



CAO NHƯ QUỲNH

Fresher Business Analyst



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EDUCATION

University of Finance and Marketing (UFM)

Information Technology
2022 - Present

GPA: 3.21/4.0

SKILLS

- Communication Skills
- Business Process Modeling
- Tools Usage
- Problem-Solving
- Analytical Thinking
- Team Collaboration
- Time Management

LANGUAGE

English

About Me

I am a third-year student majoring in Information Systems at the University of Finance and Marketing with a strong passion for business analysis and technology. Throughout my academic journey, I have proactively engaged in various projects and coursework that simulate real-world business analysis practices. I am now ready to take on the challenges of a Fresher Business Analyst position, where I can apply my knowledge, continuously learn, and contribute effectively to the success of the team.

TECHNICAL SKILLS & KNOWLEDGE

Business Analysis Techniques

- Requirement gathering, user stories, use case specification
- Writing BRD, SRS documents

Modeling & Diagramming Tools

- StarUML, Draw.io, Lucidchart, Figma
- UML, Use Case, Activity, Sequence, BPMN

Data Analysis & Querying

- SQL (MySQL, SQL Server)

Programming Languages & Backend Basics

- C#
- Basic HTML/CSS for prototyping interfaces

PROJECTS

Hotel Booking Management System

Role: Business Analyst

Tools & Technologies: StarUML, Microsoft Word, C#, SQL Server

- Collected and analyzed business requirements related to hotel booking, room management, and customer service
- Created Business Requirement Document (BRD) and Software Requirements Specification (SRS)
- Designed system diagrams: Use Case, Activity, and Sequence to represent system behavior
- Proposed user interface wireframes for booking, check-in, check-out, and admin modules
- Designed database schema and collaborated with the development team using C# and SQL Server
- Supported testing and documentation of booking workflows and business rules