



# NGUYEN TRIEU KHA

## Data Analysis Specialist

### PROFILE



0901840958



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134/145/35/42 Nguyen Van  
Linh, Ho Chi Minh City

### SKILLS

#### • ADVANCED EXCEL

Power Query, Power Pivot

#### • DATA ANALYSIS

Excel, Google Sheet, SQL

Power BI, Looker Studio

#### • AUTOMATIC TOOL

Python Automatic, N8N

#### • ERP SYSTEM

Odoo, Microsoft Dynamics

#### • MICROSOFT OFFICE

Powerpoint, Word

### SOFT SKILLS

- Proactive in collaborating with teams.
- Strong logical thinking and problem-solving abilities.
- Self-motivated and capable of learning new knowledge and skills independently.

### ABOUT ME

A detail-oriented Data Analyst with one year of experience, proficient in data collection, processing, and visualization. Seeking to leverage analytical skills, SQL and BI tools to provide data-driven insights and support business decision-making

### EDUCATION

#### University of Foreign Languages – IT (HUFLIT)

2021 - 2025

- Major: Management Information System (MIS)
- GPA: 3.03/4

### CERTIFICATE

- Bachelor's in MIS
- TOEIC Certificate

12/2024

12/2024

### WORK EXPERIENCE

#### PPJ GROUP

11/2024 - 02/2025

Role: Dashboard Management

- Imported and standardized over 5,000 product data records, ensuring 100% accuracy and synchronization in the ERP system.
- Built and maintained an AWS-based ETL pipeline, automating data extraction and reducing 80% of pipeline disruptions, ensuring stable data flow.
- Developed an automated reporting system using SQL and Power BI, reducing 50% of data aggregation time for factories in Ho Chi Minh City and Nha Trang.

#### Jemmia Diamond Company

03/2024 - 11/2024

Role: Data Analyst

- Supported and handled data analysis requests for inventory management from the Product Supply and Sales departments.
- Built automated dashboards and periodic reports for the Product Supply and Sales departments, covering all three store branches.
- Collaborated with the IT department to collect, standardize, and synchronize data on a new system with over 2,000 products.
- Developed automated tools (auto-tools) for various processes and data tracking tools, reducing processing time by 50% compared to manual work.