Tien Dat Do

tiendat0936@gmail.com

Skills

Data Analysis & Business Intelligence:
- Tools: Excel (advanced functions, VBA, Power Query), Google Sheets (custom scripts), Tableau, Power BI.
- Proficient in Python (pandas, NumPy, statsmodels, matplotlib, seaborn)

Key Projects

Email Classification, Attachments & Data Extraction AI Agent
Ho Chi Minh city
March 2025 – May 2025

Developer | *n8n* | Upwork
- Triggered by Gmail incoming message
- Classifies each email (Client, Supplier, Company-forward or Other) via a LangChain-powered AI agent.
- Tags and routes messages based on "PO" vs. non-PO content.
- Downloads PDF attachments (invoices, POs) and runs OCR/extraction.
- Parses line-item data into structured JSON.
- Appends or updates rows in Google Sheets

Financial Modeling and Valuation Project
Ho Chi Minh city
June 2022 – September 2022

Data Analyst and Visualizer | *Python, Excel* | Drive
- Conducted in-depth financial analysis using historical data from Vietstock and CafeF.
- Created predictive models and sensitivity analyses to evaluate market and business risks.
- Delivered interactive visualizations for effective stakeholder communication.

Data extraction automation
Ho Chi Minh city
December 2024

Developer | *Google Apps Script* | Github
- Recursively look into a folder
- Process all files whose names end with "(NEW)"
- Extracting data from a Sheet named "Payment entry".
- Only process files that has data
- Cleaned destination and pasted to the second row onwards (Headers can be fixed)

Auto upload attachments from Gmail to Google Drive
Ho Chi Minh city
March 2025

Developer | *Google Apps Script* | Github
- Finds emails from a specific address with a specific title.
- Pulls PO numbers, names, and dates from email subjects.
- Save attachments with unique date-stamped names and content of the mail as EML file.
- Stores everything in Google Drive under a chosen folder name, with subfolders for client name (from sender email) and date sent.

Experience

VinMake (Backed by Do Ventures)
Ho Chi Minh city
March 2024 – Now

Finance Assistant to CEO
- **Core Team Member:**
  - Played a foundational role in the company's growth, transitioning from Manufacturing Merchandiser to Business Process Analyst, and now focusing on Finance.
- **Finance (50%):**
  - Managed financial forecasting, budgeting, and reporting directly to CEO.
  - Developed financial models and performance dashboards using Excel and Google Sheets.
  - Analyzed revenue streams and cost drivers to improve profitability and working capital visibility.
- **Business Process Analysis & Implementation (30%):**
  - Automated Bill of Materials (BOM) and Material Requirements Planning (MRP) processes, reducing manual efforts by 40%.
  - Optimized Procurement and Payment Entry workflows, enhancing efficiency by 20%.
- **Client Communication (20%):**
  - Acted as the primary representative for client communications, managing expectations and addressing escalations.
  - Delivered critical updates on production and export timelines, ensuring clarity and satisfaction.

Education

Western Sydney University
Ho Chi Minh city
Sep 2019 – July 2023
- Bachelor, Applied Finance. GPA: 2.9/4.0