

Aye Thandar Swe

Business Data Analyst and Reporting Manager

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Kamayut Tsp, Yangon, Myanmar.

Dear Mr / Mrs / Miss,

If your organization is currently in need of a management professional with a record of achieving top performance, leading highly skilled teams, I am really searching for new opportunities that are beneficial for me. Therefore, I would like to present my resume and qualifications for your review.

Throughout my career in operations leadership positions as a specialist of Business Data Analyst and Reporting by Microsoft I have been at the Operation Department with Heads and Managers of regional wise and branches wise within challenging and complex environments. I have built team improvement through high quality and I have been able to adapt to the changing field.

Highlights from my experience include the development and implementation of multiple managers over a 7-year period.

My resume will provide additional details regarding my background and qualifications. I would welcome the opportunity for a personal interview so that we could discuss your organization and I have enclosed my resume for your review.

Thank you for your time and consideration.

Sincerely,

Aye Thandar Swe

Enclosure: Resume

Resume

SUMMARY

Analyze operation planning and researching for Business Development, branch performance report daily, weekly and yearly period report, checking Daily report, attending management meeting, collect raw data from Manager and organize & analyze business data by Excel, Power Query, BI, DAX, Oracle SQL, Python and report to Chiefs and Heads of Department and presentation by monthly and yearly,

HIGHLIGHT HARD SKILLS

- Data Analysis / Business analysis
- Business Development / Research
- Proficient in Microsoft Office including Excel, Word and PowerPoint - Preparing PowerPoint / Presentation
- Power bi / query / DAX / Power Automate / SQL/ Python
- Computer and internet Skills
- Able to Operate Under Pressure
- Ad hoc
- Creativity
- Decision Making

HIGHLIGHT SOFT SKILLS

- Teamwork
- Good Communication
- Problem solving
- Self-Motivation
- Time Management
- Responsible and Flexible
- Adaptable (Work in changing environment)

WORKING EXPERIENCE

Early Dawn Microfinance Company Ltd (Yangon)

Business Data Analyst, June 22 to now

- Analyze the business operational, financial data and the other performance related data using statistical techniques and generating requested reports.
- Provide analytical support, business data analysts to comprehend the business and information needs of the organization.
- Collaborate with other departmental managers to understand their business needs, formulate and complete end-to-end analysis that includes data gathering, data cleaning, data enrichment and build dashboards/reports to management.
- Working alongside teams within the business or the management team to establish business needs.
- Identifying patterns and trends in data sets.

- Managing and designing the reporting environment, including data sources, security, and metadata.
- Inform and report to MIS department with the evidence if any of the errors are detected in any customized operation report generated by MIS.
- Supporting the data warehouse in identifying and revising reporting requirements.
- Supporting initiatives for data integrity and normalization.
- Troubleshooting the reporting database environment and reports.
- Evaluating changes and updates to source production systems.
- Locate and define new process improvement opportunities.
- Training end-users on new reports and dashboards.
- Prepare presentations on Business analysis data based on requirements.
- Perform other tasks linked to the role and responsibilities as assigned by the supervisor.

Hayman Capital Microfinance Company Ltd (Yangon)

Analyst and Reporting Specialist Manager , December 2016 to June 22 (6 years)

Overall Responsibility: Responsible for

- Consolidate and analyze Operation data (budgets, outreach, branch financial performance , etc.) taking into account company's goals and financial standing
- Assemble and summarize data to structured sophisticated reports on company performance.
- Conduct business studies on past, future and comparative performance and develop forecast models.
- Identify trends, advise companies and recommend actions based on sound analysis.

Key Areas of Accountabilities

- Central Credit Committee Meeting, Asset and Liabilities committee Meeting, Robust reporting system Meeting and Branch Manager Meeting, organizing venues and taking minutes
 - Creating PowerPoint Presentations for Management Board Meeting (Higher Level) - Assistant Chief of Operation Officer and Head of Operation Department with the preparation of presentations.
 - Creating yearly operating budget targets and comparing with previous months and collaborating data of branches and reporting to the COO.
 - Creating yearly, monthly and daily branch performance and reporting to COO and higher level. - Create outstanding records and report to HOD.
 - In time organize the necessary documents, facilitate reports, and analyze operations under the supervision of COO and HOD.
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Serge Pun and Associates Project Management Services Ltd (Yangon)
Administrator, September 2015 to December 2016 (1year and 3 months)

Overall Responsibility: Responsible for

- Provide dedicated, administrative and project support to team
- Organize the necessary team members and documents
- Facilitate, report and analyze projects under the supervision of a Sr. Project Manager

Key Areas of Accountabilities

- Coordinating meetings, organizing venues and taking minutes
- Updating the project calendar and tracking projects
- Creating PowerPoint Presentations
- Assist of Sr. Project Manager with the preparation of presentations
- Follow up on outstanding invoices and report back to Sr. PM

International Beverages Trading Company Ltd

Data Controller, September 2009 to September 2015 (6 years)

Overall Responsibility: Responsible for

- Sales record and data control
- Branch report generation
- Daily/monthly/yearly sales by channel by branch
- Daily/monthly/yearly account receivable and credit control Coordinate with sales and collection team

Key Areas of Accountabilities

- In time report and support to Branch level and National Level

EDUCATION

Bachelor of Business Administration (B.B.A)

Meikhtila University of Economics, Myanmar

January. 2005 to September. 2008

Diploma in Business Law (D.B.L)

University of Mandalay, Myanmar

December. 2013 to September. 2014

Diploma in Research Studies (DRS)

Yangon Economics University

Single Subject Diploma in Business Management and Administration,
(ICM).

QUALIFICATION

- ✦ Certificate of Strategic Management (Strategy First Institute)
- ✦ Certificate of Business Management and Administration (Strategy First Institute)
- ✦ Certificate of Commerce in Ministry of Cooperative, Myanmar
- ✦ Certificate of Human Resource Management in Forber Academic Accountancy and Management Education (F.A.M.E)
- ✦ Completed a Certificate of English 4 skills in Yangon University of Foreign Language (YUFL)
- ✦ Completed Certificate of Advanced Microsoft Office
- ✦ Completed a Corporate Intellectual Development Workshop in “Team Building”

PERSONAL INFORMATION

Date of birth : 18th of February 1990

Marital Status : Single

Nationality : Myanmar

Language : English / Burmese

NIRC No : 9/MaHaNa (N) 015465

Available Period : 1 Month

Salary : Nego