



## NGUYEN MAI KHANH

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## EDUCATION

## National Economics University

Finance

- GPA: 3.65/4.0

Key achievement: Scholarship in 2018

## EXPERIENCE

## Business Analyst

HTC Holdings Vietnam, Hanoi

Sep/2022 – Now

Software solutions and services provider for financial services sector

## Projects:

- Banking mobile application

Sep/2022 – Now

The client is a Vietnam Public Joint Stock Commercial Bank

## Duties:

- Organize workshop to gather requirements from stakeholders
- Do R&D on the basis of gathered requirements. Assist to contribute ideas to the design of the customer experience journey to ensure that digital banking services are appropriate while adhering to State Bank laws and regulations, bank policies on products, and risk management
- In charge of 2/16 FSD, including: BRD, User story, FRS
- Writing black-box test case & Execute UAT test

## Project Management and Market Research

Emerging Asia &amp; Insights Consulting, Hanoi

May/2021 – Sep/2022

A boutique consulting firm, providing services to clients in the field of Infrastructure, Power, Energy

## Projects:

- Master plan project

Apr/2021 – Sep/2022

The client is a Vietnamese institution specialized in planning and investment research

- Waste treatment plant

May/2021 – Oct/2021

The client is the Vietnamese owner of a Waste-to-energy treatment plant

- A 4-billion USD LNG-to-Power Project

Jan/2021 – Sep/2022

The client is the American owner of Vietnam's first and largest 100% FDI LNG power plant

## Duties:

- Plan, delegate and act as focal point between internal team and stakeholders including state agencies, consulting firms, experts to conduct report and complete report clarification
- Identify and develop strategic solutions to improve processes; report directly to C-level, reducing problem solving time by 50%
- Review output of stakeholders, increasing product quality by 40%
- Responsible for administrative matters, including bidding documents, drafting contracts, manage project documents and circulate data as requested to stakeholders,...
- Research and prepare written report about macro economy, sector development direction, 5Ps research about energy and electricity market, mass transit, waste treatment
- Convert findings into presentation materials like SWOT analyses, tables, graphs,...
- Prepare meeting materials, commercial and regulatory input for negotiation

## Technical Analysis Intern

VPS Securities, Hanoi

Jul/2020 – Aug/2020

- Market research approaching by sector and event
- Identify buy and sell point by technical indicators

## PROJECT

## Bike sales dashboard

- <https://github.com/KhanhNgM/Portfolio-Project>

## The comprehensive sample model to evaluate students' satisfaction: The case of National Economics University

- Base on SERVQUAL model to evaluate survey results from 350 students to recommendation for the school

## SKILL HIGHLIGHT

- Draw.io, Figma, SQL
- Strategic Planning & Analysis
- Proficient in MS Office
- Exceptional Verbal & Written Communication Skills

