Le Minh Kha

IT BUSINESS ANALYST

PROFILE

- 21/08/2004
- 0797786506
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- Thu Duc District, Ho Chi Minh City

SKILLS

BUSINESS & PROCESS ANALYSIS
Level: Intermediate

TECHNOLOGY & TOOLS
Trello, Figma, Draw.io, ...
Level: Basic

DATA ANALYST & PROCESSING
Level: Intermediate

SOFT SKILLS
- Analytical & Critical Thinking
- Communication & Teamwork
- Time Management
- Adaptability & Flexibility

LANGUAGE
English - Intermediate

HOBBY

Listening to Music, Watching Business & Tech News, Travelling

OBJECTIVE

As a dedicated and analytical third-year student, I aim to leverage my expertise in business process modeling, data analysis, and the software development life cycle to drive impactful solutions. In my role as an IT Business Analyst Intern, I focus on bridging business and technology by conducting requirements analysis, optimizing processes, and fostering collaboration to improve decision-making and operational efficiency. With a long-term goal of becoming a BA Team Leader or advancing into a senior role, I am committed to creating value, enhancing efficiency, and driving innovation for the company.

EDUCATION

SOFTWARE ENGINEERING   **2022 - 2026**

UNIVERSITY OF INFORMATION TECHNOLOGY - VNU-HCM

Current GPA: 8.63/10

KNOWLEDGE & STRENGTHS

Knowledge
- Business Analyst - BPMN, UML, BRD, Use cases, User Stories
- Software Development - SDLC, Agile/Scrum
- Project Management - Trello
- Database Management Systems - MySQL, SSMS, MongoDB
- Data Analysis - Excel, SQL

Strengths
- Solid Analytical & Critical Thinking
- Fast learner & Proactive
- Good Communication & Teamwork skills
- Competent in English

ACHIEVEMENTS & EXPERIENCES

Achievements

Google AI Essentials - Coursera   **10/2024**

Experiences

Project Jewelry Store Management System   **10/2024 - 01/2025**
- *Source:* https://github.com/NotASleeper/BA_JewelryStoreWEBProject.git
- *Role:*   IT Business Analyst
  - Collect requirements, identify inefficiencies, and document key functionalities.
  - Create BRD, User Stories, Use Cases, Activity Diagrams.
  - Assist with functional specifications and reviewing system workflows.

Project Jewelry Store Management System   **10/2024 - 01/2025**
- *Source:* https://github.com/NotASleeper/WEB_JewelryStore.git
- *Role:*   Website Developer
  - Fetch data using APIs.
  - Design and implement APIs using Node.js.
  - Design and optimize the MySQL database structures.