Nguyen Minh Nhat

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OBJECTIVE

Having a great passion for providing ideas and solutions for specific matters, I decided to develop my career path in Business Analyst. I enjoy strategic business analysis and project management. I'm eager to challenge myself by solving difficult problems, learn more from new things, and finally find out the more efficient solution for all my difficulties.

EDUCATION

2019 - 08/2021	**HCMC University of Science**	Major: Data Science
2010 - 2014	**National Economics University**	Major: International Trading Management

WORK EXPERIENCE

07/2020 - at present	**TPFICO (TPBANK)**
	Business Analyst

Main responsibilities:

- Maintain, update, and systematic all data of Third Parties channel.
- Assist in the development and implementation of new reports, working with key Sale stakeholders to help define and prioritize reporting needs.
- Create and develop reporting dashboards and metrics for tracking business.
- Produce regular and ad-hoc analyses, modeling, and reports.
- Support ongoing efforts to ensure the integrity of and improvements to incentives, performance, and payroll calculation.
- Ensure data integrity and accuracy through checking values, metrics, and calculations displayed in Excel reports.

Recognition and Gains:

- Effectively visualization in regional sale management.
- Contribute to increase productivity in data management.

| 09/2014 - 06/2020 | **PETROLIMEX AVIATION** |
| | Data Analyst cum Trading Team Leader |

Main responsibilities:

1. Data Analyst

- Analyzed current man-power situations, organizational timelines, and airline flight schedules.
- Summary and systematic all data for further analysis.
- Create templates and dashboards to clarify the trends or changes for each airline's clients.
- Produce ad-hoc analyses and reports for regular internal and external auditing.
- Give advice and support to ensure the accuracy in fuelling-team management: shift scheduling, operation plan, and labor force changing forecast.
- Ensure timely and correctly report to all stakeholders as needed.

2. Trading Team Leader

- Data management to ensure accurate reports and custom clearance.
- Responsible for the full life cycle of Import and Export declarations in HCMC Branch Office.
- Effectively coordinate with related stakeholders to ensure complete all custom and tax process timely.

Recognition and Gains:

- Successfully build up the automation fuelling-team management system.
- Contribute to the systematic HR management system in HCMC Branch Office: monthly report, trade-union report, daily tracking, training management...
- Create and visualize the report files for regular authorized auditing: international airlines, internal audit, and authorized aviation organizations.

SKILLS

Language	English (TOEIC 705)
Computer	Word, Excel/ Power Pivot/ VBA/Power BI, Python
Softskill	Team work, Customer Service, Communication, Time management.

INTERESTS

I enjoy my free time in basketball, music, book and mathematic.

HONORS & AWARDS

| 2018 - 2019 | The most outstanding employee of the year |
| 2010 - 2014 | Scholarship for outstanding students (5/8 semesters) |

PROJECTS

TP FICO (TP BANK)
(10/2020 - 12/2020)

Customer	TP FICO (TP BANK)
Description	Sale management visualization is an automatic file that can express immediately for Sale department to calculate the current status as well as show the negative hidden points.
Team size	1
My position	Business Analyst
My responsibilities	- Communicate with the regional sale manager to clarify the requirement. - Create templates for data tracking and dashboard visualization. - Provide insights on data to help define issues and present needed reports.
Technologies used	- Excel/VBA/Power Pivot

PETROLIMEX AVIATION
(2019 - 2020)

Customer	HCMC Branch Office
Description	The fuelling-team management system is an internal system to help the integrity and optimize the man-power in Trading department. It can help systematic data, forecast the trend of airlines, and automatically arranges the shift schedule as well as labor controlling.
Team size	1
My position	Data Analyst and System Creator
My responsibilities	- Collect data from internal and external stakeholders. - Analyzed current man-power situations, timelines, and flight schedules - Create templates for data tracking and head-count management. - Provide insights on data to give advice for managers.
Technologies used	- Excel

PETROLIMEX AVIATION
(2018 - 2019)

Customer	HCMC Branch Office
Description	HR Management system to help systematize the data, automate reports for effective internal management and external audit handling.
Team size	2
My position	Data Analyst and System Creator
My responsibilities	- Communicate with internal vendors to clarify the requirement. - Create templates for data tracking and reporting needs: monthly, weekly and ad-hoc. - Provide insights on data to support the general affair department on timely reports
Technologies used	- Excel