

DANG MINH DAT

IT BUSINESS ANALYST - FRESHER

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SUMMARY

With hands-on experience in writing user stories, managing project documentation, and supporting cross-functional teams, I am confident in my ability to contribute to project development. In addition, my experience working in Agile/Scrum projects, preparing meeting minutes, and using specialized tools has equipped me with a strong foundation to support team collaboration and project execution. My skills in requirements analysis, providing solution-oriented feedback, and ensuring product quality through manual testing make me a strong fit for the Business Analyst role. I am eager to contribute to the growth and success of your company.

SKILLS

Project Management: Scrum/Agile, Google Sheet, Notion, ClickUp, Slack, Jira, Confluence

Microsoft Office/Google Workspace: Word, Excel, Power Point, MS Project, Google Sheet, Docx and Slides

Business Analysis & Modeling: Use Case Diagram, Activity Diagram, ERD, User Story

Design Tools: Figma, Axure RP11, Lucidchart, Draw.io

Front-end: HTML/CSS/JS, Bootstrap 5, Tailwind

Databases/DBMS: MySQL, SQL Server, Firebase

Programming Languages: C#, PHP

Frameworks: Laravel, ASP.NET

JOB EXPERIENCE

BeyondEdge - IT Business Analyst

Sep 2025 - Now

- Gather, clarify, and validate stakeholder/client requirements (scope, assumptions, dependencies, edge cases, acceptance criteria)
- Translate needs into clear deliverables: user stories, functional specs, process flows, rules/logic
- Manage change requests with version control and end-to-end traceability
- Coordinate with cross-functional teams (IT/dev) to align priorities, timelines, and implementation approach; act as key point of contact
- Create and execute test cases (including regression) to validate fixes/enhancements against requirements
- Provide production support: triage issues, assess impact, reproduce, collect evidence, support root-cause analysis, and communicate updates

Freelancer - Project Management Assistant

May 2025 - June 2025

- Document meeting minutes from discussions with Singapore-based clients
- Conduct QC testing for the website during Phase 2 in both Staging and Production environments of Wordpress (CMS)
- Collaborate with the UI/UX Designer to verify and clarify customer requirements
- Work with developers to deliver new requirements and bug notations
- Update User Stories for the Phase 1 project deliverables

Leonix Vietnam - Business Analyst and Functional Consultant Internship

Feb 2025 - May 2025

- Working in ERP system - Odoo with various modules from CRM, Recruitment, Employees to Sales, and to name a few.
- Have a practical experience in CRM, Dashboard in real project and some experience in HRM and E-Commerce
- Gather and analyze requirements from clients and convert them into business requirement documents.
- Develop business process models (Use Case, User Stories, Detailed Scenario, Project Charter, Risk Assessment, Change Request Form) to optimize workflow.

- Support UAT testing and provide training for end users.
- Communicate with developers to deliver business context, feature explanation and perform manual testing prior UAT stage.
- Perform manual testing to ensure the system works as expected based on client requirements.
- Present the demonstration system for clients based on Scrum model.

PERSONAL PROJECTS

Vstep trial testing system project (A real-world product)

May - Jul 2024

- Technologies: PHP with Laravel framework, Javascript and MySQL
- Member: 02
- Position: Project Manager, Fullstack developer
- About project:
 - Collaborated with stakeholders, including students, lecturers, and academic staff, to gather and analyze functional and non-functional requirements.
 - Conducted detailed process analysis to identify opportunities for optimizing the user experience in online testing systems.
 - Organized feedback sessions to prioritize enhancements and ensure continuous improvement.
- Key achievements:
 - Successfully launched a user-friendly testing platform, improving accessibility for over 200 students.
 - Leveraged Bootstrap 5 and Tailwind for UI/UX design, enhancing usability and visual appeal.
 - Youtube video demo: https://youtu.be/xwMHW4u_mjs

EDUCATION

Bachelor of Science

University of Greenwich

2021 - 2025

First Class Honours (4.0 - UK scale)

ENGLISH

Vstep - Vietnamese Standardized Test of English Proficiency

8.0/10 | B2

R: 8.0, L: 7.0, W&S: 8.5

IELTS - International English Language Testing System

5.5/9 | B2

R&L&R: 5.5, S: 6.0

ACHIEVEMENTS AND AWARDS

- Certified for the successful completion in SkillUp EDTech course - Business Analysis: Process Modeling & Requirements Gathering
- Certified for the successful completion in IBM course - Introduction to Business Analysis
- Certified Best Student Semester for Computing Major - Spring Semester 2024
- Certified Best Student Semester for Computing Major - Fall Semester 2023
- Certified The First-Runner Up for English Presentation Competition Greenwich Vietnam - 2023
- Certified Best Student Semester for Computing Major - Summer Semester 2022
- Certified Best class from level 1 to level 5 in the preparatory English stage - 2021