

# Curriculum Vitae

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## PERSONAL

Name Kim Hoang Vu

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Portfolio [Resume \(vukimportfolio.netlify.app\)](https://vukimportfolio.netlify.app)

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## RESUME OBJECTIVE

As an undergraduate of Business Analyst at Hanoi University of Science and Technology, I am looking for an Intern Business Analyst role in a professional organization where I can gain working experience and being trained by experienced project manager and certified solution specialists.

Having analytical and conceptual thinking competency, I hope I can apply my extensive knowledge and skills to achieve company's goals

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## PROFESSIONAL SUMMARY

Business Analyst Major Junior at Hanoi University of Science and Technology

Have knowledge about:

- Data analysis, Dashboards making, Reports writing
- Requirement management, requirement elicitation, requirement documentation and requirement traceability

- Unified Modeling Language (UML) and Business Process Modeling Notation (BPMN)
- Wireframes, activity diagrams and system process flows

Have experience in:

- Designs tools: Draw.io and Figma
- Document tools: MS Word, MS PowerPoint, Excel
- Creating Use Case, ERD, SRS and BPMN

Passionate, responsible, trustworthy, strong interpersonal and communication skills.

Ability to work independently, in a team, and under high pressure.

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## WORK EXPERIENCE

Jun 2023 – Aug 2023

### **Business Analyst**

*Cenhomes, Hanoi*

- Conducted market research to find customer needs and develop strategies to meet them
- Look for data source online and crawl data

Dec 2021 - Aug 2023

### **President**

*HUST Business Analytics Club, Hanoi*

- Established and being former president of an academic club for student who passionate in Business Analyst
- Led and managed a club of over 50 members, ensuring effective communication and collaboration

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## EDUCATION

Oct 2021 - Present

**Business Analytics Major**

*Hanoi University of Science and Technology, Hanoi*

Aug 2019 – Aug 2021

**Math Major**

*Nguyen Hue High School for Gifted Student*

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## SKILLS

<b>Level:</b> 1-4 Aware (Basic, need to practice more); 5-7 Knowledgeable (Intermediate, can use it at work); 8-10 Proficient (Advanced, particularly good to use it at work)	
Competencies	Level
<b>Soft Skills</b>	
Problem Solving	Knowledgeable, 6/10
Teamwork	Proficient, 8/10
Communication	Proficient, 8/10
Research and Analyst	Knowledgeable, 5/10
<b>Tools</b>	
Document tools (MS Word, MS PowerPoint, Excel)	Proficient, 8/10
Diagram tools (Draw.io)	Aware, 4/10
Wireframe tools (Figma)	Aware, 2/10
Data Analysis tools (SQL)	Knowledgeable, 5/10
Data Visualization tools (Power BI)	Knowledgeable, 5/10
Data Crawling (Octoparse, APIFY)	Knowledgeable, 5/10

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## LANGUAGES

Language	Level
English	7/10

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## CERTIFICATE

Certificate	Provider
IELTS (7.0)	IDP
Business Analyst Foundation	LinkedIn x IIBA

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## PERSONAL PROJECT

### *Online Sales Management System*

1. **Project Description:** This project is an application that aims to help a retail clothes store to manage their sales. The data used is a sample dataset downloaded from Kaggle.
2. **Responsibilities:**
  - Gather and refine requirements
  - Document requirements in BRD and SRS
  - Model Database and Data warehouse architecture
  - Create diagram using Draw.io
  - Design wireframes using Figma
  - Analyze data and make dashboard using Power BI
3. **Tools:** MS Word, Power BI, Draw.io and Figma

## *Marketing Descriptive Analysis*

1. **Project Description:** This project contain preprocessing, cleaning and descriptive analysis step of a sample dataset about marketing campaign The data used is a sample dataset downloaded from Kaggle.
2. **Responsibilities:**
  - Preprocess data (Checking NULL value, clear outlier,...)
  - Proceed descriptive analysis
  - Get dataset's insight
3. **Tools:** Google Collab, VS Code