Curriculum Vitae

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PERSONAL

Name	Kim Hoang Vu
Address	Hanoi University of Science and Technology Dormitory
Phone Number	0968667611
Email	kimhoangvu11@gmail.com
Portfolio	[Resume (vukimportfolio.netlify.app)](http://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 dynamic organization where I can gain working experience and being trained by PMP 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 – Jul 2023   **Business Analyst**
Cenhome, 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

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SKILLS

Level: 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**
Soft Skills	
Problem Solving	Knowledgeable, 6/10
Teamwork	Proficient, 8/10
Communication	Proficient, 8/10
Research and Analyst	Knowledgeable, 5/10
Tools	
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