



Nguyen Huu Quoc Bao

Business Analyst Intern

20/09/2003

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Education

Saigon University

Engineer's Degree in IT

Specialization: Software Engineering

Sep 2021 – Oct 2025 (**Graduated**)

Achievements & Certifications

2023: Top 4 – Coplay UIT Programming Competition

English: Aptis B1 Certificate (British Council)

Technical Skills

BA Tools: MS Excel, Word, PowerPoint, Draw.io

Languages: SQL (basic), PHP, JavaScript

Knowledge: Requirement Gathering, Use Case, UML, ERD, SRS, User Story, Business Process Modeling

Others: Documentation, Wireframing (Figma), Git

Strengths & Weaknesses

- Strong analytical and logical thinking, quick to learn new technologies.
- Good communication, teamwork, and documentation skills.
- Sometimes focus too much on details and still improving presentation skills.

Career Objective

IT Engineer with a strong background in software engineering and requirement analysis. Seeking a Business Analyst position to leverage skills in gathering, documenting, and validating requirements, and to contribute to digital transformation projects.

Work Experience

KHGC Software Co., Ltd

Web Developer

Intern / BA Support

May 2025 – Sep 2025

- Participated in a **Hotel and Restaurant Management System** project.
- Assisted Business Analysts in gathering requirements from stakeholders.
- Designed **Database, system workflows** to ensure alignment with business needs.
- Developed and maintained web modules using **PHP (Laravel framework)** for backend features and MySQL database integration.
- Supported QA team in writing and validating test cases.
- Collaborated with developers to clarify requirements and ensure implementation feasibility.

Projects

Movie Ticket Booking App

UI / BA Design

[Figma Prototype](#) [Requirement Document](#)

- Designed user interface and created user flows for a movie ticket booking system.
- Documented functional requirements and use cases in Google Docs.

Student Internship and Course Registration System

BA / System Analysis & Testing

[System Analysis & Testing Document](#)

- Analyzed business processes (internship registration, course registration, major

selection) and documented workflows.

- Created Software Requirement Specification (SRS), including functional and non-functional requirements.
- Designed ERD, Use Case, Activity diagrams for system modeling.
- Developed detailed Test Cases, Test Reports for core modules (login, registration, internship, contact, course management).

E-commerce ERP Optimization with Odoo

BA / ERP Implementation

Project Report

- Researched ERP concepts, Odoo framework, and applications in e-commerce enterprises.
- Defined business requirements and non-functional requirements for sales process optimization.
- Designed functional models: Business Function Diagram (BFD), Data Flow Diagram (DFD), Use Case Activity Diagrams.
- Implemented and configured Odoo modules: Product Management, Inventory, Customer Relationship Management (CRM), Marketing, Loyalty Program, Orders, Shipping, and Payments.
- Developed user and admin interfaces for sales workflows and integrated reporting dashboards.