

# My Đoàn

Data Analyst | Female | Single | 11 December 1994



Experience	<b>2 years</b>
Latest company	<b>Công ty Cổ phần dịch vụ Di Động Trực Tuyến MoMo</b> as Data Analyst
Highest education	<b>Bachelors</b>
Languages	<b>English</b> - Intermediate
Email	<b><a href="mailto:mydoan94@gmail.com">mydoan94@gmail.com</a></b>
Phone	<b>0767153949</b>
Address	<b>81/3 KP6A, Phường Tân Thới Nhất, District 12, Ho Chi Minh City</b>
Preferred working location	Ho Chi Minh
Job industries/functions	Real Estate   Telecommunications   Finance/Investment
Expected job level	Experienced (non-manager)
Expected salary (USD)	1,000
Preferred benefit	Bonus   Healthcare Plan   Travel Opportunities   Team Activities

## SUMMARY

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- Strong with BigQuery, Excel, StandardSQL, PostgreSQL, Google Data Studio, Power BI, ...
- Exhibits ability to use MS office
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information.
- Attention to detail and accuracy

## SKILL

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- VBA Excel
- PostgreSQL
- SQL Report Writing

- Google Data Studio
- Power BI Microsoft
- Excel Report
- Big Query

## WORK EXPERIENCE

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*Jan 2020 - Now*

### **Data Analyst**

Công ty Cổ phần dịch vụ Di Động Trực Tuyến MoMo

- Define, create, and maintain dashboards to review operational efficiencies and drive decisioning quality throughout business and other partner departments
- Define key metrics and their relationship to measure business success
- Help our business partners understand metric trade-offs and drive influential decisions.
- Partner with Heads of Utilities & Telco business unit, to provide deep-dive analysis report & recommendation on service performance, highlight any trends, patterns or changes that may impact overall conversion of specific strategic business use cases
- Manage the end-to-end delivery of given analytical project
- Ad-hoc Reporting Data Analysis duties or other responsibilities when required

*Jul 2018 - Jan 2020*

### **Sales Planning & Analysis Specialist**

Easy Credit Company

- Directly manipulating data extraction on PostgreSQL; used SQL and Dbeaver tool to create and extract data.
- Creating reports on Excel and data visualization on Power BI for Deputy General and Director of Sales & Marketing.
- Participating in building specification datamarts of multiple purposes of Sales Department (such as reporting, planning, incentive & incentive/commission management, etc.)
- Developing Sales Performance Reports (Ad-hoc, daily, weekly, monthly) to provide all relevant Stakeholders with the required visibility; ensure the consistency, accuracy and timely issuance of data/ report generated.
- Collecting and analyzing data from Sales Performance report to point out things related to Sales Performance (such as System Issues, Sales Process, Sales Capacity, etc.) that need to change to improve it.

- Managing, calculating and checking incentive/ commission for Salesmen/ 3<sup>rd</sup> Parties.
- Deliver Ad-hoc reporting or data slices when and where necessary upon request from agency Stakeholders
- Identify issues, operational bottle necks and give recommendation
- Developing new tools and methodology for analysis
- Support regional partners and providing of methodological support
- Identify buying patterns by researching buying activities; input buying data and economic indicators; survey field sales force

*Jul 2016 - Jul 2018*

### **Sales Support Assistant**

Gamuda Land HCMC

- Follow up sales cases
- Prepare Congratulation/ Reminder/ Memo Letter and Sales & Purchase Contract
- Chase sales to push purchaser to settle the 1<sup>st</sup> payment and sign Sales & Purchase Contract
- Stamp Sales & Purchase Contract and handover
- Follow up and control assignment cases and issues relevant letter for purchaser
- Manage for all assignment cases of sales support
- Support in sales events for purchaser's documents/ cashier
- Other tasks assigned by Manager

## **EDUCATION**

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*Sep 2012 - Jun 2016*

### **Business Administration**

Bachelors - Van Lang University

Business Administration Bachelor

## REFERENCE

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### **Lam Hoang Nhan**

Senior Talent Acquisition Specialist at **Easy Credit Company**

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