NGO TUAN ANH

L 0926.502.777 ■ nta191098@gmail.com https://www.linkedin.com/in/anhngodn/

Son Tra, Da Nang

OBJECTIVE

- Leverage my expertise in Business Analysis, particularly in writing Behavior Driven Development (BDD) user stories and Agile methodologies, to contribute to the company's success and deliver high-quality solutions.
- Aspire to become a globally recognized Business Analyst by enhancing my skills in requirement elicitation, stakeholder communication, and system analysis.
- With enthusiasm, dedication, and a proactive mindset, I aim to bridge business needs and technical solutions, ensuring exceptional product delivery and stakeholder satisfaction.
- Develop deep domain knowledge to provide consultancy in specialized areas.

EDUCATION

UNIVERSITY OF ECONOMICS DA NANG

2016 - 2020

· Major: Marketing.

• Language: English. (B2)

PROFESSIONAL BUSINESS ANALYSIS AT IViettech

02/2023 - 04/2023

GPA: 8.3- Very Good.

WORK EXPERIENCE

Role: IT Business Analyst at Avepoint Đà Nẵng

03/2024 - Present

IT Business Analyst in EdTech

Responsibilities:

- Collaborate with stakeholders to elicit and analyze business requirements for EdTech and Finance products.
- Write user stories in BDD format (Given-When-Then) to ensure clear communication of system behavior to development and testing
- Analyze workflows, conduct requirement analysis, and document improvements in Jira.
- Facilitate grooming sessions to discuss solutions and propose designs in collaboration with UI/UX designers.
- Present solutions to clients and support User Acceptance Testing (UAT) to ensure requirements are met.
- · Work in an Agile environment, coordinating with Product Owners, developers, and testers to ensure alignment.
- Manage and update business requirement documentation throughout the project lifecycle.

Role: IT Business Analyst at Digital Fortress

08/2023 - 10/2023

Domain: Supply Chain

Description:

- Gathered and confirmed requirements with clients, ensuring alignment with business objectives.
- Wrote user stories in BDD format to define system behavior for supply chain solutions.
- Analyzed requirements and created low-fidelity UI wireframes to support development.
- Participated in Agile grooming sessions with a 10-member team to refine requirements and propose solutions.

• Documented requirements and tracked progress using Jira.

Domain 02/2017 - 12/2022

Real estate Sale Agent

Description:

- Developing business strategy for Selling & leasing department.
- Developing process to take care of customer and close the sale.
- · Researching for customer needs.
- · Analyzing Customer needs.
- Finding the cause and give the solution to have the best choice for customer.
- Taking care of customer after transaction.
- Searching for sources of goods and output for products.
- Managing fan page and plan, implement communication for company's products.
- Creating Brand development plan.

PROJECTS SUMMARIES

MOMA- Singapore Client 03/2024 - 03/2025

Role: IT Business Analyst.

- Elicited and analyzed business requirements through stakeholder interviews and workshops.
- Wrote BDD user stories (Given-When-Then) to define system behavior and support development.
- Documented requirements and improvements in Jira, ensuring traceability.
- Collaborated with designers to create client-approved UI designs.
- Supported UAT and provided feedback during development sprints.
- Team Size: 20 members
- Go live successful on 03/2025.

NTU- Singapore Client 10/2024 - Present

Role: IT Business Analyst.

- Conducted requirement elicitation sessions with stakeholders to understand business needs.
- Developed BDD user stories to articulate system requirements clearly.
- Managed requirement documentation in Jira and facilitated Agile grooming sessions.
- Worked with cross-functional teams to ensure requirements were fully understood and implemented.
- Supported UAT and maintained requirement documentation throughout the project.
- Team Size: 20 members

NCSS- Singapore Client 02/2025 - Present

Role: IT Business Analyst.

- Facilitated requirement elicitation sessions with stakeholders to capture and clarify business needs.
- Created BDD-style user stories to clearly define system functionality and expectations.
- Maintained comprehensive requirement documentation in Jira and led Agile grooming sessions.
- Collaborated with cross-functional teams to ensure accurate understanding and implementation of requirements.
- Onsite Assignment: Singapore (5 months)
- Team Size: 30 members

SKILLS

Technical skills for BA role

- Requirement Elicitation & Analysis: Proficient in gathering, analyzing, and documenting business and system requirements from stakeholders.
- BDD User Stories: Experienced in writing user stories in Given-When-Then format to align business requirements with development and testing.

	• Documentation: Skilled in creating clear and concise business requirements specifications, use case
	 documents, and wireframes. Agile Methodologies: Strong experience in Agile environments, including sprint planning, grooming, and UAT support. Tools: Proficient in Jira for requirement tracking and documentation, Figma for low-fidelity UI design, and MS Office (Word, Excel, PowerPoint).
	 Stakeholder Communication: Facilitate effective communication between stakeholders and
	development teams to clarify requirements and resolve issues.
English skills	• Writing: Advance.
	• Reading: Advance.
	Speaking: Intermediate.
	• Listening: Intermediate.
Soft skills	Analytical and problem-solving skills.
	 Strong elicitation and requirement management capabilities.
	 Proactive, detail-oriented, and adaptable in dynamic work environments.
	 Excellent technical and non-technical communication skills.

HOBBY

Gym, Reading books, playing games in console (PS4, PS5).

© topcv.vn