

TRAN KLE
DATA ANALYST

A methodical and innovative Data Analyst with extensive experience in research, data analysis and analytics. Proficient in the provision of strategic insights and in the interpretation of data, analysis of results and production of comprehensive reports. Collaborative communicator, continually focused on building client relationships to obtain a comprehensive understanding of data content and to establish detailed business requirements.

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Education

RMIT University 2016 - 2019

Bachelor of Business, Information Systems.

GPA: 3.3/4.0

Relevant Coursework: Business Data Management and Analytics, Business Analysis and Impact Management, Information Systems Solutions and Design, Information Systems Solutions and Design.

Experience

Xuan Thao Ltd.

Da Lat, Viet Nam

Supply Chain Analyst

2/2020 – Present

- Analyzed sales and supply chain data to identify key trends and opportunities for upselling and cross-selling.
- Developed a metrics dashboard to track Key Performance Indicators (KPIs) and implemented innovative sales strategies based on detailed analysis, resulting in a 16.67% increase in revenue over 3 years.
- Conducted market research to identify new opportunities and trends, expanding the client base by 30.4%.
- Acted as a mentor to junior analysts, providing ongoing support and guidance to foster professional development and career growth.
- Conducted regular supplier evaluations and implemented corrective actions to improve performance and mitigate risks.
- Executed the development of inventory replenishment strategies to minimize stockouts and excess inventory.

RMIT University

Ho Chi Minh City, Viet Nam

E-learning Assistant

2018 – 2019

- Assisted the implementation of adaptive learning technologies to personalize learning experiences based on learner behaviors and preferences.
- Provided technical support to learners and instructors, troubleshooting issues related to accessing course materials, navigating to LMS, and participating in online activities.
- Generated reports and dashboards to visualize key metrics in E-learning, providing insights to stakeholders and facilitating data-driven decision-making.

RMIT University

Ho Chi Minh City, Viet Nam

Library Helpdesk Assistant

2017 – 2018

- Provided basic research assistance and referrals to librarians or subject specialists as needed.
- Processed library card applications, renewals, and account updates – ensuring accuracy and confidentiality of patron information.

Skills & Interests

Technical: SQL, Python, Tableau, PowerBI, Excel

Language: English, Vietnamese

Skills: Attention to Detail, Teamwork, Critical Thinking, Problem-solving, Analytical Skills, Data-driven Storytelling, Time Management, Effective Communication