

Contact

www.linkedin.com/in/nhi-nguyen-982297231 (LinkedIn)

Top Skills

Documentation
Business Development
IT Business Analysis

Certifications

Microsoft Office Specialist: Excel
2016 Expert
Project Planning Putting It All
Together
Project Initiation: Starting a
Successful Project
Fundamental Business Analysis 3.0
Foundations of Project Management

Nhi Nguyen

Business Analyst | Client Success Specialist | Project Assistant
Da Nang City, Vietnam

Summary

Establishing and nurturing bonds with clients is vital for success across various fields especially in the software industry. To support and help clients with our services, I bring a unique combination of analytical skills and a focus on client needs in order to achieve outstanding results, utilising insights derived from business solutions to recognise opportunities, address obstacles, and guarantee the success of clients. With a keen understanding of both business objectives and client needs, I am dedicated to cultivating meaningful relationships and delivering tailored solutions that exceed results, ultimately driving mutual success and fostering lasting partnerships.

Experience

Outlier
AI Training Writer
2024 - Present (1 year)
United States

TechSoft
1 year 6 months
Junior Business Analyst
April 2023 - February 2024 (11 months)
Vietnam

As a business analyst, I start by thoroughly understanding the organization's goals, strategies. The responsibility is to collaborate with stakeholders to gather information and gain a deep understanding of the business's current state.

- Participate in pre-sales activities to reach out clients and projects
- Work closely with clients to get requirements and understand the business model
- Support clients regarding technical implementations
- Create clear and concise documentation.

- Collaborate with technical teams to design solutions that address the identified business needs.

At TechSoft, we specialize in custom software development, mobile app development, web solutions, and cutting-edge technologies like AI and blockchain.

More information about TechSoft may be found at <https://techsoft.one/>

Fresher Business Analyst

December 2022 - April 2023 (5 months)

- Plan, schedule, and track project progress for project management activities.
- Prepare documents for development teams
- Involve in ongoing process improvement efforts, monitor the performance of implemented solutions and recommend adjustments or enhancements as needed.

Business Analyst Intern

September 2022 - December 2022 (4 months)

- Support BA lead to gather requirements
- Participate in development team to follow up the implementations
- Design wireframes and flows on Figma
- Collaborate with team members to prepare corresponding requirements

MM Mega Market Vietnam

Logistics Intern

April 2021 - August 2021 (5 months)

Da Nang City, Vietnam

VNUK - Institute of Research and Executive Education

Business Researcher

January 2021 - August 2021 (8 months)

Da Nang City, Vietnam

Le Ngoc Anh Cosmetics Store

Business Development Assistant

February 2020 - March 2021 (1 year 2 months)

Novotel Hotels

Front Desk Receptionist

June 2019 - August 2019 (3 months)

Da Nang City, Vietnam

Education

VNUK - Institute of Research and Executive Education

Bachelor's degree, International Business · (2018)

Nguyen Trai High School of Da Nang

· (2015 - 2018)