



# TRẦN THỊ MỸ HUYỀN

## Business Analyst

**Dob:** 26/04/2001  
**Phone:** 0706192450  
**Email:** mhuyen81.it@gmail.com  
**Address:** Thu Duc, Ho Chi Minh

### OBJECTIVE

I have a strong desire to express myself and be part of an active work environment where I can learn and contribute to the business. My goal is to become a skilled business analyst, providing customers with excellent products and solving business problems. I aim to use my skills and experience to help company attract more customers and enhance the quality of its products.

### EDUCATION

2019 - 2023 **HCMC University of Technology and Education**  
Major: Information Technology  
GPA: 8.41/10

### TECHNICAL SKILLS

**Databases** SQLserver, MySQL, Sharepoint,...

**Tools** - VS Code, Postman, MS Office  
- Figma, Astah, Adobe XD, Adobe Illustrator, Adobe Ps

**Soft skills** Presentation, communication, teamwork, critical thinking, collaboration,...

### WORK EXPERIENCE

3/2023 - Now **Vu Thao Technology**  
Customer Service

11/2022 - 02/2023 **New Star Paper manufacturing trade co., ltd**  
Business Analyst

02/2022 - 10/2022 **New Star Paper manufacturing trade co., ltd**  
Front-end developer  
- Project development: Apply HTML/CSS, Javascript, ReactJS to frontend  
- Work with BA and testers to perfect the software to suit user needs

9/2021 - 6/2022 **HCMC University of Technology and Education**  
Teaching Assistant for Databases  
- Support teachers to prepare lessons for class  
- Support the teacher to mark the exam and answer students' questions

PROJECTS

Edocman MSB

( 2023 - 2024 )

Customer	Maritime Bank
Description	The website applies the Sharepoint platform to eOffice with many functions such as: Digitally signing and releasing documents, text libraries, news, discussions,...
Team size	> 10
Your position in project	Customer Service
Your responsibility project	<ul style="list-style-type: none"><li>- Discuss, analyze and clarify customer requirements</li><li>- Training and implementing software operating instructions</li><li>- Writing documents: FSD, User manual, Test case,...</li><li>- Coordinate with programmers to handle errors, test and solve problems</li></ul>
Technologies	Sharepoint, SQLserver, Postman, Figma,...

Website

( 2023 - 2024 )

Customer	EVNGENCO3
Description	<ul style="list-style-type: none"><li>- Apply Sharepoint platform to EVNGENCO3's admin website for functional management and authorization</li><li>- Build a basic website for a public site</li></ul>
Team size	> 10
Your position in project	Customer Service // Tester
Your responsibility project	<ul style="list-style-type: none"><li>- Writing documents: FSD, User manual, Test case,...</li><li>- Coordinate with programmers to handle errors, test and solve problems</li></ul>
Technologies	Sharepoint, QLserver,...

ERP - Website eCommerce

( 2022 - 2023 )

Customer	New Star Paper manufacturing trade co., ltd
Description	<ul style="list-style-type: none"><li>- ERP website for industrial business</li><li>- eCommerce website for retail business</li></ul>
Team size	10
Your position in project	Business Analyst
Your responsibility project	<ul style="list-style-type: none"><li>- Perform system analysis and operational process design</li><li>- Update the system, provide solutions and development directions</li><li>- Write document, test application,...</li></ul>
Technologies	SQLserver, Figma, Adobe XD, MISA...

HONORS & AWARDS

01/2024	Award for Student of 5 merits at the School level 3 years 2020-2023
2019 - 2023	Nguyen Truong To Scholarship for 4 years 2019-2023
2019 - 2020	POWER ON Scholarship of Student Assistance Center HCM 2019-2020

CERTIFICATIONS

01/2023	TOEIC 540 certificate
9/2021	Teaching Assistant Certificate

ACTIVITIES

6/2021 - 12/2022	<b>Faculty of Information Technology - HCMC University of Technology and Education</b> Head of MFIT - Media Faculty of Information Technology <ul style="list-style-type: none"><li>• In charge of managing human resources and products of the team</li><li>• Participate in organizing programs and academic competitions at faculty level: Hackathon, Mastering IT, BeCoder,...</li><li>• Promote programs and activities of the Faculty through media publications</li></ul>
9/2019 - 6/2021	<b>Faculty of Information Technology - HCMC University of Technology and Education</b> Collaborators <ul style="list-style-type: none"><li>• Participate in social work activities</li><li>• Participate in supporting and organizing programs of the Union - Faculty of Information Technology Association</li></ul>