Ms. Zin Moet Moet Phyu

Data Analyst

CONTACT

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PERSONAL INFO

Date of birth:11/02/1986

Marital Status: Married

UAE Experience: 1 years

Nationality: Myanmar (Burmese)

EDUCATION

- **Master of Applied Statistics -Myanmar**
  Yangon University of Economics
  June 2018 - December 2019

- **Bachelor of Commerce -Myanmar**
  University of Economics
  2003-2006

- **Certificates in Information Management**
  Conducted from 27th to 30th June, 2022

- **Certificates in Result Based Management,**
  Monitoring and Evaluation in Thailand held from 19th - 23rd December 2022

- **Certificates in Marketing Research**
  ESOMAR Foundation MMSA Supporting Education Training 2014 -2015

LANGUAGE

- English (4 skills)
- Myanmar (Native)

SUMMERY PROFILE

I am an experienced data entry, typing and data analysis with over 15 years in the industry. I am a passionate person about extracting meaningful insights from numbers and trends. In my career I have completed more than 100 research projects, specializing in data processing including data entry, analysis, and management. My skills include team leadership, project management and providing technical guidance to make sure of timely and accurate data delivery. I am well-experienced in many data entry, analytical tools and can handle complex datasets to support decision-making processes. I have been seeking opportunities to use my data entry, analysis and management skills to contribute positively to a reputable company where I can also learn and grow in my career.

PROFESSIONAL SKILLS

- Excellent in typing speed
- Data analysis
- Data visualization
- Data cleaning
- Data Consistency checking
- Data Analytical thinking
- Creating Survey data collection Database system
- Chart graph presentation
- Microsoft Office Excel, Word, and PowerPoint including Database Access
- Advance Excel
- Creating Presentations using Microsoft PowerPoint
- Team management
- Communication skill
- Fast Learning in new things
- Statistical Analytic SPSS software
- Kobox toolbox data software

WORKING EXPERIENCES

Barcode checking and Price labelling | Sun and Sand Hypermarket
March 2024 to Present
Managing all the below responsibilities such as
- Prices data entry by using SAP Software.
- Checking the consistency between the items and prices all related sections.
- Printing the prices after labelling by using Zebra Software.

Data Management Consultant | Freelance (Remote)
January 2023 to November 2023
- Managing all data processing such as data entry, checking data for validity, logic and consistency.
- Creating entry forms in Kobo Toolbox software.
- Daily coordination with the field team during data entry using software programs.
- Analyzing raw data at the data cleaning stage after collecting all data.
- Constructing dummy tables, data visualizations, and interpretation as per the report writer's needs using Excel or SPSS.

Data Management Officer
People In Need (INGO) April 2022 to September 2022
- Data entry, Data checking, analysis and visualization as the report writing team requirements related projects.
- Created a systematic tracker database and updated documentations on the office archiving system and SharePoint Database system for organizational needs.
- Checking data and details in uploaded documentations to the system.
- Survey regular data check, analysis and updates of monthly Wash cluster 3W, 4W reports.
- Prepared and reported data as requested by INGO partners.
- Observing field when necessary for monitoring the distribution of items.
- Coordinating with colleagues in the management of baseline and end line survey data operations.
- Sharing expertise and knowledge of data analysis software about Kobo toolbox, Excel and SPSS in line with the team's requirements.

Data Manager
Renaissance Institute | June 2017 to December 2017
- Developed a systematic database for research data analysis using Microsoft Excel and Access.
- Supported the team in creating key data frameworks and integrating them into the system.

Data Manager
Myanmar Survey Research | January 2013 to March 2017
- Managed the data team's day to day data operation and finalize the data program
- Trained data collectors and field supervisors for tablet using about data collection CAPI programs
- Solved issues of the entry software program during data collection with the field team.
- Addressed feedback and requirements of the organization.
- Conducted data editing, entry checking, analysis and producing clean data sets for further processing
- Supported data visualizations for internal and external stakeholders within designated timelines.

Assistant Data Analyst
Myanmar Survey Research | May 2009 to December 2012

- Led projects from inception to completion.
- Conducted training for enumerators on project goals and field preparation.
- Managed field team members, daily quotas checking and field progress reporting.
- Handled data editing, entry, validation, and logical checking and data cleaning.
- Produced clean datasets using Cspro, Microsoft Excel, Microsoft Word, and SPSS according to the project schedule.
- Office Administration

Data Entry Specialist and Supervisor
Myanmar Survey Research September 2008 to March 2009

- Served as a Data Entry Specialist and Supervisor for more than 10 projects.
- Acted as a Field Supervisor, Moderator, and Facilitator for two projects.
- Conducted social research as a Enumerator in various areas.