Nguyen Do Minh Thu

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Objective

Final-year Business Analytics student with strong interest in Business Analysis. Seeking an entry-level position to apply analytical and problem-solving skills, contribute to business solutions, and further develop expertise in data-driven decision making.

Education

National Economics University (NEU) — Hanoi, Vietnam
Bachelor of Business Analytics
Sep 2022 – Present (Expected Graduation: 2026)
GPA: 3.63/4.0

Experience

Business Analyst & Manual Tester Intern
Mobile App Projects for HarmonyOS NEXT – Chinese Market
Shenzhen Horizon Vision Technology
April 2024 – September 2024

Key Responsibilities & Achievements:
- Conducted requirement elicitation via stakeholder interviews and business analysis.
- Translated requirements into SRS documents, User Stories, Use Cases.
- Designed Activity Diagrams, Wireframes, Flowcharts, Prototypes to model workflows.
- Maintained Requirement Traceability Matrix (RTM) to track requirement coverage.
- Collaborated with developers to clarify requirements and resolve implementation issues.
- Worked closely with UI/UX designers to ensure usability and intuitive interactions.
- Designed and executed manual test cases; performed functional/regression testing.
- Logged and tracked bugs with severity levels; verified fixes across multiple devices.
- Supported User Acceptance Testing (UAT) with stakeholders.

Projects:
- **Decision** – Lifestyle app with decision-making tools (wheel, coin toss, dice, lucky number generator). *Result:* Launched on HarmonyOS; ~100 daily downloads with positive user adoption.
- **QR Scanner** – Utility app for scanning, generating, batch processing, and XLSX export. *Result:* Released on HarmonyOS; ~150 daily downloads, reliable adoption.
- **Debt Management** – Finance app for tracking loans, repayments, and interest calculations.

Core Skills Applied: Requirement Analysis & Elicitation, SRS & Use Case Writing, Activity Diagram Modeling, Wireframing, Requirement Traceability, Test Case Design, Manual Testing, Bug Tracking, Cross-functional Collaboration.

Relevant Coursework
- Product Management Essentials
- Python for Data Analytics

Skills
- Technical: Python, SQL, R, Draw.io, MS Excel, RapidMiner, Power BI
- Office Tools: MS PowerPoint, MS Word
- Soft Skills: Teamwork, Organization, Critical Thinking, Problem Solving, Solution-Oriented Approach

Extracurricular Activities
- NEU Orientation Club Member
- Organizing Committee – NEU Career Week 2024 & Internship Day 2024: Facilitated student-company connections; supported logistics and event operations.
- Organizing Committee – Talk Shows (Drive to Thrive, Roadmap, Wedding Planner): Contributed to theme development, timeline planning, risk management; prepared event scripts and documentation for speakers and hosts.

Languages
Vietnamese — Native

English — Working Proficiency (IELTS 7.0)