VUONG NHAT TAN

Data Analyst

+ An organized, logical person and has a good eye for detail.
+ A quick learner who can absorb new knowledge.
+ Despite the fact that my major is Control Engineering and Automation, which is a technical field, I consider myself to be a sociable, dynamic, helpful and friendly person.

Email	Phone	Linkedin	Address	Year of Birth
tan.vuong.5533@gmail.com	0587224437	linkedin.com/in/nhattanvuong	Ho Chi Minh City	1998

EDUCATION

Ho Chi Minh city University of Technology (Bach Khoa HCM)
Sep 2016 – Nov 2020

Major: Control Engineering and Automation
GPA: 8.2/10

WORK EXPERIENCE

1. Seedcom Fashion Group JSC (a B2C company) Ho Chi Minh City
Business Intelligence Analyst Apr 2022 – now

+ Worked closely with various teams of the company, including BOD, Supply Chain Management, Marketing, Retail Team, Sales Ecommerce Team…, to collect needs and new feature requirements for developing automated, interactive dashboards in BI tools: Apache Superset and Google Looker Studio.
+ Created dashboards for store operation management in BI tools, ensuring smooth sales performance tracking of numerous stores in Vietnam (nearly 100 physical stores located across Vietnam in 2022).
+ Created data mart and data model using SQL (stored procedures, scheduled queries…) in Google BigQuery Data warehouse - Google Cloud Platform.
+ Helped in exporting transactional master data from Google BigQuery Data warehouse and performed ad-hoc analysis
+ Monitored key industry-specific metrics regarding customer, store, employee, product, sales performance, inventory, online operation… (churn, retention rate, life cycle; revenue, profit, AOV; performance, item; inventory level; PnL…)
+ Extracted and analyzed data (SQL, Excel, Google Sheets) to support the Marketing team to conduct numerous sales campaigns on how to win back old customers (customer segmentation – Demographic / LTV / RFM – Recency Frequency Monetary) and reach out to potential ones via different approaches: ZNS, SMS, social media, online platforms…

2. Huu Toan Group CO., LTD (a B2B company) Ho Chi Minh City
Data Analyst Apr 2021 – Mar 2022

+ Collected data from various sources, analyzed, conducted market research and pricing research, and proposed a new OEM sales policy and pricing strategy specifically aimed at winning back old customers, resulting in successfully regaining 8 out of 40 old customers (B2B customers).
+ The owner of the project named "Elephant" focused on discovering the full process of building an industrial factory in Vietnam; conducting market, customer and competitor research; then presenting and advising BOD, Sales manager, and Sales team about a sales strategy.
+ Cleaned customs data using Python (Google Colab – pandas, numpy, regex…) and Excel; visualized data using Power BI (Power Query, Data modeling, DAX) for competitor, market, and pricing reports on diesel generators and alternators.
+ Rebuilt the sales OEM process and developed the sales OEM tracking file.
+ Joined meetings and reported directly to foreign suppliers from the United Kingdom about market share, market trend, competitors, and other business concerns.

PROJECTS

1. Times Cargo Logistic CO., LTD (a freight forwarder company) Ho Chi Minh City
Data Analyst Dec 2022 – Dec 2022

+ Collected data from various sources (applications, users' Excel files…); cleaned and transformed data using Excel
+ Used Power BI (Data Modeling, DAX) to visualize data and create dashboards for year-end company reports and provide insights (metrics related to Forwarding field: TEUs, service, carrier, shipment, Import/Export, Logistics…)

SKILLS

Programming	+ SQL, C, Python, ETL	**Time management**	+ Number 3 rule, golden hour…	
Infomatics	+ Microsoft Excel, Word, PowerPoint	**Task management**	+ Daily, weekly PDCA	
Data Analysis	+ 6W – 1H…	**Public Speaking**	+ Eye contact, body language…	
Visualization tools	+ Power BI, Apache Superset, Google Looker Studio	**Framework, Rule**	+ SMART rule, SWOT analysis, OKR goal setting	

LANGUAGE

English – IELTS Academic 7.5 Overall (no skills under 7.5) – Issued: Aug 2024
Vietnamese – Native speaker

I am totally aware that there is so much knowledge ahead that I need to acquire,
but I am grateful to myself for being a fascinated learner, and learning has certainly kept my life interesting.
Thank you a ton for considering my profile.

COVER LETTER

Hi Recruitment Manager and Hiring Team,

I am Tan – Vuong Nhat Tan.

From Linkedin platform, I have noticed that Circle K Vietnam is hiring for the role "Data Analysis Specialist". I have read the Job Description for this role and want to express my interest in this job, and I believe that I am the right fit for the position.

From what I understand, the candidate should possess the following skill sets.

*Technical skills:

- SQL for querying, transforming data, data analysis and other tasks.
- Excel, SQL, Python… for data processing, collection, visualization, models and other analysis
- BI Tools (Power BI…) for visualizing data, creating dashboards, monitoring KPI and reporting

*Soft skills:

- Effective communication for cross-functional collaboration
- Time management and task management for efficient work performance
- Presentation skills
- English skills

Given these requirements for this position, I have 4 years of experiences working as a Data Analyst and Business Intelligence Analyst at big corporations, gaining both technical and soft skills well fitted for the role, including SQL, Python, Power BI, Google Looker Studio, Data Modeling, effective communication with stakeholders, task management, public speaking, and many more (please review my above CV for more information).

I also got an IELTS Academic overall band score of 7.5 (no skills under 7.5) in Aug 2024, so I feel quite comfortable using English in professional environments.

Nevertheless, I am totally aware that there is much knowledge that I need to acquire to stay relevant and repetitive. But I am grateful for myself for being a fascinated learner, and leaning has certainly kept my life more interesting.

Besides, I believe one special characteristic of mine that could make me a valuable asset of the company is that in every task I receive, I always consider myself as the owner of the project itself and the company as the whole. I will ask myself a question "If I were the owner of the company, and the company encountered an issue, which solutions should I take to tackle that problem?". This mindset really helped me immerse myself in the job, trying to find the best solution and contributing positively as if the company were mine.

All in all, a few words might not fully describe who I am and my interest in this position, I hope that I will be given an opportunity to connect and then become a special part of Circle K Vietnam.

Thank you very much for taking your time considering my profile.

Sincerely,

Vuong Nhat Tan