

# CURRICULUM VITAE

## SKILL & COMPETENCIE

### Skills

- Can design Data base
- Good modeling with Visio, Axure, Draw.io, Balsamiq Mockups
- Good in making assuring software quality (test core: API, data in DB....)

### Competencies

- Very extreme logical & system thinking
- Good communicating
- Good at English, both written and spoken

## EMPLOYMENT HISTORY

### FROM 11/2018 TO NOW: BAKIM JSC.,

#### *Business Analyst: Project Ship escrow & Banking agency - from 11/2019 to now*

- Ship Escrow: Help small merchant, shopkeeper use to ship goods; and guarantee money for both shopkeeper and buyer
- Banking agency: Building a system for mart networks that can become a bank agent of ecommerce bank (it s' similar a bank counters within a certain services)
- Task:
  - Elicitating requirement from internal departments (pre-sale and other departments) and external partner (finance company, small lender)
  - Analyze requirement, current resources, then plan and divide phases for project

#### *Business Analyst: Project Finance SaaS, PaaS - from 07/2019 to now*

- Project type: Fintech SaaS & PaaS
  - For finance company use to manage loans, manage customer, cost, revenue, profit
  - Provide SaaS & PaaS which have already integrate with Transfer money system and collecting money system, e-commerce payment gateway, SMS gateway of other companies to have full set for all type activities of business
- Task
  - Elicitation requirement from internal departments (pre-sale and other departments) and external partner (finance company, small lender)
  - Analyze requirement, current resources, then plan and divide phases for project
  - Design main process, main function for phase 1
  - Design detail process, detail function, design prototyping for both web screen and mobile application

#### *Business Analyst: Project Collecting money system - from 04/2019 to 09/2019*

- Project type: Fintech system
  - Gateway & administration system for finance company, other organization to collect money 24/7 and map with contract and order ID
  - Include 2 parts: Collecting money via Bank virtual account and collecting money at acceptance point (bank counter and portal counter)
- Task
  - Elicitation requirement from internal departments and external partner (banks, portal company, finance company, ecommerce company)
  - Analyze requirement, current resources, current service from banks then make BRD (Business

requirement document)

- Write SRS (Specification Requirement Document)

***IT Business Analyst: Project Transfer money system - from 11/2018 to 06/2019***

➤ Project type: Fintech system

- Gateway & administration system for finance company, other organization to transfer money to borrower, end user in real-time
- Include 2 parts: Fast money transfer 24/7 and transfer money by identification

➤ Task

- Elicitation requirement from internal departments and external partner (banks, finance company, p2p finance company)
- Analyze requirement, current resources, current service from banks to design main process, main function then communicate with stake holder to validate requirements
- Design detail process, detail function, design prototyping
- Design Data base

***For all project***

➤ General task

- Transfer requirement to Developers, Tester
- Transfer process to customer to help them integrating with our system
- Manage requirement & changing

➤ Tool use:

- Axure for prototyping product, Visio for modeling, powerpoint.....

➤ Modeling technique: UML & BPMN

**FROM 01/2016 TO 10/2018: VIETSENS GROUP**

***IT Business Analyst: Project Buiding management system – from 02/2018 to 10/2018***

➤ Project type: A System that help to manage urban, buiding, apartment block (include manage service of that building, manage material, facility, rent, resdident, office, contract...)

➤ Task:

- Elicit information, make clear business process & flow, get document validated by customer
- Modeling flow, process, make SRS
- Design and built Table for DB

***Business Analyst: Project Paylater keypay – from 01/2017 to 04/2018***

➤ Project type: E-commerce payment gateway

- Gateway use to payment for using government services (for citizens pay to government agencies)
- Allow end user can pay after using service, then pay by bill code via internet banking

➤ Task:

- Elicit information, make clear business process & flow, get document validated by customer
- Modeling flow, process, write use case and Software requirement specification SRS
- Transfer business requirement to Dev team and support them
- Track requirement and manage changing in project

***Tester: Project Paynow Keypay - from 09/2016 to 04/2017***

➤ Project type: E-commerce payment gateway

- Gateway use to payment for using government services (for citizens pay to government agencies)
- Allow end user can pay at the time choosing service to use, pay by ATM online

➤ Task

- Prepare test plan and perform test the core of system:

- Test API: test input and response when integrating with partner system, by Postman
- Test data in Tables in DB
- Perform Loading test by Jmeter
- Perform SIT (System integration test)
- Prepare test plan and perform test the screen and function of administration system
  - Test screen
  - Test function & react
- Perform pilot testing on product system

***Tester: Project HRM system - from 01/2016 to 10/2016***

- Create test scenarios and detailed test cases basing on Detailed Requirements and SRS, review use case, test cases
- Test Data by data query with SQL Server
- Execute tests and report bugs using Redmine, monitor bug updates and verify bug at the end
- Test function & screen
- Write manual instruction document, training user to use system

**FROM 05/2013 TO 12/2015**

- Work as senior accountant for Honda Vietnam

**FROM 2005 TO 05/2013**

- Work as general accountant for VINAM groups

## PERSONAL INFORMATION

Full name: Doan Thi Thao  
 Sex: Female  
 Date of birth: July, 07, 1982  
 Marital Status: Single  
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 Email: [oaht.td@gmail.com](mailto:oaht.td@gmail.com)

## EDUCATION & CERTIFICATE

Name of Certificate	Name of School/ Institution	Year of passing	Note
Banking and Finance bachelor 's degree	National Economic University	2004	
TOEIC	American Educational Testing Service	2012	Score: 860
Tester	Testmaster.vn	2016	
Business Analysis	Testhanoi center	2017	B.A basic
Advanced Business Analysis	BAC center	2018	International program with books base on IIBA

Hanoi, August 10<sup>th</sup>, 2020

**YOUR TRULY,**

Doan Thi Thao