NGUYEN NGUYEN KHA

Ho Chi Minh City - nguyenkha051004@gmail.com - (+84) 938 198 536

Work experience

MIS SUPPORT
Hong Leong Bank Vietnam | Ho Chi Minh City 05/2026 - Present

- Consolidate multi-source channel data into daily, weekly, and monthly MIS reports, performing data reconciliation and exception checks to ensure reporting accuracy.
- Perform quality control on foreign exchange deal submissions from Direct Sales and Broker channels, validate transaction details against source records, and resolve discrepancies with relevant teams before reporting.
- Developed a rules-based FX broker payout calculator, translating complex commission schemes into standardized calculations for consistent payout processing.
- Maintain channel performance trackers and organize acquisition, partnership, and campaign data for management review.
- Automated HR candidate intake by converting files dropped into a shared folder into structured recruitment tracker records, eliminating repetitive copy-and-paste.

MERCHANDISE INTERN
Central Retail | Ho Chi Minh City 10/2025 - 04/2026

- Consolidated 10M+ sales and inventory records from multiple sources into recurring merchandise reports.
- Built reporting views for promotion performance, stock efficiency, sell-through, and core retail performance indicators used in routine merchandise reviews.
- Analyzed product co-purchase patterns and created an interactive brand-affinity view to support assortment and cross-selling discussions.
- Prepared ad-hoc analyses on promotions, sales, and inventory to support merchandise decisions.

Education

BACHELOR OF FINANCE AND BANKING, CONCENTRATION IN FINANCE
University of Economics Ho Chi Minh City | Ho Chi Minh City 03/2026

Skills and certifications

Data and Reporting: Advanced Excel, Power BI, DAX, Power Query, SQL
Automation: Google Apps Script
Data Processing: Python
Languages: English, Vietnamese
Certifications: TOEIC Listening and Reading: 905; IC3 GS5