NGUYỄN THANH KHIẾT

IT Business Analyst

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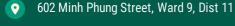
11 / Jun / 1997

Male

ABOUT ME

"If you want to find a perfect person, that's not me.
But If you want to find a person who try to become perfect day by day, that's is me."

I am an active person, I can solve the problem with positive and friendly solutions for the customers.
I can learn and explore new things quickly and I want to challenge myself with different projects.
I want to work on a friendly and professional environment, employees can free to share and learn experience from each others.
I want to learn and improve my skill to become an excellent manager after 5 years.

SOFT SKILLS & HARD SKILLS

Total Soft Skills

💡 Educations

HUTECH UNIVERSITY	Sep / 2015 - Jul / 2019

BASE IT & INFORMATION SECURITY

+) Learn about base IT (Coding, SQL, Network, System,…)
+) Learn about basic information security

VNPRO INFORMATICS CENTER	Jun / 2018 - Sep / 2018

CCNA ROUTING & SWITCHING

Learn about CCNA Routing & switching

NHAT NGHE IT TRAINING CENTER	Nov / 2018 - Jun / 2019

LINUX LPI 1-2 & CEH VERSION 10

+) Learn about Red Hat Enterprise Linux
+) Learn about Ethical Hacking

👥 Work Experiences

SKYTEK . TECHNOLOGY CO., LTD	Apr / 2019 - Jul / 2019

INTERN

Helping small and medium projects
+) Testing wifi
+) Building Network and System

BHD STAR CINEPLEX VIETNAM CO., LTD	Aug / 2019 - Feb / 2020

IT HELPDESK

Support to manage information technology equipments for cinemas.

CADENA VIETNAM CO., LTD	Mar / 2020 - Now

IT BUSINESS ANALYST & CUSTOMER SUPPORT SERVICE

Nearly 30 projects from small side to large side in the domestic and oversea:
+) Typical domestic projects: Uniben, Sabeco, Vinacapital, TTI,…
+) Typical oversea projects: Thailand, Hong Kong, Philippines,…

Support the customer during using Human Resource Management software:
+) Receiving requirements.
+) Solution analyzing and designing (UI / UX) to customize functions.
+) Checking bug and Preparing test scenarios.
+) Writing functional development documents.
+) Training users.
+) Training newcomers.

💼 Projects

VIET NAM UNIBEN FOOD INDUSTRY JOINT STOCK COMPANY (UNIBEN)

Sep / 2020 - Now

Left Column (Skills)

Communication skills

Team working

Self studying

Withstand high work pressure

Handle multitasking working

Planning and scheduling

Time management skills

Solving problem skills

Total Hard Skills

Analytical skills

Writing functional development documents (User Requirements, Business Diagram, Flow Diagram, Entity Relationship Diagram, Activity Diagram, Sequence Diagram, System Skeleton, Wireframe / Mock-up / Prototypes, UI / UX, URS, SRS)

Checking bug & Preparing test scenarios

Knowing Basic SQL

Using tool _____

Using tool figma

Using tool _____

Using Microsoft Office tools

Training users

Right Column (Experience)

Total Employees - More than 5,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service ; Company Announcement ; Performance Appraisal

My Position In Project - IT BA & CSS

Working with almost 10 end user at the same time

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

Typical Function: _Performance Appraisal (developing new functions)_

SAIGON BEER - ALCOHOL - BEVERAGE CORPORATION (SABECO)

Jun / 2021 - Now

Total Employees - More than 15,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service ; Company Announcement ; Bank Transfer

My Position In Project - IT BA & CSS

Working with over 10 company entities

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

Typical Function: _Employee Self Service (Testing full functions)_

VINACAPITAL FUND MANAGEMENT JOINT STOCK COMPANY (VINACAPITAL)

Aug / 2022 - Now

Total Employees - More than 10,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service ; Performance Appraisal.

My Position In Project - IT BA & CSS

Working with over 10 company entities

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

Typical Function: _Performance Appraisal (customize new layouts)_

TECHTRONIC INDUSTRIES VIETNAM MANUFACTURING COMPANY LIMITED (TTI)

Dec / 2020 - Now

Total Employees - More than 15,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service.

My Position In Project - IT BA & CSS

Working with almost 10 end user at the same time.

INTERESTS

- Making the Poems
- Playing Flute
- Playing Piano
- Reading novels
- Taking vacation
- Expanding my relationships
- Watching movies and playing games with friends

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

Typical Function: Workflow Approval & Overtime Management (customize functions)

CARMEN SOFTWARE CO.,LTD. (Thailand Project)

Jun / 2020 - Now

Total Employees - More than 10,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service.

My Position In Project - IT BA & CSS

Working with Thailand customers.

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

CONTI'S SPECIALTY FOODS INC. (Philippines Project)

May / 2022 - Now

Total Employees - More than 2,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service.

My Position In Project - IT BA & CSS

Working with Philippines customers.

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

KENNAMETAL INC. (Hong Kong Project)

Feb / 2022 - Now

Total Employees - More than 1,000 Employees

Functions - Staffing ; Time Attendance ; Leave ; Insurance ; Payroll ; Employee Self Service.

My Position In Project - IT BA & CSS

Working with Hong Kong customers.

Descriptions:

+) Receiving requirements

+) Writing functional development documents

+) Solution analyzing and designing (UI / UX) to customize functions

+) Checking bugs and Reparing test scenarios

+) Guide using functions

+) Training users

🏆 Honors & Awards

2015 - 2019   Excellent Student at Faculty

2016   3rd Prize in Information Security Competition at Faculty level

2019   Get a talent scholarship from DXC

2021   Received reward of excellent employee

Certifications

2017   Hành trang vào đời (Soft Skills)

2018   CCNA Rounting & Switching

2018   English B1

2019   CEH Version 10

2019   Linux LPI 1-2

Activities

PREFECT - CATECHIST   **Jun / 2016 - Apr / 2022**

Children's Eucharistic Movement in Vietnam

Management, fun activities and teaching children.

TRANG SINH   **Jun / 2015 - Now**

Scout Movement (Tan Dinh Group)

Practice camping skills and virtues.