



# HTET MYAT AUNG (HENERY)



## CONTACT



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## 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.

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## 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 - Oct 2025**

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)

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## WORK EXPERIENCE

**General Administrative Intern, Forest Lighting Myanmar**  
(Yangon, Myanmar)

**May 2020 - Nov 2020**

- Used Microsoft Excel to automate sales record verification using functions like VLOOKUP, XLOOKUP, pivot tables 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.

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## PORTFOLIO PROJECTS

**Coffee Shop Sales Data Cleaning and Dashboard Creation – Excel**  
(Data Cleaning, KPI Development, Dashboarding)

- Cleaned and transformed raw sales data by correcting date formats, removing duplicates, replacing invalid entries, and calculating missing values (e.g., quantity, revenue).
- Engineered new fields (Day Name, Month, Week Number) to analyze time-based performance.

- Built calculated KPIs: Total Revenue, Average Order Value (AOV), Transactions Count, Top Categories, Peak Selling Hours & Days.
- Designed an interactive Excel dashboard with slicers allowing store/location and time-period filtering.
- Delivered business insights for management including demand trends, seasonal shifts, and product mix opportunities to improve upselling and staffing efficiency.
- Tools: Excel (PivotTables, PivotCharts, Conditional Formatting)
- Dashboard and Data :  
<https://1drv.ms/x/c/22043149b730ef96/EQpW3RImIZRBgHNLjkzHTk0Bdxqv6rDbKQ-Nkka3Fv0kuuw?e=u1BjdF>

## **Cyclistic / Divvy Rider Behavior Analysis – Excel & Tableau**

(Customer Segmentation & Operations Optimization)

- Analyzed casual vs. member rider behavior using ride duration, time patterns, and bike preference data.
- Identified peak demand hours, weekend usage spikes, and seasonality, supporting resource planning and marketing strategy.
- Developed KPIs such as Average Ride Duration, Rides by Member Type, and Station Usage Ranking.
- Presented insights with Tableau dashboards to highlight customer journey differences and recommend membership conversion campaigns.
- Proposed targeted operational improvements such as rebalancing bikes at high-demand stations.
- Tools: Excel, Tableau
- Business Impact: Increase membership revenue and optimize bike allocation
- Presentation :  
<https://docs.google.com/presentation/d/1Up8udMqcCKZCwOTrj99mg8uOofnsgvSscBAYPWozUv8/edit?usp=sharing>

## **Global Video Game Sales & Trends – Excel & Tableau**

(Market Strategy & Consumer Insights)

- Examined worldwide game sales from 1980–2017 by region, genre, and platform.
- Compared decade-over-decade shifts in gaming preferences to uncover growth opportunities in North America, EU, and Asia-Pacific.
- Identified Top 5 genres and Top publishers driving majority of sales, highlighting areas for market expansion.
- Built visual storytelling dashboards on Tableau to support strategic recommendations for marketing and content investment.
- Used trend interpretation to suggest catalog prioritization based on regional demand patterns.
- Tools: Excel, Tableau
- Outcome: Strategic insights for genre investment & regional marketing focus
- Presentation :  
<https://docs.google.com/presentation/d/1QTSpj0f6Ss4IPaCvmPYgN3KSyoFE6eo5MIJiGTQeoP4/edit?usp=sharing>