

## Le Quynh Trang



### PERSONAL INFORMATION

<b>Full name:</b> Le Quynh Trang	<b>Email:</b> [REDACTED]	<b>Position apply:</b> ERP System Engineer
<b>Gender:</b> <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<b>Number :</b> [REDACTED]	
<b>Date of birth:</b> 10/09/1994		
<b>Address:</b> Ha Dong, Ha Noi		

### Working ability

#### Professional capacities:

- More than 5 years of experience in implementation and business analysis in many ERP software projects - especially in HRM field.
- 4 years experience working as Business analysis in HRM field (NEC Viet Nam)
- Experience in making the demonstration of our solutions to customer, requirement analysis, testing, installing, training for customer, writing documents.
- Ability to deduce logically about system analysis, business processes and requirement specification.
- Basic knowledge of SQL language, C / C ++, Visual [REDACTED]
- Experience in working with foreign companies - ALPS.
- English: good reading skills, basic communication skills.

#### Other capacities

- Ability to set goals and accomplish plans.
- Diligent and responsible.
- Good teamwork and good independent working.
- Ability to work under high pressure, adapt quickly to innovation, enthusiasm, dynamic.
- Excellent communication and presentation skills.

**WORKING HISTORY**

<b>Time</b>	<b>Company</b>	<b>Position</b>
03/2018- Now	NEC Viet Nam (of Japan's NEC corporation)	System engineer and Business Analyst
09/2017- 03		Business Analyst
09/2016- 09/2017	ITG Vietnam Software Joint Stock Company	Business Analyst & ERP consultant
10/2015- 04	Minh Thanh Joint Stock Company	Trainee
05/2016- 05/2016	Bravo Software Joint Stock Company	Trainee

**EDUCATION HISTORY**

<b>Time</b>	<b>Major</b>	<b>Degree Classification</b>	<b>Achievements</b>
2012- 2016	Manager Information System.	Very good	<ul style="list-style-type: none"> <li>- Scores 8.3 – Top 5 students with best academic achievements.</li> <li>- First prize in scientific research competition- Project associated with FAST Company</li> <li>- Third prize of MISER contest for information technology students in Hanoi</li> </ul>

**Training courses**

<b>Time</b>	<b>Courses</b>	<b>Fields / Subjects</b>	<b>Achievements</b>
2018	Toeic IIG	English	830
1/2016- 5/2016	Bravo Company	SQL, CSDL	Good

**PROJECT AND JOB DESCRIPTION**

<b>Time</b>	<b>Company</b>	<b>Position</b>
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03/2018- Now	NEC Viet Nam	Business Analyst & System engineer
<p style="text-align: center;"><b><i>Job description</i></b></p> <ul style="list-style-type: none"> <li>• Person in charge of all northern customers about HRM software</li> <li>• Survey the business process and make the demonstration of our solutions to customers.</li> <li>• Analyzing user requirements, analyzing business, writing descriptive documents for system.</li> <li>• Testing, installing, training for customers, writing documents.</li> <li>• Supporting customer and Maintaining</li> </ul> <p style="text-align: center;"><b>Achievements</b></p> <ul style="list-style-type: none"> <li>• Got Nec Employee of the Year Award in 2019</li> </ul>		

Time	Company	Position
5/2016 – 3/2018	Tinhvan Consulting Company & ITG Vietnam Software Joint Stock Company	Business Analyst & ERP consultant
<p style="text-align: center;"><b><i>Project</i></b></p> <ul style="list-style-type: none"> <li>• Project to provide ERP business software for Tien Thanh Joint Stock Company.</li> <li>• Project to provide ERP business software for Vinh Packaging Joint Stock Company.</li> <li>• Project to provide [REDACTED] software for ALPS Vietnam.</li> <li>• Project about HRM- CRM software for APAX English Joint Stock Company</li> <li>• HRM software project [REDACTED] for Nguon Song Viet Company</li> <li>• HRM software project ([REDACTED]) for ELMICH Vietnam Co., Ltd</li> </ul> <p style="text-align: center;"><b><i>Job description</i></b></p> <ul style="list-style-type: none"> <li>• Survey the business process and make the demonstration of our solutions to customers.</li> <li>• Analyzing user requirements, analyzing business, writing descriptive documents for system.</li> <li>• Testing, installing, training for customers, writing documents.</li> <li>• Supporting and Maintaining</li> </ul> <p style="text-align: center;"><b>Achievements</b></p> <ul style="list-style-type: none"> <li>• Got ITG Employee of the Year Award in 2016</li> </ul>		