



Nguyen Thi Phuong Anh

Business Analyst

Contact

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Education

Foreign Trade University
International Business GPA: 3.83 / 4

Skills

Soft

- Problem Solving
- Planning
- Adaptability
- Teamwork
- Collaboration
- Communication

Hard

- Elicitation
- BRD/URD/SRS
- User Manual
- UAT Test Case
- System Design
- Wireframe
- User Journey
- UX Design
- Data Analytics
- Dashboard
- Market Research
- Writing
- Building Report
- Presentation Slides

Languages

- Japanese
Basic level
- English
Fluent Reading and Writing

Tool Stack

Business Analysis

- Microsoft Visio
- Jira

Data Analytics

- T-SQL
- Azure
- Power BI

UX Design

- Figma
- Sketch

Microsoft Office

- Excel
- Word
- Power Point

Personal Statement

I'm a fresh graduate of Foreign Trade University with a passion for turning data into actionable insights. With experience in the banking domain and a strong background in business and technology, I'm eager to support teams in optimizing processes and driving value as a Business Analyst.

Experience

Corporate Banking Intern

VietinBank · Full-time Aug 2024 - Jan 2025 · 6 mos

Currently i'm working at VietinBank's Corporate Banking department on the tasks:

- Assist in preparing loan settlement documentation.
- Update and monitor customer status based on data from system.
- Support notarization, secured transaction registration, and asset valuation procedures.

Business Associate

MyBetterBatch (X-Culture Project) · Part-time. Remote Jul 2024 - Nov 2024 · 5 mos

I collaborate with a global virtual team of 5 members to support MyBetterBatch on the tasks:

- Develope market analysis reports for the North Carolina cookie mix market.
- Present the consulting project findings and recommendations to the client.

Freelance Senior Writer

Self employed · Freelance Jan 2022 - Jan 2024 · 2 yrs

- Write, edit, and proofread a range of materials including articles, blogs, reports, and product descriptions.
- Optimize content for SEO to improve online visibility and ranking.

Certificate & Merit Award

2025: Google Business Analysis Essentials (Microsoft)

2024: Google UX Design Professional (Microsoft)

2024: Data Analytics Foundation (Datapot)

2024: Microsoft Office Specialist 2010

2024: TOEIC (Score: 985/990)

2023: JLPT N4

2021: National Mathematics Team