NGÔ VĂN KIÊN
BUSINESS ANALYSIS

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SUMMARY

I'm a final-year Management Information Systems student with a strong interest in business analysis, systems design, and data-driven decision-making. I've led and participated in academic projects, gaining experience in process modeling (BPMN, UML), data analysis (SQL, Power BI), and agile project coordination using OpenProject.

EDUCATION

University of Economics and Law (UEL), VNU-HCM
Faculty of Information Systems
GPA: 7.24/10

PROJECTS

Recruitment Management System
10/2024

- **Course**: System Analysis and Design | Team size: 3 | Role: Business Analyst
- **Tools**: Draw.io, Figma, OpenProject
- **Responsibilities:**
  1. Conducted comprehensive system analysis including BPMN, DFD, Use Case, and Sequence Diagrams, and defined key system entities.
  2. Designed basic UX/UI layouts to ensure intuitive and user-friendly interaction.

Real Estate Website Design
05/2024

- **Course**: E-Commerce | Team size: 5 | Role: Leader
- **Tools**: Draw.io, Figma, OpenProject
- **Responsibilities:**
  1. Analyzed active real estate websites to evaluate strengths, weaknesses, and user experience.
  2. Proposed a set of key features and functions to enhance usability and competitiveness.
  3. Selected appropriate color palettes and layout structures aligned with brand identity and user preferences.
  4. Utilized AI-powered design tools to create initial website mockups and visual concepts.

PetDaily Website Development

09/2024

- **Course**: Business Web Programming | Team size: 5 | Role: Business Analyst
- **Tools**: Draw.io, Figma, Trello, Visual Studio Code, Excel
- **Responsibilities:**
  1. Collected and analyzed information to clarify business requirements.
  2. Developed Use Cases, User Stories, BPMN, DFD, and ERD diagrams to model system processes and data flows.
  3. Communicated and collaborated effectively with the design and development teams to ensure accurate implementation of business requirements.
  4. Ensured the final product aligned with defined business requirements and met stakeholder expectations.

Project Management Fashion Trend Website Development

03/2025

- **Course**: Project Management | Team size: 3 | Role: Leader
- **Tools**: Excel, Draw.io, OpenProject
- **Responsibilities:**
  1. Managed the full project lifecycle using Agile and OpenProject, achieves 100% task competition on time across all sprints.
  2. Coordinated and communicated with all team members, assigned specific tasks for each sprint, and monitored daily progress and support to ensure project alignment and efficiency

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TECHNICAL SKILLS

- **Business Analyst:** BRD, SRS, User Stories, Acceptance Criteria.

- **Process Modeling & Workflow Design:** BPMN, UML diagrams

- **Data Analysis & Visualization:** Excel, SQL, Python, PowerBI

- **Project Analysis:** Agile frameworks (Scrum) using OpenProject

- **ETL Concepts:** Build ETL pipelines using tools like SSIS to import CSV files into SQL Server

- **Prototyping tools:** Figma

- **ERP Familiarity:** SAP

CERTIFICATION

Business Analyst Basis (Skills up) - 2025