

# MS. KHINE THA ZIN OO

## ABOUT ME

Versatile business professional with nearly a decade of experience in management and operations, now transitioning into data analytics. Passionate about leveraging data to drive strategic decisions and business growth. A proactive and curious learner, eager to take on cross-functional challenges to expand expertise and contribute effectively. Seeking opportunities that offer hands-on experience, continuous learning, and career development in data-driven roles.



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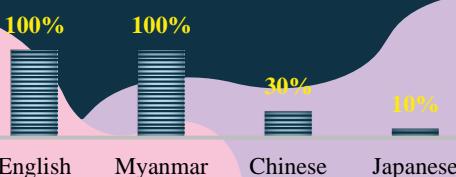
khinethazinoo.mm@gmail.com

## Strengths & Personal Skills

- I am a self-assured individual with the personality and social skills to communicate with parties in all levels.
- I am confident in handling work stresses and driven towards work delivery, have ability to manage complex projects and multi-tasks.
- To date, I have a good track record in completing my job task on time.
- Skilled in problem-solving, decision-making and strategic thinking, developed through practical experience in overcoming challenges.
- Thrive in high-pressure situations, embracing challenges as opportunities for growth and continuous improvement.

## LANGUAGE SKILLS

■ Skill Level



## **FREELANCE EXPERIENCES**

**[Jan 2018-May 2018]**

**Senior Accountant Assistant**

**@ One Authentic Food Co., Ltd.**

**[Jan 2018]**

**Sale Executive**

**@ SAUJANA FRUITTECH SDN BHD Co., Ltd.**

**[Dec 2018-April 2018]**

**Remote Survey Data Translator**

**@ International Noble Alliance Co., Ltd.**

**[Sep 2019]**

**Presenter & Interpreter at Kiss Me Cosmetic Event Held**

**@ Junction City, Yangon**

**[Jan 2021-2023]**

**Online Burmese Teacher with own curriculum**

## **CAREER EXPERIENCES**

**Operation & Business Development Manager**

**[Feb 2018–April 2019]**

**@ HR+ Training Institute & Comez International Srl**

-Managed office operations (HR, finance, logistics, marketing) for both HR+ Institute and Comez International Srl, ensuring smooth coordination and efficiency.

-Assisted in implementing tailored training programs and consulting services with international founders (Hong Kong, Taiwan), localizing projects for target markets. Developed B2B relationships through marketing strategies and sales materials, expanding business outreach.

-Streamlined operations across multiple departments, improving workflow and meeting company goals. Contributed to business development, client acquisition, and project management in a dual-role capacity.

## EDUCATION

- **Bachelor of Arts in Myanmar Literature [B.A]**  
@ Eastern Yangon Distance University [2013 ~ 2017]
- **Microsoft office**  
@ R.S. Computing School [2013 ~ 2014]
- **General English [Upper Immediate – 4 skills]**  
@ British Council [2013 ~ 2014]
- **HSK Level II / Speaking II**  
[Passed 4 skills exam from China]  
@ GESC Chinese School [2016 ~ 2017]
- **Certified in Business Management Administration**  
@ Strategy First Institute [2017]
- **LCCI Level I, II & III**  
@ R.S. Computing School [2017]
- **Advanced Excel**  
@ R.S. Computing School [2017 ~ 2018]
- **Certified in Essential Management Skills**  
@ IBMI (Berlin, Germany) [2019]
- Japanese 4 Skills (N4 Level) [2022]
- **Diploma in English [CEFR C1 – Level 20]**  
@ Wall Street English Myanmar [2023 ~ 2024]
- **Certified in Data Analyst All-In-One Course**  
(Python, SQL, Power BI, Statistics)  
@ Success Point [2024]

## START-UP EXPERIENCE

**Self-Employed Entrepreneur [Feb 2019 - Present]**  
@ JPN Brand New Spare Part & Logistic

-E-commerce Business Professional with 6 Years of Hands-on Experience in Online Retail Management, managing all aspects of online retail operations, including product sourcing, sales strategy, digital marketing, customer experience, and logistics.

-Skilled in leveraging data analytics to optimize pricing strategies, enhance brand presence, and align offerings with market expectations.

-Strong ability to analyze performance metrics, streamline supply chain operations, and implement data-driven decisions to maximize efficiency and profitability.

## Business Development Manager & C.O.O

[May 2019 – Dec 2020]

### @ International Noble Alliance Co., Ltd. (Distribution)

- Oversaw operations for a distribution company specializing in automotive products (car brake pads) and air conditioning cleaning services with high-tech machines and solutions.
- Led new product launches, driving market growth for automotive and aircon cleaning products, ensuring successful distribution and client acquisition.
- Directed dual projects, coordinating distribution channels and establishing service partnerships for product and machine distribution.

## General Manager [Jan 2020 - 2023]

### @ Automobile Network Co., Ltd. (CarsNET)

- Directed daily operations across multiple teams, including data cleaning, web/app development, sales & marketing, and finance, ensuring seamless coordination.
- Supervised website and crawler software teams, providing detailed amendment lists and driving improvements to meet company needs.
- Managed large datasets, ensuring accurate data cleaning and processing for actionable insights, and delivered weekly market movement reports to the Board of Directors.
- Built and nurtured relationships with car showrooms, loan companies, insurance providers, and vendors to drive product adoption in the automotive market.
- Operated buy/sell platforms (website, app, Facebook) and managed advertising services to enhance product visibility and generate sales.

## Data Analyst [March 2024 - Present]

### @ Double i International Co., Ltd.

Detail-oriented Data Analyst with experience in data processing, visualization, and management in logistics. Skilled in transforming raw data into actionable insights to optimize operations.

- Cleaned and structure data to develop a Power BI search engine for efficient data retrieval.
- Design and maintain interactive dashboards to enhance accessibility and decision-making.
- Oversee and organize large datasets using Excel and Google Sheets.
- Administer overseas orders, invoicing, and ensure real-time order data integrity. Automate reporting for invoices, weight data (CSV), and key business metrics.