

NGUYEN HOAI BAO

Business Analyst Intern

Contact information

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Overview

As a third-year student majoring in Information Technology - Information Systems at Ho Chi Minh City University of Technology and Education, I have a strong passion for business analysis. I am eager to learn and gain hands-on experience in a professional working environment. My goal is to enhance my knowledge and practical skills to become a competent Business Analyst in the near future.

Work Experiences

10/2023 - 12/2023 Agribank, Tay Sai Gon Branch
05/2025 - PRESENT Worked at: Head Office, Transaction Office No. 2 & Transaction Office No. 3
Position: Data Entry Staff
Job Descriptions:
Verifying and inputting customer data across multiple offices.
Ensured data accuracy and collaborated with staff to maintain and manage records.
Adapted quickly to different workflows and work environments.

Projects

03/2025-04/2025 **E-commerce Website for a Sports Shop**

- Role: Business Analyst
- Tools: StarUML, Microsoft Word
- Conducted requirement analysis for an online sports store, targeting products like shoes, apparel, and accessories.
- Created and documented Business Requirement Document (BRD) and Software Requirement Specification (SRS).
- Designed comprehensive UML diagrams, including:
 - Use Case Diagram to outline system functionalities
 - Activity Diagram for business process flows
 - Sequence Diagram to map interactions between users and systems
 - Class Diagram to represent system structure

Note: Backend development in progress using Java Spring Boot.
Link GitHub Repo: github.com/ToiLaBao2004/ecommerce-sports-shop-ba

Education

2021/10 – 2025/09

Ho Chi Minh City University Of Technology And Education

Major - Information Technology

Latest Semester GPA: 3.71/4.0

Skills

Technical Skills

- Business Analysis Tools: StarUML, Draw.io
- Modeling & Diagramming: UML, BPMN, Use Case, Activity, Sequence Diagrams
- Project Management Tools: Notion
- Backend Development: Java, Spring Boot (basic level)
- Version Control: Git, GitHub
- Database: MySQL, SQL Server

Soft Skills

- Communication
- Presentation
- Teamwork
- Logical Thinking & Problem Solving
- Self-learning & Proactiveness
- Time Management

Language

- English: TOEIC L&R: 630-Basic Communication