

CAO HOAI NAM



Career objective:

To contribute my best professional knowledge and skills to the development and success of the organization;

To be preferable to: - Working with opened and friendly colleagues; and
- Working in professional and competitive working environment.

Personal details:

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Date of birth: 08 March 1978

Place of birth: Huong Son district, Ha Tinh province, Vietnam

Nationality: Vietnamese

Gender: Male

Marital status: Married, one child

Education:

Basic education:

1984 ~ 1989 Elementary School of Son My commune, Ha Tinh, Viet Nam

1989 ~ 1993 Secondary School, Vinh city, Nghe An, Viet Nam

1993 ~ 1996 Senior School, Vinh city, Nghe An, Viet Nam

Higher education:

2009 ~ present Bachelor of Banking Finance
(on weekends) National Economics University, Ha Noi, Vietnam

1996 ~ 2000 Bachelor of English
Foreign Language Faculty of Vinh University, Nghe An, Vietnam

Skills acquired:

- P Excellent translation/interpretation from English to Vietnamese and vice versa,
- P Excellent utilization of the MS applications, web browsers, software,
- P Preparation of bidding documents and organization of the competitive procurement processes,
- P Preparation and organization of the events,
- P Excellent secretarial skill,
- P Monitoring and evaluation skill,
- P Data collection, summarization and analyzing skill,
- P Problem Solving Skill,
- P Project Cycle Management,
- P Internal Auditing on the Quality Control System (ISO 9001:2000),
- P Presentation skill,
- P Accountancy, etc.

Employment history:

10/2010 ~ present

Office Manager cum secretary

Waste Water and Solid Waste Management in Vinh city, funded by KFW
Grontmij | CarlBro Consultant office in Vinh city
152 Dinh Cong Trang street, Vinh city, Nghe An province, Vietnam

Key responsibilities:

- Maintaining the office accounts in proper order by recording all transactions in the accountancy programme being supplied by Grontmij | Carl Bro;
- Preparing monthly reconciliation statements of all income and expenditures duly allocated to the relevant cost centres; and preparing the detailed funding requests;
- Having the accounts approved by the Team Leader and forwarded to Grontmij | Carl Bro head office every month;
- Carrying out efficiently and expeditiously all typing and documentation work as required for the smooth functioning of the project team and office staff;
- Acting as Interpreter/ Translator for the Team Leader as required;
- On a daily basis keeping all documentation properly filed and stored for easy retrieval;
- Maintaining adequate office supplies in store and prepare the necessary purchase orders as authorized by the Team Leader;
- Ensuring the smooth running of the office by taking care of all logistical requirements; and
- Carrying out other works as assigned by Team Leader and the Company.

Employment history:

07/2009 ~ 10/2010

Translator/Secretary

Western Nghe An Rural Development Project, funded by Luxembourg
Hoa Binh township, Tuong Duong district, Nghe An province, Vietnam

Key responsibilities:

- Act as interpreter to the Chief Technical Advisor (CTA) and other International Technical Advisor (TA) in meetings/field missions and other project events;
- Translate and format project reports and official documents from English to Vietnamese and vice versa, with respect to deadlines;
- Participate in the organization and implementation of the field missions involving Project's TA;
- Implement dual translation during seminars, workshops, meetings and training courses;
- Assist the technical sections to identify, prepare relevant documents (training guidelines, leaflets, posters,...) according to needs;
- Prepare working schedules and all administrative requirements for field missions and arrange meetings with partners as required by the mission head;
- Assist the information and communication specialist according to needs on Internet site, Newsletter if any, publications, etc.;
- Prepare administrative reports after completion of the field missions/workshops or other project events;
- Organize and maintain the filing systems, records of correspondences, etc.; and
- Carry out any other tasks that may be assigned by the CTA.

06/2008 ~ 06/2009

Bidding specialist

HIV/AIDS Prevention Project in Nghe An, funded by World Bank
Vinh city, Nghe An province, Vietnam

Key responsibilities:

- The Specialist shall undertake his work on the project in accordance with the Program Operation Manual prepared for the implementation of programs funded by World Bank (WB);
- Ensure that all goods and services contracts financed under the Program are sourced within WB procurement guidelines, rules and regulations;
- Review all documentation relating to the project, such as Program Operation Manual, Procurement Guideline of WB, Annual Work Plan as well as Procurement Plan;
- Prepare Annual Procurement Plan by following closely the Annual Project Budgets;
- Prepare necessary bidding documents, review TORs and specifications prepared by Technical Staff, organize and execute all bid openings and evaluation processes, and be responsible for all procurement functions of the Project Coordinating Unit;
- Monitor and report on planned as opposed to actual budget execution including activities undertaken on a continuous basis; and
- Maintain accurate financial accounting records for the Project in line with the standard financial reporting requirements of the WB.

03/2007 ~ 05/2008:

Administration Assistant cum Coordinator of Quality Control System

Nghe An Pediatric Hospital
Vinh city, Nghe An province, Vietnam

Key responsibilities:

- Coordinate the organization and adequate adoption of the Quality Control System (QCS) in the Hospital,
 - Develop and implement development strategies, tactics, policies and objectives of the Hospital through the QCS;
 - Ensure preparation of necessary managerial and financial documents related to the implementation of the Annual, Quarterly and Monthly Work Plan as well as provision of health services;
 - Assist and consult the members of Management Board (MB) in the communication with staffs, visitors and relevant organizations;
 - Assist in compiling and editing written materials prepared in the QCS;
 - Explore and build strategic partnerships with professional associations as well as search the potential development investments for the hospital from local and international donors;
 - Plan and organize workshops, round tables and conferences involving the Hospital's activities;
 - Support the MB in the preparation and filing of respective tender documents, and manage competitive bidding processes; and
 - Perform other duties as may be required.
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04/2004 ~ 02/2007: **Interpreter/translator**

Child Health Development Project, funded by Finland
Vinh city, Nghe An province, Vietnam

Key responsibilities:

- Undertake translation/interpretation for the implementation of project activities in accordance with the procedures and practices outlines in the Project's Document;
- Assist the Chief Technical Advisor (CTA) and international experts in preparing and updating work plans relating to translation/interpretation works;
- Translate documents involving the project from Vietnamese into English and vice versa;
- Provide translation/interpretation services to Project personnel and foreign experts as needed.
- Assist the CTA, national and international experts in preparing agreements with designated cooperating agencies as well as goods/services contracts with contractors;
- Be involved in the procurement procedure and provider selection; and
- Ensure a good preparation, execution and report of the field missions, training courses, etc.

08/2000 ~ 04/2004: **Program assistant cum Interpreter**

JICA Reproductive Health Project, funded by Japan
Vinh city, Nghe An province, Vietnam

Key responsibilities:

- Assist Japanese experts in planning, preparing, organizing and facilitating training courses and workshops targeted to commune and district health workers;
- Participate the post-training monitoring trips to the District and Commune Health Center;
- Collect, summarize and analyze the information through the monitoring activity;
- Together with the project's specialists, identify key priority issues/problems regarding project's scope then find out solutions for improvement of the activities as well as health care in Nghe An;
- Work closely with relevant personnel from concerned institutions/organizations at all levels in the planning, providing as well as monitoring the Information-Education-Communication (IEC);
- Assist the experts to develop handbooks, manuals, leaflets for the IEC purposes;
- Arrange and participate any field missions/meetings or events of the Project;
- Provide dual interpretation in meetings/workshops or seminars; and
- Translate relevant documents of the Project.

Qualifications:

11/2007	Secretarial advertise for Administration Assistant Training and Research on Administration Institution in Ha Noi
12/2007	Bidding Specialty Training and Tourism Ltd. Company of Viet Nam
07/2007	LAN administration Jupiter Computer Training Center in Vinh city
01/2007	Internal Auditor of Quality Assurance System (ISO 9001:2000) Management and Information Technology Consulting Company in HCMC

11/2005	Translation Skills for Interpreter Course Asia Institute of Technology center in Viet Nam (AITCV) in Ha Noi
10/2004	English Skill for Interpreter Course Asia Institute of Technology center in Viet Nam (AITCV) in Ha Noi
02/2003	MS applications - Excellent result for B level Computer training Center in Vinh city

Interests:

- Watching TV programs, e.g. news, football match, films, etc.
- Reading humorous stories, newspapers;
- Playing badminton, football, volleyball; and
- Chatting with friends.

Referees:

Mr. Hans Bissdorf,

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Mr. Jamil Claude,

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Dr. Pham Van Thanh,

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