PWINT PHOO WAI(MS.)

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PROFESSIONAL SUMMARY

Detail-oriented Data Analyst with over 5 years' experience in data extraction, cleaning, and analyzing large datasets to provide actionable insights for KPIs tracking, business planning, and decision-making. Skilled in using Excel, Power BI, and Google Spreadsheets, and knowledgeable in SQL and Python to create interactive dashboards and reports. Proven record collaborating with cross-functional teams to drive data-driven strategies in Retail and E-commerce sectors. Passionate about leveraging analytical skills to contribute to strategic planning, data management, and visualization for organizational success.

CORE COMPETENCIES & TECHNICAL SKILLS

- **DATA ANALYSIS & BUSINESS INTELLIGENCE:** KPI tracking, Business Intelligence Reporting, Sales forecasting

- **TECHNICAL PROFICIENCY:** SQL, Python – Jupyter Notebook, Microsoft Excel – Advanced formulas and pivot tables, Microsoft Word, Microsoft PowerPoint

- **DATA VISUALIZATION & REPORTING:** Tableau, Power BI, Quicksight, Google Sheets

- **COMMUNICATION & COLLABORATION:** Business Storytelling, Stakeholder Communication, Executive presentation, Compliance liaison

- **PROBLEM-SOLVING:** Sales trend analysis, Operation Process Improvement, Operational Strategy, Customer Behavior Analysis

- **LANGUAGE SKILLS:** Fluent in English

EDUCATION

2008-2011
BACHELOR OF COMPUTER SCIENCE, University of Computer Studies, Yangon

2011-2012
BACHELOR OF COMPUTER SCIENCE (HONORS), University of Computer Studies, Yangon

CERTIFICATIONS

- Google Data Analytics Professional Certificate (Google) – *Coursera*
- Data Visualization with Tableau Specialization (University of California, Davis) – *Coursera*
- The Complete SQL Bootcamp 2022 - *Udemy*
- CHAT Communication in English Course (Basic Level 1 & 2, Intermediate Level 1 & 2)- *SEAMEO CHAT*

PROFESSIONAL EXPERIENCE

Mar 2024 – Sep 2024
DATA ANALYST (ASSISTANT MANAGER), Capital Diamond Star Group - Retail Business Unit

- Extracted large datasets from Microsoft Dynamics AX and conducted qualitative and quantitative analyses to generate sales reports that included retail trends and customer growth analytics.
- Developed and maintained weekly and monthly interactive sales reports and dashboards using Excel and Power BI to track retail sales and operational performance for over 50 G&G convenience stores and more than 10 Capital retail outlets.
- Monitored and ensured accuracy, completeness, and consistency in management reporting.
- Generated ad hoc analyses and presented actionable recommendations that improved operational efficiency and sales performance.
- Created weekly inventory discrepancy reports and communicated with inventory and other respective teams to implement corrective actions to avoid recurrence issues.
- Partnered with District Compliance Managers to align store layouts, promotion displays, and planograms with SOP standards, reducing non-compliance incidents by approximately 15%.

- Collaborated with the Marketing, Merchandising, and Operations team to plan strategic data-driven initiatives and enhance decision-making processes.

Jan 2020 – Feb 2024

PRODUCT EXECUTIVE, Right Channel Co., Ltd

(SEBAMED Medicinal Skincare Products, Supravit Effervescent, Easymax Glucometer & Test Strip)

- Generated monthly, quarterly, and yearly sales performance reports and developed dynamic data dashboards using Excel and Power BI, reducing reporting time by around 40% and supporting strategic business goals.
- Monitored inventory levels to replenish stocks on time and re-allocate the in-stocks and upcoming stocks for the B2B sales and direct customer channels.
- Tracked and analyzed sales and marketing data to provide insights into market trends and customer engagement.
- Supported senior management with data-driven recommendations for product strategies and performance improvements.
- Provided insights into social media marketing activities, leading to increased conversion rates, customer awareness, and improved marketing ROI.

Jan 2019 – Jan 2020

DATA ANALYST, City Mart Holding Co., Ltd (CMHL) – Citymall Online E-Commerce(https://www.citymall.com.mm/)

- Produced daily, weekly, and monthly sales performance, customer engagement, and order performance analysis reports for Citymall Online E-Commerce platform (https://www.citymall.com.mm/).
- Extracted and analyzed data using SQL to analyze the performance of promotion campaigns and customer behavior.
- Supported continuous improvement initiatives by refining existing processes, developing new tools, and improving data workflows.
- Partnered with the digital marketing team to increase conversion rates, customer engagement, and awareness, and run targeted social media campaigns.
- Collaborated with the Merchandising team to get more sales and customer interest from respective categories.

ADDITIONAL

Availability	: Immediate
Visa Status	: Requires employer visa sponsorship
Expected Salary Package	: 3,800 SGD per month (Negotiable)