Doan Thi Van Khanh

Data Analyst

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EDUCATION

HCM University of Technology and Education
Oct 2020 - July 2024

● *Major: Bachelor of International Business*

SKILL

Technical skill

Data Collection, Data Visualization, Data Analytical, MS Office, Power Query, Power BI, SAP (SAP S/4 HANA), SQL, Python, JMP, VBA, Power Platform, Azure Data Studio

Soft skill

Strong communication, Problem-solving, Teamwork, Project management

WORK EXPERIENCE

Intel Products Vietnam Co.,Ltd
August 2023 - August 2024

● *Compliance Business Analyst Intern*

Main responsibilities:
- Designing and implementing a monitoring and reporting framework for internal inventory management, in alignment with duty-free compliance under the AEO program. Ensuring data accuracy of the site control system through physical verification.
- Developing advanced Power BI dashboards to visualize KPIs and operations data, utilizing statistical methods to validate operational activities and ensure data integrity for stakeholders such as logistics, customs brokers, trade compliance, manufacturing engineering, and finance departments.
- Improving user alignment and experience by enhancing SharePoint sites for streamlined internal communication.
- Conducting regular self-audits to compare available items in the internal warehouse with the inventory system to ensure accuracy and efficiency in inventory management processes.

Huy Hoang Ceramic Co.,Ltd
April 2023 - July 2023

● *Business Development Intern*

Main responsibilities:
- Introduce, consult products and answer customers' queries via phone and email.
- Customer service reponse via email and phone.
- Assist to control goods in and out.
- Attend Sales Skill Course in the Company.

PROJECT

Department SharePoint Revamp
05/2024 - 07/2024

● *COMPLIANCE BUSINESS ANALYST INTERN - INTEL*

Description of the project
Revamp SharePoint page of department, enhance collaboration, document and process management, overall user experience.
Technology
- Visio: Use to re-design process.

- Power App: Used to build internal inventory control applications to track and manage inbound/ outbound tickets. Linked with SharePoint to store data by weekly and monthly.

Department KPIs & Operation Tracking Dashboard

01/2024 - 07/2023

● *COMPLIANCE BUSINESS ANALYST INTERN - INTEL*

Description of the project
- Create and maintain intelligent tools (Power BI) to support daily operations and continuous improvements – such as transactions into or out of warehouse systems, custom reports, logistics reports.
- Collaborate with team and internal stakeholders to define data flow logic and visualizations.
- Operation indicators establishment: consolidated data of gaps and transactions, calculated to indicators.

Result obtained
- Provided new standard and insight in indicator when completely brought multifactor into one.
- Abled to outline the team position in operation and persuaded stakeholders in goaling commitment.
- The new indicator considered to be fit with operation model.

Technology
- Excel
- Power Query: Use to transform and process data from different sources.
- Power BI: Intelligent dashboards to monitor daily operations and make continuous improvements.
- JMP: Use to calculate and identify KPIs that help improve performance.
- SQL: Used to retrieve and process data from the SAP Hana database.

Transaction Monitoring Mechanism

08/2023 - 12/2023

● *COMPLIANCE BUSINESS ANALYST INTERN - INTEL*

Description of the project
- Develop a robust mechanism to monitor pending transactions in the inventory tracking system and ensure timely transaction closure.
- Deployed assistance program: data download and backup solution.
- Create dashboard to track project efficiency and report out.

Result obtained
- Enhanced data accuracy and improved operation efficiency.
- Reduced pending tickets by 80%.
- Pending action is closed within 7 days.

Technology
- Excel
- Power Query
- Power BI
- SQL SAP HANA Database
- VBA Program

HONORS & AWARDS

Q1 - 2024	**Winner of Department Recognition Award** *Project* : Innovating and applying automation to work helps significantly increase efficiency and results.
Q2 - 2024	**Winner of Department Recognition Award** *Project* : New indicator establishment help reflecting actual performance based on gaps/volume.

REFERENCES

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