


CURRICULUM VITAE

NGUYEN DAI QUANG

PERSONAL DETAILS

	Full Name :	NGUYEN DAI QUANG
	Job Titles:	Business Ananyst
	Date of Birth :	May 8 th , 1986
	Place of Birth :	Ha Noi
	Gender :	Male
	Marital Status :	Married
	Home Address :	Ba Trieu, Le Dai Hanh, Hai Ba Trung, Hanoi.
	Email :	[REDACTED]
	Mobile:	(+ [REDACTED])

SUMMARY INFORMATION

- More than 3 years of working experience as Business Analyst
- More than 3 years experience using various web / object-oriented technologies (both Windows and Web) using [REDACTED] (Web & Windows), [REDACTED] MVC, SQL, Entity Framework, AngularJS/JavaScript/Bootstrap, Web Services.
- Have knowledge in using C, C++, Java/JSP.
- Set up prototype development system to support program testing and migration of client data.
- Experienced in negotiating/managing projects and leading small teams.
- Prefer a team-oriented environment utilizing Agile Methodologies.
- Outstanding Communication Skills
- Have experience in planning & decision making, problem solving skills
- Knowledge of Office Equipment (Copier/Fax)
- Basic Computer Maintenance

EDUCATION HISTORY

From: 2005	University/School: Hanoi Open University
To: 2010	Degree/Qualifications: Bachelor of Information Technology

EMPLOYMENT HISTORY

From: 2015	Company: iPay88 Malaysia
To: 2016	Job Title: Business Analyst
	Job Description:

	<ul style="list-style-type: none"> • To document the business process by identifying the requirements. • Preparing excellent documentation on business requirements. • Handling various activities of the project like information gathering, analyzing the information gathered, documenting the functional or business requirements. • To make the Test plan for the testing team. • To do the User acceptance testing in the final project. • Interviewed the stakeholders and preparation of documents defined architectural components. • Managed relationship with programmers and bridged communication between end users and development team • Involved in preparing Process Flow Diagram & other UML Diagrams using MS Visio • Helped the developing teams in mapping the data • Clarified issues with developers during efforts to validate designs and functional specifications • Actively Participated in internal presentations • Conducted the project meetings successfully by coordinating all users, technical staff • Supported in QA testing • Involved in all requirement gathering and impact analysis activities. Reviewing the Client Requirements and Business Specifications, analyzing the impacts and feasibility. • Design Process Diagram, Activity Diagram, Use Cases, end to end data flow and also preparing the screen mock ups and design and develop the application architecture. • Review the application structure and database design with development and testing teams. • Review the Statement of Understanding Document [SoU] and User Requirement Specification • (URS) Document, System Requirement Specification (SRS) Document with PwC. • Provide the support to development by reviewing the Application Design document and testing team by reviewing the Test Cases during development and testing phase. • Involved in all requirement gathering and impact analysis activities. Reviewing the Client Requirements and Business Specifications, analyzing the impacts and feasibility. • Design end to end data flow with the help of BPM and also preparing the screen mock ups and design and develop the application architecture. • Review the application structure and database design with development and testing teams. • Provide the support to development by reviewing the Application Design document and testing team by reviewing the Test Cases during development and testing phase. • Methodologies UML, RUP, SDLC, Waterfall, Agile.
<p>From: 2014</p> <p>To: 2015</p>	<p>Company: iPay88 Malaysia.</p> <p>Job Title: Project Coordinator</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Established procedures, and directed testing, operation, maintenance, and repair of transmitter equipment • Planned and directed oil field development, gas and oil production, and geothermal drilling • Scheduled, directed, and assigned duties to engineers, technicians, researchers, and other staff • Prepared and administered budget, approved and reviewed expenditures, and prepared financial reports • Conferred with scientists, engineers, regulators, and others to plan and review projects, and to provide technical assistance • Advised and assisted in obtaining patents and other legal requirements • Coordinated successive phases of problem analysis, solution proposals, and testing • Planned and directed research, development, and production activities of chemical plant

	<ul style="list-style-type: none"> • Reviewed project activities, and prepared and reviewed research, testing, and operational reports • Conferred with and prepared reports for officials and spoke to public to solicit support • Administered highway planning, construction, and maintenance, and reviewed and recommended and approved contracts and cost estimates • Planned and directed installation, maintenance, testing, and repair of facilities and equipment • Directed, reviewed, and approved product design and changes, and directed testing • Evaluated contract proposals, directed negotiation of research contracts, and prepared bids and contracts. • Monitor implementing project for Solution Team • Keep the PM and others be updated on the current status of projects. • Monitor project expense and man-day calculation for implementing a project. • Coordinate with other functional team to implement a project plan accordingly. • Meeting and daily, weekly reporting to customer, team on project, issues supporting. • Implement and other's vendor's solutions • Consult the customer on the environment requirements for the project. • Be on-site, join with the team to implement the solutions. • Daily, weekly report to team on the project's plan, issues, risk... • Co-ordinate with the vendor professional to implement and troubleshoot the issues (if any). • Prepare the solution's document • Project plan and handover sign. • Project document: URD, UAT, Pilot, Handover, Manual • Weekly project report. • Prepare completion certificates and ensure all required project close out documents are obtained. • Daily issue support • Meeting and reporting to customer and team on issue status. • Issue troubleshooting (co-ordinate with functional team: software team, vendor...)
<p>From: 2013</p> <p>To: 2014</p>	<p>Company: iPay88 Malaysia</p> <p>Job Title: Assistant Project Coordinator</p> <p>Job Description:</p> <ul style="list-style-type: none"> • Assisted Project Manager in day to day duties of project's administration. • Worked closely under the guidance of project coordinator and project manager • Conducted research and gave suggestions in solving different problems and interferences as well as errors and omissions • Prepared drawings and sketches to support construction work • Coordinated periodic job related activities • Obtained quotations for notices • Maintained up to date purchase and sales logs • Assisted in preparing grant proposals • Received, reviewed and coordinated and replied to the inquiries related to program • Assisted in coordinating program staffs data for accountability and to measure performances • Performed other related duties and responsibilities as required
From: 2010	Company: FPT Software

To: 2013	Job Title: Developer
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APPENDIX - PROJECT REFERENCE AND SKILL SET

ATTENDED PROJECTS		
From: 11/2013 To: 9/2014	Project Name:	iPay88 Payment Gateway
	Company:	iPay88 Malaysia
	Client:	Internal project
	Project size:	man-month
	Position:	Project Coordinator
	Responsibilities:	<ul style="list-style-type: none"> • Coordinate activities, resources, equipment and information • Liaise with clients to identify and define project requirements, scope and objectives • Make certain that clients' needs are met as the project evolves • Help prepare project proposals, timeframes, schedule and budget • Monitor and track project's progress and handle any issues that arise • Act as the point of contact and communicate project status adequately to all participants • Use project management tools to monitor working hours, budget, plans and money spend • Issue all appropriate legal paperwork • Report and escalate to management as needed • Create and maintain comprehensive project documentation, plans and reports
	Project Description:	<ul style="list-style-type: none"> • iPay88 offers merchants comprehensive online payment options such as credit/debit cards, bank transfers and alternative online payments such as Alipay and Philippines payment options. • The payment process uses a redirect approach, customers will be redirected a secure iPay88 page where they will make a payment and then be returned to your store.
	Used Programming Languages:	C#, █████
	Used Technologies:	MVC 4
From: 3/2015 To: 3/2016	Project Name:	Grocerymart
	Company:	iPay88 Malaysia
	Client:	Nano System/ Grocerymart
	Project size:	man-month
	Position:	Business Analyst
	Responsibilities:	<ul style="list-style-type: none"> • Assisting with the business case • Planning and monitoring • Eliciting requirements • Requirements organization • Translating and simplifying requirements • Requirements management and communication • Requirements analysis • Implement advanced strategies for gathering, reviewing and analyzing data requirements • Prioritize requirements and create conceptual prototypes and mock-ups • Master strategic business process modeling, traceability and quality management techniques • Apply best practices for effective communication and problem-solving • Successfully compete for the most sought-after business analyst jobs

	PHP	2	2016		x			
		0						
	ASP	2	2014			x		
		4	2015				x	
	Delphi							
	Perl							
	JavaScript	4	2016				x	
	XML/XSL	2	2015			x		
	Python							
Tools								
	Rational Rose							
	Rational XDE							
	RAD							
	Eclipse	1	2015			x		
	ERWin							
	Oracle Design							
Others								

OTHER SKILLS					
<i>Experiences:</i>		<i>0: 0 month</i>		<i>2: 6 – 12 months</i>	
		<i>1: 1 – 6 months</i>		<i>4: 2 – 5 years</i>	
<i>Last used:</i>		<i>Last year used</i>		<i>3: 1 – 2 years</i>	
				<i>5: > 5 years</i>	
		Experiences	Last used	Yes	No
Process					
	Presentation skill	4	2016	x	
	Agile/ Scrum	2	2016	x	

FOREIGN LANGUAGE								
<div> <div>Experiences:</div> <div> <div>0: 0 month</div> <div>1: 1 – 6 months</div> <div>Last used: Last year used</div> </div> <div> <div>2: 6 – 12 months</div> <div>3: 1 – 2 years</div> </div> <div> <div>4: 2 – 5 years</div> <div>5: > 5 years</div> </div> </div>								
<div> <div>Expert level:</div> <div> <div>1: Beginner</div> <div>2: Conversational</div> </div> <div> <div>3: Fluent</div> <div>4: Expert</div> </div> <div> <div>5: Translator</div> </div> </div>								
				Expert level				
							x	