

# NGUYEN HOANG ANH DUONG

## Business Analyst | Project Manager Track

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### PROFESSIONAL SUMMARY

Business Analyst with project-management exposure and about **2 years of experience**, helping coordinate cross-functional teams of 6–15 people across **3+ parallel projects** for enterprise clients (Pernod Ricard, Casumina, Nerman, Mekong Petrochemical). Experienced in sprint planning, progress tracking in Notion and Microsoft Teams, outsourced-project coordination and client UAT. A **Full-stack Developer foundation (Vue.js / Django)** helps me communicate effectively with engineering.

### PROFESSIONAL EXPERIENCE

#### Business Analyst & Project Manager

Feb 2025 – Present

##### Mini AI Joint Stock Company

Team size: 15 | Domain: E-commerce, SCRM, Zalo Mini App

- Help coordinate **3 parallel projects** with a 15-person team: B2B Zalo E-commerce (500+ users), Mini Gift Wallet (1,000+ users), SCRM (2,000+ users — in development).
- Plan sprints and track progress in **Notion + Microsoft Teams**; provide periodic status updates to stakeholders.
- Support daily standups, sprint reviews and retrospectives across design, development and QC; log and help resolve blockers.
- Manage **outsourced projects** — coordinate between external partners and the internal team to keep deliverables on spec.
- Spot scope and schedule risks early and flag them to the team for resolution.
- Keep enterprise clients (Pernod Ricard, Casumina, Mekong...) updated throughout delivery.
- Coordinate UAT, client go-live and post-launch support.

**Key Achievements:** Helped deliver *Zalo Mini App E-commerce* (Casumina, Co Cay Hoa La, Nerman) and *Mini Gift Wallet* (Pernod Ricard, Wonder Angel, Sasin Spicy Noodles, **Mekong Petrochemical**) on schedule with a 15-person team; currently supporting the *SCRM* project toward 2,000+ users.

#### Full-stack Developer & Project Support

May 2024 – Jan 2025

##### Victoria School – Khai Hoan Nam Sai Gon

Team size: 6 | Domain: Education CRM (1,000+ users)

- Contributed to fullstack delivery of a CRM (Vue.js + Django) in **9 months**, serving 1,000+ users.
- Supported the PM on requirement gathering and timeline tracking.
- Coordinated design – dev – QC handoffs to maintain release quality.
- Helped with end-user training and user-manual authoring after go-live.
- Assisted in handing the system over to the school for independent operation.

### EDUCATION

#### Nong Lam University – Ho Chi Minh City

2021 – 2025

Bachelor of Information Technology

## SKILLS

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**BA Core:** Requirement Analysis, Stakeholder Management, BRD/URD, User Story Mapping, API Documentation, UAT

**Design:** Figma (Wireframe, Mockup)

**Front-end:** Vue.js, Quasar Framework, ReactJS

**Database:** PostgreSQL, MySQL, MongoDB, DBeaver, SQL

**AI Tools:** ChatGPT, Gemini, Claude, Notion AI, Figma AI

**Soft Skills:** Communication, Problem-solving, Critical Thinking, Teamwork, Adaptability, Conflict Resolution, Negotiation

**Modeling:** BPMN, UML, Flowchart (Draw.io, FigJam)

**Project Mgmt:** Agile/Scrum, Notion, Microsoft Teams, Trello

**Back-end:** Python Django, Java Spring Boot

**API & Git:** Postman, Git

**Languages:** Vietnamese (Native), English (TOEIC 500+)

## CAREER OBJECTIVE

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**Short-term (1–2 years):** In the next 1–2 years, deepen project management experience — sharpen planning, progress tracking and multi-party coordination on larger projects.

**Long-term (3–5 years):** In 3–5 years, grow into a full **Project Manager** role, leading larger projects and managing portfolios of parallel projects.