

NGAN TRAN THI KIM

Thu Duc, Ho Chi Minh City

+ (84) 934.904.098

emmatran31@gmail.com

linkedin.com/in/emmatran31

A proactive, detail-oriented individual committed to driving continuous improvement in processes and outcomes, with a strong analytical mindset and a dedication to collaboration. With a "Can do" attitude, I am eager to bring my skills to a dynamic, data-driven environment where I can contribute to optimizing planning and data analysis efforts.

SKILLS

- Teamwork
- Problem-solving
- Statistical Analysis
- Multitasking
- Data Visualization
- Business Impact Analysis

EXPERIENCE

The Coffee House - Category Management Executive

Nov 2023 - Nov 2024

- Forecasting product's sales quantity to support business strategies and supply chain.
- Insight data visualization and analysis data sales weekly, monthly and ad-hoc questions to support decision making on direction.
- Managing end-to-end process of bringing new products to market involving coordinating cross-functional teams and ensuring all aspects of the product launch are executed seamlessly.

Lazada - Campaign Planner

Mar 2023 - Sep 2023

- Managing end-to-end process for monthly campaigns including collaborating to cross-functional teams.
- Setting up landing pages (2-5 pages) presenting the highest standards and visual to meet customer's demands and bring high GMV to cluster
- Tracking data performance through key metrics to optimize engagement support making on direction.

H&Friends GTL Viet Nam - Documentation staff

Jan 2021 - Dec 2022

- Issue Air Way Bill, Debit Note, Credit Note and other related documents
- Collaborating with the domestic team, airline and agents for shipments
- Follow and solve any arising problems related to the shipping

PROJECTS

Coffee Shop Sales Dashboard | Power BI, Dax | [Live Dashboard](#)

Visualize and analyze transactional data to identify purchase trends. This analysis led to the discovery of growth in revenue, customer behaviour and product's performance over Month, Quater to make data-driven statergies.

The Coffee House Commercial Weekly, Monthly Reports | SQL, Power Query, GG Sheets, Pivot table, GG Slide

Created reports in Google Sheet, Slide, using Pivot Tables, visualizing by conditional formatting and charts to analyze sales trends, and automated data cleaning with Power Query, saving time. This enabled team discover insights for data-driven decision-making.

Category Performance Reports | SQL, Power Query, GG Sheets, Pivot table

Tracking the performance of current products and new launching ones to find out customer behaviours and support short-term as well as long-term business strategies.

TECHNICAL SKILLS

Analytical Tools: GG Sheets, Power BI, Power Query, Tableau, Looker Studio

Language: SQL, Python

EDUCATION

Foreign Trade University

Aug 2016 - May 2020

Bachelor of International Business

Reference Tran Ngoc Thuy Tien (Mrs.) - Commercial Lead @ The Coffee House - 0898896489
Quach Mai Lan (Mrs.) - Air Export Manager @ H&Friends GTL Viet Nam - 0386876399