

Curriculum Vitae

Personal data

Shinn Wai Yan Bo

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Nationality Myanmar
Date of Birth 6th March 1996



Employment History

Microsoft 365 consultant

(Jan 2023 – Current)

YTL Powerseraya

Singapore

- Collaborate directly with business user to understand business requirements & challenges.
- Design & develop innovative automation projects using Microsoft power platform components.
- Maintain comprehensive documentation of functional specifications and project-related information.
- Provide exceptional support for end-user system issues and ensure smooth system maintenance.
- Advise on best practices and guidelines for Microsoft 365 adoption in organization.
- Spreadhead the establishment of a Center of Excellence team for Power Platform setup.
- Develop and deliver impactful training on Microsoft power platform.

Office Automation Team Leader

(Feb 2022 – Dec 2022)

Hana Microfinance Ltd.

Yangon, Myanmar

- Led business process automation projects leveraging Microsoft 365, SharePoint and Power Platform.
- Conducted requirement gathering meetings and designed efficient project workflows.
- Developed captivating UI/UX design for power platform applications.
- Acted as lead developer on automation projects, ensuring high-quality deliverables.
- Led system testing and UAT sessions for seamless project implementation.
- Conducted end user training to ensure successful project rollout.
- Created Microsoft Power BI dashboard to support tech support team.
- Analyzed department functions and proposed effective digitization methods and technology.
- Integrated Power Platform with core banking system with API connectors.
- Developed insightful Power BI dashboards for various departments.

MIS Manager

(Jul 2020 – Feb 2022)

Hana Microfinance Ltd.

Yangon, Myanmar

- Managed core banking system operations, ensuring seamless day-to-day functioning.
- Utilized SQL queries to fulfill ad hoc data request from end-users.
- Prepared monthly reports for the management team using SQL, Power Queries and VBA.
- Led projects to enhance data quality and integrity for powerful analysis and insights.
- Mentored and trained over 70 digital officers, enhancing their digital literacy skills.
- Created efficient reports with SQL queries and Excel VBA for government regulators.

- Developed data visualizations using SQL and Metabase for essential business KPIs.
- Built company-wide and region-wise portfolio dashboards on Metabase platform.
- Managed change requests from various departments with Agile approach.

Senior Business Analyst

(Feb 2020 – Jul 2020)

Hana Microfinance Ltd.

Yangon, Myanmar

- Developed a comprehensive business continuity plan dashboard to track lockdown areas and business operatable area during pandemic.
- Designed employee quarantine status dashboard using Microsoft Form and Excel, streamlining HR processes.
- Led the successful digitization project for the collection process, improving efficiency and reducing manual work.
- Created an insightful survey application with Zoho Creator low code platform for data collection and analysis.

Deputy IT Manager

(Jan 2019 – Jan 2020)

Strategic Executive

(Jan 2018 – Jan 2019)

INNO Capital Microfinance Co, Ltd.

Yangon, Myanmar

- Formulated and implemented IT policies and Standard Operating Procedures (SOPs).
- Spearheaded the seamless implementation of core banking system.
- Led the core banking system data migration process.
- Utilized SQL queries to retrieve data as per management request.
- Created and maintained the company website using WordPress framework.
- Efficiently managed and planned the IT department's budget and operations.

Junior System Engineer

(Dec 2015 – Jun 2017)

NTT Data Myanmar

Yangon, Myanmar

- Attended Java training and actively contributed to demo projects with the team.
- Played a vital role in the R&D department of IT training center.
- Developed and managed technical courses for the training center.
- Contributed to marketing campaigns of training academy.
- Contributed training session as a technical course trainer.

Education

University of Greenwich

Yangon, Myanmar (Distant learning)

B.Sc. (Hons) Business IT

Graduation Date : 7th February 2019

- First class honor
- Studied areas: Requirement analysis, Interaction Design, Information system planning and management, Development frameworks and methodologies

Certifications

Professional Scrum Master

Scrum.org

Credential: https://www.credly.com/badges/561caef4-d5d6-40a9-a89d-ab99ed922932/public_url

Jul-2021

Level 6 Diploma in Business Management

ABE, UK

Credential ID: 633887 - 603/1600/7- 7001139

Nov-2020

Level 5 Diploma in Computing

NCC, UK

Credential ID: L5DC-138259-1602

Dec-2015

Level 4 Diploma in Computing

NCC, UK

Credential ID: L4DC-138950-1605

Dec-2014

Project Highlights

Name: Daily Activity Tracker

Duration: 1 week

Technologies used: PowerApps, Power Automate, SharePoint Online

- Led the development of a Canvas application enabling branch technical employees to efficiently record their daily workload.
- Conducted comprehensive requirement gathering sessions and actively contributed to design implementation and UAT as the technical team leader.

Name: Call center digitization

Duration: 2 months

Technologies used: PowerApps, Power Automate, SharePoint Online, Dataverse

- Successfully developed a cutting-edge PowerApps application for an internal call center, streamlining follow-up call results with clients.
- Collaborated closely with the risk department and call center staff throughout the project to ensure alignment with both business and user requirements
- Implemented agile practices and delivered the first sprint within just 2 weeks.
- Utilized Power Automate to create a seamless data synchronization flow from Excel to SharePoint Online.
- Later, proactively planned for the transition to Dataverse due to data size limitation on SharePoint Online.

Name: Digital payment checking automation

Duration: 2 months

Technologies used: Power Automate, Power Query, VBA Macro

- Played a vital role as a support developer in a project aimed at checking customer payment transactions from various digital wallets without direct integration with the core banking system.
- Developed a high-impact API integration Power Automate flow, drastically reducing manual checking time by 50%.
- Created an efficient transaction checking Excel file using Power Query and VBA Macro, enabling users to perform checks effortlessly with just a few clicks and export formatted transaction data.

Name: Field employee mentoring application

Duration: 1 month

Technologies used: PowerApps, Power Automate, SharePoint Online

- Spearheaded the development of a user-friendly application used by mentor staff to record their findings on respective mentees, plan work plans and provide evaluation scores to mentees.
- Implemented agile methodologies to facilitate repaid release and updates.
- Incorporated Power Automate approval flows to streamline the approval process from respective managers of mentors.
- This project significantly contributed to the collection of vital mentoring program data and supported the management team in making well-informed decisions.