HTET MYAT AUNG (HENERY)

CONTACT

Address : 259/7 Sansarnoi, Sansai District, Chiang Mai, 50210
Phone Number : 06-40788221
Mail : htetmyat.henery@gmail.com
Line : htetmyat.henery
LinkedIn : https://www.linkedin.com/in/htet-myat-143a35301/

SUMMARY

Business Administration graduate with First Class Honours in International Business Management from the University of Hertfordshire. Experienced in administrative support and customer service, with strong skills in Microsoft Office, data organization, and reporting. Fluent in English (C1 level) and known for attention to detail, clear communication, and a proactive, problem-solving mindset. Recently completed the Google Data Analytics Professional Certificate, and passionate about using data to drive operational insights and support informed decision-making. Seeking an opportunity to combine analytical thinking with business knowledge in a dynamic, data-focused environment.

EDUCATION

Google Data Analytics Professional Certificate   **Feb 2025 - Present**
- Completed 8-course program covering data collection, cleaning, analysis, visualization, and interpretation.
- Tools: Google Sheets, SQL, Tableau, R (introductory), and data-driven storytelling.

Bachelor of English   **Jul 2024 - Present**
Payap University (Chiang Mai, Thailand)
- Online
- Focusing on communication

Bachelor of Business Administration   **Jun 2023- Jun 2024**
University of Hertfordshire (UK)
- Specialization in International Business Management.
- First Class Honours with 3.25 GPA.

Bachelor of Computer Science   **Dec 2016 - Sep 2019**
Dagon University (Yangon, Myanmar)
- Relevant coursework in programming and computer science.
- credit 126 out of 170

SKILLS AND LANGUAGES

Technical Skills

- Data Analysis & Reporting
- R Programming (basic data wrangling)
- Python (basic data manipulation using pandas)
- SQL (basic to intermediate querying)
- Spreadsheets - Excel/Google Sheets (VLOOKUP, PivotTables, conditional formatting)
- Tableau - Basic dashboards and charts
- Data cleaning & Validation
- Basic Data Visualization
- Presentation Design (Google Slides, PowerPoint)
- Microsoft office suite

Soft Skills

- Clear Communication – especially for explaining data to non-technical people
- Team Collaboration
- Time Management
- Attention to Detail
- Problem Solving
- Customer Support & Interaction
- Fast Learner

Languages

- English (C1 advanced)
- Myanmar (Native)

WORK EXPERIENCE
May 2020 - Nov 2020

General Administrative Intern, Forest Lighting Myanmar

- Used Microsoft Excel to automate sales record verification using functions like VLOOKUP, improving the accuracy of manual order entries and identifying calculation errors.

- Prepared summary reports in Excel to support daily sales reviews and inventory tracking.

- Maintained structured records of customer orders and delivery logs, ensuring accurate communication with delivery personnel and minimizing delays.

- Conducted daily inventory consistency checks, comparing actual stock movements against digital records and flagging discrepancies for review.

- Collaborated with the business owner to develop basic charts and visual summaries, demonstrating a strong capacity for learning new tools and applying them effectively.