



NGUYEN ANH MINH

Adept at translating complex client requirements into actionable execution plans while strategically prioritizing the Product Backlog to maximize business value and ensure high-quality delivery. Dedicated to fostering cross-functional collaboration and streamlining development workflows through Agile methodologies.

INFORMATION

-  aminh1294@gmail.com
-  0782693952
-  Da Nang, Viet Nam

CERTIFICATIONS

- 2026
Professional Scrum Master (PSM)
- 2016
International Diploma in Business IT – Genetic Computer Singapore

EXPERIENCE

01/2023 - 12/2025

UPTEMPO GLOBAL

Product Owner

- Worked directly with customers to define product vision and developed detailed **User Stories** for technical implementation.
- Owned and prioritized the **Product Backlog** to ensure the project roadmap aligns with business goals.
- Organized and facilitated ceremonies to resolve blockers, enabling seamless coordination between Developers, QAs, and Designers.
- Guided the team through complex business logic, ensuring the final product matches the agreed-upon operational scenarios.

12/2021 - 12/2022

IOTLink Co. Ltd

Business Analyst - Team Lead

- Managed a team of BAs across 04 projects, establishing standard workflows and providing technical mentorship.
- Worked directly with clients to survey actual operational processes and advise on software solutions.
- Tracked and managed requirement changes throughout the development process.
- Conducted requirement surveys and authored comprehensive **Software Requirement Specifications (SRS)**.
- Enabled the development team to grasp system architecture and features accurately, minimizing rework.
- Analyzed existing processes to propose technology solutions (Map4d) and collaborated with Designers to finalize application UIs.
- Conducted software quality audits and organized centralized training sessions for end-users.

04/2020 - 11/2021

SOFTONE VIETNAM COMPANY

Business Analyst - Team Lead

- Analyzed complex business problems and compiled technical guidance for the engineering team.
- Provided the technical team with clear visibility into data flows and system operations prior to development.
- Acted as a bridge between clients and the technical department to ensure synchronized deployment for 08 projects.
- Converted business requirements into easy-to-understand workflow diagrams for the internal team.

09/2018 - 09/2019

LAC VIET COMPUTING CORPORATION

Business Analyst

- Worked directly with clients to survey actual operational processes and advise on software solutions.
- Built detailed feature descriptions and **Mockups** to provide clients with a visual representation of the product.
- Tracked and managed requirement changes throughout the development process.
- Conducted software quality audits and organized centralized training sessions for end-users.

07/2017 - 08/2018

FAST SOFTWARE COMPANY

Business Analyst

- Focused on comprehensive **ERP** software implementation.
- Conducted deep-dive surveys across departments (Finance, Warehouse, HR) to propose suitable software customizations.
- Set system parameters and ensured seamless integration between the new software and existing technology platforms.
- Provided technical support and intensive end-user training to ensure smooth operations.
- Built progress reports and documented operational processes for client management.

SKILLS & TOOLS

Management

Agile/Scrum Software Development, Progress Tracking, and Team Performance.

Jira Expertise

Proficient in using Jira for Backlog Management and Project Progress Control; skilled in organizing sprints, tracking task velocity, and ensuring delivery timelines

Professional Skills

Process Modeling (BPMN, UML) , Documentation (SRS, BRD, User Stories) , and Solution Implementation

Tools

Confluence, ClickUp, Slack, Figma, Draw.io

Soft Skills

Team Leadership, Logical Thinking, Communication, and Stakeholder Negotiation.