NGUYEN HUU AN

Business Analyst Intern

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SUMMARY

Final-year Management Information Systems student (GPA 3.1/4.0) seeking a Business Analyst internship. Documented requirements, use cases, an ERD and wireframes for a 3-role student support system and tested it to 45/45 test cases. Defined KPIs for 3 stakeholder groups in a Power BI dashboard (35 DAX measures). More than 3 years in sales taught me to put myself in the user's seat, so I always ask what they need before writing requirements and then go back over every detail. Aims to grow as a Business Analyst by learning how real teams run requirements and reporting. Available from October 2026, full-time or part-time, in Ho Chi Minh City or remote.

EDUCATION

Bachelor of Management Information Systems — Expected 2027

University of Labour and Social Affairs (Campus II), Ho Chi Minh City

GPA 3.1/4.0 · Final year · Coursework: Database Management Systems (A+), Management Information Systems (A), Systems Analysis and Design, Accounting Information Systems, Principles of Accounting

SKILLS

Business Analysis: Requirements gathering, use cases, ERD, wireframing, process mapping, test cases, Agile/Scrum
Data & Technical: Excel (PivotTable, VLOOKUP/XLOOKUP, Power Query), SQL (MySQL, SQL Server), Power BI, Python
Business & Soft Skills: Accounting and ERP, analytical thinking, teamwork, communication
Tools: draw.io, Mermaid, Figma, VS Code, MISA CRM, Word, PowerPoint; AI tools: Claude Cowork, Claude Code, Perplexity, NotebookLM, ChatGPT, Gemini
Languages: English (TOEIC 650), Vietnamese (native)

PROJECTS

Student Support Request System

Individual project · PHP Programming course · 2026 · PHP 8, MySQL, PHPMailer, Mermaid

- Analyzed the student-support request process for 3 user roles (student, support staff, admin) and documented functional and non-functional requirements, use case specifications, an ERD and wireframes.
- Designed a 5-table MySQL database with an audit log and built the full workflow: submission with attachments, status tracking, staff replies with email alerts, 1–5 star ratings and Excel/PDF reports.
- Wrote and ran 45 test cases in 6 groups, including SQL injection, XSS, CSRF and access-control checks; found and fixed 2 real bugs to reach 45/45 passed.

UEH Admissions & Training Analytics Dashboard

Team of 3 · MIS Practice course · 2026 · Power BI, DAX, Excel

- Built the KPI framework for 3 audiences (leadership, admissions office, academic affairs), adapting retail metrics to fill rate, applicants per seat and employment rate.
- Designed the star-schema model (4 dimension and 6 fact tables, 11 relationships, 2,184 records for 2021–2025) and wrote 35 DAX measures.
- Built 3 interactive dashboards with drill-through, custom tooltips and bookmarks; the team turned the findings into 5 data-backed recommendations.

Course Registration System

Individual project · C#, .NET 8, WinForms, SQL Server

- Defined requirements and business rules for managing courses, workshops, classes, learners, registrations and attendance, and designed a 6-table SQL Server database with views and stored procedures.
- Built the desktop app in 4 layers (Models/DAL/BLL/GUI) with reports and charts; wrote 85 unit tests and 12 manual test cases.

CI/CD with GitHub Actions

Team of 3 · Cloud Computing course · Python, Flask, GitHub Actions, Render

- Built a Flask to-do web app with a REST API and a GitHub Actions pipeline that runs flake8 and pytest on 3 Python versions, blocks failing pull requests and auto-deploys to Render on merge.

WORK EXPERIENCE

Sales Admin, Quang Huy Trading Co., Ltd — 2022 – 2023

- Processed 50–70 sales orders per day and maintained customer, order and contract records in MISA CRM.
- Handled order administration for retail chain accounts such as Circle K and Co.opmart.
- Built a weekly Excel report of daily revenue and receivables from MISA exports for the head of department.

Sales Staff, C.P. Vietnam (2019 – 2021) · Thao Tien Co., Ltd (2021 – 2022) — 2019 – 2022

- Generated about VND 500 million in monthly sales by identifying needs and recommending suitable products.