District 8, Ho Chi Minh City
Cellphone: +84 352 357 153
E-mail: buihongminh@proton.me



II/ About Me:

Technology enthusiast with a keen heart to learn and improve. Kind heart with a strong sense of responsibility. Adept in overseeing the progress of operations and monitoring cross-company projects.

III/ Skills and Abilities:

Skills:

- **Communication:** Have good abilities for behavior and communicating with co-workers and partners.
- **Flexible Adaptation:** Quickly adapt to new environment, new knowledge and new technologies.
- **Worktool Mastery:** Have a decent knowledge in using necessary tools for working, ranging from software: Office, Design, ERP, Programming to hardware: rework station, manual turning and milling machine, microchip programmer,...
- **Mentor:** Have experience in coaching/training other student (mostly kids and amateurs) in Machining and Automotive.
- **Solution Maker:** Have a quick and keen mind to quickly reflex to the requirements of partners, in order to generate the best solution in shortest time given.

Abilities:

- Can manage time, workload & stress effectively.
- Can work well both in team and alone.
- Friendly & cooperative, willing to support.
- Willing to learn new things and accept challenges.
- Willing to share experience and knowledge with others.
- Having a strong sense of responsibility and awareness.

IV/ Educations:

08/2013 - 12/2017 - **Mechatronics** – University Of Technical and Education HCM City

V/ Work Experience:

01/2020 – Now

Application Management Executive – IT team – Hafele VN LLC.

- Research and develop solutions for requested applications.
- System monitoring, implement and reporting.
- In charge in Material Master Management.
- Troubleshoot issues related SAP (mostly in MM, SD).

03/2019 – 12/2019

E-commerce Executive – Marketing team – Hafele VN LLC.

- Support backend related to Website, Mobile application.
- Work closely with Product Management team to ensure contents of products.
- Deliver tracking and monthly reporting.
- Create and manage the launch of new landing pages.

10/2017 – 02/2019

Process & Implementation Executive – EPS team – Hafele VN LLC.

- Take part in R&D role for Easyhome Projects.
- Digitalize module design.
- Improve user experience for Easyhome website.
- Deliver report: orders, revenue, customers insight, ...

01/2016 – 06/2016

Maintenance Engineering Intern – Phu My Fertilizer – PVFCCo

- Following scheduled maintenance.
- Obtaining specialist components, fixtures or fittings.
- Checking and repairing equipments.
- Reporting to HQ.

VI/ Achievements:

- **2022 – now:** Take part in RPA (UiPath) project – Leading members, connecting between inhouse team with vendor, evaluating project progress to achieve timely results.
- **2020:** Tech Lead in Truong Thanh Furniture (TTF) and Hafele Viet Nam collaboration project.
- **2019:** Best Employee Of Quarter 3.
- **2018-2019:** Key Member of Easyhome project - an Online webshop and Automatic Furniture Manufacturing.

VII/ References:

- **Ms. Le Nha Quan**
Head of Marketing – Hafele VN LLC.
Phone: +84938864018