

# Nguyen Anh Tuan BUSINESS ANALYST

# **Personal Information**

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# Kỹ Năng

# **Professional Skills:**

- Solid understanding of software development models: Agile, Waterfall.
- Black-box testing: Boundary Value, Equivalence Partition, Decision Table.
- Proficient in tools: Draw.io (Use Case, Flowchart, ERD), Rational Rose (UML), Adobe XD, Figma (prototype, UX/UI).
- · API Testing with Postman.
- Basic programming & web: HTML, CSS/SCSS, JavaScript, ReactJS, Bootstrap, Node.js.

# Office & Design Skills:

- Proficient in: Word, Excel,
  PowerPoint.
- Image, slide & poster design:
  Photoshop, Canva.

#### **Soft Skills:**

- Time management, communication, team coordination.
- Flexible problem-solving & handling situations.
- Creative thinking, eagerness to learn, meticulous in work.

# **Career Objectives**

\*Short-term: Apply for a Business Analyst position to learn business analysis processes, work with developers, and improve software testing skills.

**\*Long-term:** Become a professional BA, provide optimal solutions, ensure product quality, support long-term project development, and help the company's growth.

# **Work Experience**

# **Business Analyst & Website Administrator**

03/2024 - 08/2025

# **Quang Minh Motorcycle Parts Company**

#### **Job Description:**

- Collect and analyze requirements from clients/sales team, define scope, and prioritize features.
- Design use case diagrams, activity diagrams, and wireframes/prototypes using Draw.io, Rational Rose, Adobe XD.
- Write BRS (Business Requirement Specification) and SRS (Software Requirement Specification) to specify business and technical requirements.
- Describe detailed User Activity to reflect real user behavior and needs.
- Manage and deploy website on Haravan platform (Liquid, HTML, CSS, JS), ensuring product meets business requirements.
- Coordinate with the tech team on backend integration (Node.js, Express.js, MongoDB) and API testing with Postman.
- Participate in UAT (User Acceptance Testing), ensure the product meets business goals and user experience.
- · Communication skills, team coordination, and stakeholder engagement.

#### **Demo Project Links:**

• On my Portfolio Website: https://portfolio-nguyen-anh-tuan.vercel.app/

#### **Major Project in Service-Oriented Software Development**

10/2024 - 12/2024

# Role: Team Leader

#### **Description:**

Topic: Build a Car Comparison Website

## Languages & Technologies:

- Backend: Node.js (Express.js)
- · Frontend: ReactJS
- · Database: MongoDB

# Role & Tasks:

- Collect and analyze requirements from the topic, write requirements and business specs (BRS, SRS).
- Design use case diagrams, activity diagrams, and database schema using Draw.io and Rational Rose.
- Build wireframes & UI prototypes with Adobe XD, focusing on the car comparison experience.
- Describe User Activity (customer: search, filter, compare cars; admin: manage data, track behavior).
- Support the dev team with API testing via Postman and review alignment between business requirements and implemented features.

#### **Key Technical Details:**

- Use Jsoup to scrape car data from VnExpress and sync to MongoDB.
- Backend builds APIs for functions: get car list, car details, compare multiple cars by version/specs.
- Admin dashboard supports car data management, tracking, and content updates.
- The client website allows users to filter, search, and compare cars as needed.

## **Demo Project Links:**

• On my Portfolio Website: https://portfolio-nguyen-anh-tuan.vercel.app/

# **Education**

**Hanoi University of Industry** - 4th-Year Student

Major: Software Engineering

**GPA:** 3.6

Scientific Research

Role: Member

**Topic:** Research on Some Al Algorithms and Applications in Weather Forecasting Systems

# **Description:**

- Research, collect, and process meteorological data.
- Apply machine learning algorithms to analyze data and build weather forecasting models.
- Evaluate model accuracy and compare with traditional forecasting methods.
- Propose solutions to improve forecasting efficiency, supporting real-world decision-making.

# **Print Employee at Photocopy Shop**

03/2023 - 03/2024

10/2024 - 04/2025

# **Anh Hoc Photo Shop**

# **Description:**

#### Soft Skills:

- Effective time management involves prioritizing tasks.
- Communication and team coordination skills, support interactions with clients and project members.
- Flexible situation handling, stay calm under pressure.
- Build carefulness and meticulousness, and ensure quality in work.

#### Office Skills:

- Proficient in: Word, Excel, PowerPoint, support document drafting, reports, and data analysis.
- Basic AutoCAD knowledge for technical design.

# **Design & Supporting Tools Skills:**

- · Basic Photoshop for image editing.
- Design posters, banners, and presentation slides with Canva.

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