

Le Ngoc Thanh Tam

Data Analyst

Personal Info

Address

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Ho Chi Minh City, Vietnam

Phone

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E-mail

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Date of birth

19-11-1991

Skills

Microsoft Office + Microsoft Power BI

Languages: SQL, VBA, C, Wordpress

Data analyzing & Problem solving

Time management & Team work

Presentation

Languages

Vietnamese

English

Japanese

Emphases

Hard – working, enthusiasm, have a sense of responsibility for assigned work

Having ability to work under pressure and meet tight deadlines

Easily adapted to new situations

Willing to learn new things and experience challenges

Willing to travel

Experience

05-2018 -

present

Admin BI Application Specialist

Big C - Central Group Vietnam

- Be main responsible for Microsoft Power BI application (analyze data, design dashboards, user's guide, setup data flow, publish reports on BI Service).
- Researching data and reports for develop team to build in-house tools.
- Writing documents for in-house tools, training and supporting users in issues of these tools.
- Extracting data and reports from data warehouse when having requirements.

08-2017 -

05-2018

Officer - Input Validation

Nielsen Vietnam

- Analyzing and processing data from supermarkets, mini-markets, convenience stores and chains (Big C & C-Express, Mega Market VN, Co.op Smile, Lotte Mart, Auchan & My Auchan, Pharmacity, Medicare, Guardian, Bibomart, etc.)
- Contacting with retailers directly to solve complicated issues.
- Reporting Scanning data monthly for Retailer Measurement Service.
- Extracting data from database when having requirements from other departments.
- Following performance of retailers in Modern Track and report to regional managers.
- Supporting documents at work and how to improve workflow.
- Participate in other projects from region or global upon request.

12-2016 -

08-2017

Database Administrator

GIBC Company

- Management of specialized business information systems.
- Set up the business information management system of the industry.
- Search and update regularly specialized business information systems.
- Build a system of storage and data entry process business information data by sector.
- Participate in other projects within the company upon request.

08-2015 -

12-2016

Senior Data Analyst

Officience Company – Crunch – Dragon Project

- Analyzing and formatting real estate data for every counties in United States.
- Researching, deciphering and codifying the information and data collected from clients.
- Reporting all issues and results in working for customers.
- Supporting, consulting and testing system for tool developers as required of customers.
- Supporting contents and making presentations in team.
- Having presentations to customers.

09-2015 -

11-2015

Temporary Assistant Director

Officience Company – Crunch

- Allocation of revenue and expenses for projects at the company.
- Researching game market.

- 04-2014 - **Senior Data Analyst**
08-2015 **Officience Company – Crunch – Viper Project**
- Analyzing and formatting real estate data for every counties in United States.
 - Provide final output as customer’s request with high quality and accurate information in a given time period.
 - Contacting with customer via e-mail to solve complicated issues.
 - Helping team leader and other members in team in checking and reviewing.
 - Training, coaching and supporting newcomers.
- 10-2014 - **Freelancer**
02-2015 **Officience Company – Crunch – Kelly Deli Project**
- Checking invoice and trip reports of employees in Kelly Deli company.
 - Approve or reject refunds.
- 05-2013 - **Data Entry Operator**
04-2014 **Transcend People Limited Company**
- Finding, inputting, checking and updating data about products on Wayfair’s website.
 - Finding, downloading and editing image of products base on customer’s instructions.
 - Analyzing information of data for products and checking quality of database on Wayfair’s website.
 - Tagging more detail information into database.

Education

- 10-2012 - **The University of Finance – Marketing**
05-2014
- Bachelor of Business Administration
 - Ranking: Very good
- 09-2009 - **The University of Finance – Marketing**
05-2012
- Associate Bachelor of Business Administration
 - Ranking: Distinction

Certificates

- 2017 C Language Certificate, The University of Science
- 2014 Computer Certificate Level B, The University of Finance – Marketing
- 2012 Secretarial and Office Administration, The University of Economics
- 2012 Estimating valuation of Real Estate, The University of Finance – Marketing

Awards

- Scholarship of The University of Finance – Marketing (2009 - 2012)
- Scholarship of Thu Duc Housing Development Joint Stock Company (2011)

Interests

- Books, music, anime & travelling
- Learning foreign languages