NGUYEN THANH KIET

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- I have 2 years of experience in Business Intelligence analysis, with a strong aptitude for logical thinking and data analysis. I specialize in extracting and transforming data into strategic insights, enabling businesses to make accurate decisions and optimize operational performance. With sharp analytical thinking, I not only solve problems but also proactively propose solutions to help businesses streamline processes and enhance efficiency
- Flexible and willing to learn
- Diligence and honesty, responsibility, and teamwork spirit. Proactive, hardworking, and able to work well under pressure.
- Effective time management, and strong relationship-building skills.
- Technical Skills: Tools like Python, and Excel for data manipulation and analysis

EDUCATION

Data Analyst Virtual Learning Internship   **Feb 2024 - Mar 2024**

Meriskill

  Data Analysts & Visualization

  - Develop visual reports, and dashboards using Power BI to review operational efficiencies and business sales.

Bachelor of Business Administration.   **Sep 2018 - Sep 2022**

Ho Chi Minh City University of Technology (HUTECH)   **GPA:** 2.8

SKILLS

Tech: Excel, PowerBI, SQL, Python

Soft Skill: Time Management, Networking, Teamwork, Creative Thinking, Problem Solving

LANGUAGES

English (Native proficiency)

WORK EXPERIENCE

Business Intelligence   **Apr 2024 - Feb 2025**

Green and Smart Mobility Joint Stock Company -GSM   **Vietnam**

  1. **Responsibilities**:

  - Analyze data from various sources to identify key business trends, performance metrics, and areas for improvement
  - Develop and maintain reports, dashboards, and visualizations to communicate insights and findings to stakeholders
  - Collaborate with cross-functional teams to understand business requirements and translate them into analytical solutions
  - Assist in the development of business strategies, product roadmaps, and operational plans based on data-driven insights
  - Monitor key performance indicators (KPIs) and provide regular updates to management on business performance and trends
  - Support ad-hoc analysis and special projects as needed to address specific business challenges or opportunities

  2. **Achievements**:

  - Gain more knowledge and experience in analyst
  - Improve operation performance
  - Support decision making with data (Increase 4% of total trips)

Supervisory assistant   **Aug 2023 - May 2024**

Lotte Mart   **Ho Chi Minh, Viet Nam**

  - Inventory management, Order, Solving problem

Specialist - Data Process   **May 2022 - Feb 2023**

THUAN PHONG EXPRESS COMPANY LIMITED   **Ho Chi Minh, Viet Nam**

  Main Responsibility:

  1. Operations

  - Supervise J&T's daily operations in HCM city to ensure the quality of transportation services.
  - Solve problems that arise, and improve the quality of activities in the assigned area.
  - Assisted in identifying, evaluating, and prioritizing risks through data analysis.

  2. Databased & Reporting Hub

  - Build, maintain, and send out all related Reports/Tracking tools (mainly in Excel) as aligned with another Team
  - A part of the main source of the database for the Team when analyzing tasks arising
  - Periodic report
  - Examine, understand and improve issues at Depot

  Achievements:

  - Gain more knowledge and experience in analyst
  - Improve operation performance
  - Out of stock < 5%

PROJECTS

Management Account Driver   **May 2024 - Jun 2024**

    Managing Accounts and Vehicles Management:

    Key Metrics:

Identify the key performance indicators (KPIs) that are crucial for business
Use a dashboard or reporting tool to monitor these metrics regularly.

    Error Identification:

Monitor system for any reported errors or anomalies.
Monitor data quality and perform regular data audits to identify and rectify inconsistencies or errors
Contribute to developing and continuously improving data management processes and workflows.

    Achievements:

Supported information to fix account synchronization errors between systems.

CERTIFICATIONS

SQL (Intermediate) Certificate ⬈ by **Hackerrank**