



Nguyen Huu Quoc Bao

Business Analyst Intern

20/09/2003

Contact

- (+84) 369690883
- huuquocbao0903@gmail.com
- [Facebook](#)
- github.com/huuqbao

Education

Saigon University

Engineer's Degree in IT

Specialization: Software Engineering

Sep 2021 – Oct 2025 (Expected)

Achievements & Certifications

2023: Top 8 – 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

Others: Documentation, Wireframing (Figma/Balsamiq), Git

Strengths

- Strong logical thinking and detail-oriented
- Quick learner, eager to explore new technologies
- Good communication and documentation skills
- Team player with collaborative mindset

Career Objective

IT Engineer with a strong background in software engineering and requirement analysis. Seeking a Business Analyst position at Bosch to leverage skills in gathering, documenting, and validating requirements, and to contribute to global 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 and translating them into user stories.
- Designed **ERD, use case diagrams, and system workflows** to ensure alignment with business needs.
- Documented functional specifications and 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.
- Collaborated with team members to ensure design consistency and usability.

Restaurant Management System - Software Testing Project *Testing / QA*

 [Testing Documentation](#)

- Created a comprehensive Software Requirement Specification (SRS) and defined both functional and non-functional requirements.
- Built Requirement Traceability Matrix (RTM) to ensure full coverage between requirements and test cases.
- Designed and executed test cases, test scenarios, and API testing (POST, PUT, DELETE, GET).
- Applied White-box, Black-box, boundary value, equivalence partitioning, state transition, and pairwise testing techniques.
- Automated unit testing using JUnit for database CRUD operations.

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, Sequence and Class diagrams for system modeling.
- Built UI wireframes and described external interfaces.
- Developed detailed Test Cases, Test Scenarios, and 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.