LO LEONG CHEUNG LEO

BUSINESS ANALYST

SUMMARY

An active, attentive, and analytical Business Analyst skilled in Requirement Analyst, Business Process Design, and Technical Writing. Participated in various Mobile App Development Projects involving POS Systems, CRM Systems and Payment Gateways. Some representative projects include MTR Ticket Vending Machine Integration with Alipay & WeChat Pay, Esso LPG App, Roche B2P App for Roche Smart Office, My Starbucks Rewards App for Starbucks, and The PARQ App for the PARQ Smart Building.

EXPERIENCE

Jan 2019 – PRESENT
Business Analyst • EY Mtel
- Participate in business / technical requirements gathering sessions to produce functional / technical requirement related documentations
- Work with project managers, UX designers, software developers, and QA engineers throughout project cycle
- Assist in project rollout and produce user manual / training manual

Jul 2017 – Oct 2017
Project Executive • EFT Solutions Limited
- Prepare project related documents such as technical specification, user manual and test plan
- Monitor and collaborate project
- Construct Test Plan with execution
- Support end-users technically

EDUCATION

2015 – 2017
Bachelor of Engineering in Computer Science • Hong Kong University of Science and Technology

2013 – 2015
Associate of Science in Information Systems Development • Community College of City University
- Graduated with Distinction

CERTIFICATES

Apr 2015
IELTS Scored 6.5 • British Council

PERSONAL INFO

Email:
leolo322@yahoo.com.hk

Phone:
92754348

Personal Website:
leolo322.github.io

Available Date:
1 Month's Notice

SKILLS

Analytical & Problem Solving:
●●●●○ Advanced

Communication:
●●●●○ Advanced

Time Management:
●●●●○ Advanced

Organizational:
●●●●● Expert

Agile Software Development:
●●●●○ Advanced

Documentation & Modeling:
●●●●● Expert

Multi-tasking:
●●●○○ Intermediate