

NGUYEN HOAI BAO

Business Analyst Intern

Contact information

Birth	20/09/2005
Phone	0363609039
Email	nguyenhoaiibaoit123@gmail.com
Address	Thu Duc, Ho Chi Minh City, Viet Nam



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	<p>Worked at: Head Office, Transaction Office No. 2 & Transaction Office No. 3</p> <p>Position: Data Entry Staff</p> <p>Job Descriptions:</p> <p>Verifying and inputting customer data across multiple offices.</p> <p>Ensured data accuracy and collaborated with staff to maintain and manage records.</p> <p>Adapted quickly to different workflows and work environments.</p>

Projects

03/2025-04/2025	E-commerce Website for a Sports Shop <ul style="list-style-type: none">Role: Business AnalystTools: StarUML, Microsoft WordConducted 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:<ul style="list-style-type: none">Use Case Diagram to outline system functionalitiesActivity Diagram for business process flowsSequence Diagram to map interactions between users and systemsClass Diagram to represent system structure <p>Note: Backend development in progress using Java Spring Boot.</p> <p>Link GitHub Repo: github.com/ToiLaBao2004/ecommerce-sports-shop-ba</p>
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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