

# LY MINH CHAU TRAN

Address: Heathfield 75 Old Hawkhill Dundee, Scotland

Mobile phone: +44 7833 745 695 | Email: [tranlyminhchau97@gmail.com](mailto:tranlyminhchau97@gmail.com)

Linkedin: [www.linkedin.com/in/ly-minh-chau-tran](http://www.linkedin.com/in/ly-minh-chau-tran)

Master's student in Business Analytics & Management with a passion for turning data into actionable insights. With over four years of experience in pharmaceutical business operations, I have honed my ability to manage complex data sets, optimize processes, and support strategic decision-making. My expertise in tender management has strengthened my problem-solving, communication, and teamwork skills. Excited to apply my analytical mindset and business acumen in a dynamic Business Analyst internship to drive impactful, data-driven solutions.

## EDUCATION & TRAINING

### Master's in Business Analytics & Management

University of Dundee

Dundee, Scotland, United Kingdom

Expected Completion: January 2026

Relevant Courses: *Prescriptive and Predictive Analytics; Fintech & Blockchain Technology; Marketing Management and Strategy,...*

### Bachelor's in Pharmacy (Major: Drug Management and Supply)

Nguyen Tat Thanh University

Ho Chi Minh city, Vietnam

December 2015 – December 2020

GPA: 3.42/4.0 (8.35/10.0)

Relevant Courses: *Pharmaceutical Management & Economics, Corporate Economics, and Marketing and Pharmaceutical Market,...*

## KEY SKILLS

- *Data Analysis: Excel (Pivot Tables, VLOOKUP)*
- *Software: Microsoft Office (Word, Excel, PowerPoint)*
- *Interpersonal Skills: Effective Communication, Team Collaboration, Problem-Solving, Adaptability, Negotiation*

## WORK EXPERIENCE

### Client Assistant, Tender Management, Tender & General Trade Sales Department

GIGAMED Pharmaceutical Co., Ltd.

Ho Chi Minh city, Vietnam

November 2021 – December 2024

*A marketing and Distribution in the Pharmaceuticals - Healthcare Products and Medical Devices industry in Vietnam.*

- Managed & processed tender data and contract documentation for healthcare clients, ensuring compliance and accuracy.
- Developed detailed bidding packages with precise product specifications, leading to a 91% contract win rate.
- Collaborated with cross-functional teams to improve internal workflows, ensuring timely outcomes and client satisfaction.

### Assistant, Data Team, Tender Management Department

DKSH Vietnam Co., Ltd

Ho Chi Minh city, Vietnam

November 2020 – November 2021

*A leading provider of Market Expansion Services for pharmaceutical, health & medical device companies in Asia, Switzerland*

- Managed Tender Management website and processed large-scale tender data using SAP & Excel, ensuring the timely dissemination of winning results and providing essential support to the Tender team.
- Coordinated with stakeholders & internal teams to ensure smooth execution of tender submissions.

### Senior Laboratory Assistant, Pharmacology Department

Nguyen Tat Thanh University

Ho Chi Minh city, Vietnam

July 2018 – January 2021

- Led a team of junior assistants, ensuring efficient laboratory operations and compliance with research protocols.
- Assisted professors and senior researchers in data collection & analysis for long-term research projects

## SOCIAL PROJECTS

### Senior Member, Public Relation and Event Department

Social Work Organization - Nguyen Tat Thanh University

Ho Chi Minh city, Vietnam

June 2016 – June 2019

- Led event planning & fundraising initiatives, raising awareness for social causes.
- Coordinated cross-team efforts, ensuring successful execution of high-profile university events.
- Outstanding Events: Nguyet Tat Thanh University's 1st Prom Night, Warm Winter Night (I), and Lanterns to Spread Love (II),...

## CERTIFICATES

- Google Business Intelligence December 2024
- Google Data Analytics & Advanced Data Analytics August 2023 - June 2024
- Fundamentals of Digital Marketing (Google) June 2020

## LANGUAGES

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- **English:** C1 (Professional)
- **Vietnamese:** Native
- **French:** A1 (Basic)

## REFEREES

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- **Mrs. Thuy, Bui Thanh**

National Tender Management, Tender & General Trade Sales  
GIGAMED Pharmaceutical Co., Ltd  
Email: [thuy.thanh.bui@gigamed.com.vn](mailto:thuy.thanh.bui@gigamed.com.vn)

- **Mrs Ha, Vo Thi Thu**

Head of Pharmacology Department, Faculty of Pharmacy  
Nguyen Tat Thanh University  
Email: [vttha@ntt.edu.vn](mailto:vttha@ntt.edu.vn)