



AUNG PHYO THANT

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☎ +971527138476

📍 Al Rigga Building 402, Next to
Royal Suite Hotel Apartment

PERSONAL DETAILS

- D.O.B - 3 Mar 1997
- Marital Status - Single
- Nationality - Myanmar
- Religion - Buddhist
- Passport - MH801483
- Gender - Male
- Driving License - Can drive
- Height - 170 cm
- Weight - 135 lb
- Type of Blood - O
- Availability - Immediately

EDUCATION

- B.Sc(IC)
West Yangon University
(2013 - 2017)
- Elementary General English
Success Language Academy
(Jun 2016 - Jul 2016)
- English Speaking & Listening
Success Language Academy
(Nov 2016 - Jan 2017)
- LCCI Level 1/2
PRO Accountancy Training Centre
(May 2018 - Nov 2018)
- Diploma in Business Management
Administration
DAICHI Foreign Language School
(Jan 2019 - Aug 2022)
- Diploma in Human Resource
Management
DAICHI Foreign Language School
(Jan 2019 - Aug 2022)

SKILLS

- Problem Solving
- Good Communication
- Decision Making
- Team Building
- Multitasking

INTERESTS

- Playing Football
- Surfing through internet
- Participating in social activities

PROFESSIONAL EXPERIENCE

To work in an environment which encourages me to succeed and grow professionally utilize my skills and knowledge appropriately.

WORK EXPERIENCE

Haven Group of Companies

Admin Executive [May 2023 - Nov 2024]

- Responsible for Government office Cases.
- Maintain & prepare the documentations for Director.
- Office administration and maintenance checking.
- Security and Safety Checking time by time and day by day.
- Manage & Maintain the office Materials.
- Purchase office supplies monthly.

Myanmar Mass Marketing Co. Ltd.

Admin & Logistic Supervisor [May 2019 - Mar 2023]

- Admin & Logistics Supervisor
- Responsible for Government office Cases.
- Maintain & prepare the documentations for Director.
- Draw the way plans for the delivery.
- Stocks Controlling.
- Arrange Ferry and the drivers.
- Purchase office supplies monthly
- Manage & Maintain the office Materials.

Royal Mingalardon Golf & Country Club

Jr. Auditor [Sep 2017 - Mar 2019]

- F&B Restaurant and Store Stock Controlling and Checking weekly and monthly.
- Restaurant and Store, Cleaning and Maintenance Checking weekly and monthly.
- Fixed Assets and Current Assets Checking weekly and monthly.
- Car & Vehicle Accessories Stock Checking weekly and monthly.
- Ferry & Other Transportation Fuel Spent Checking weekly and monthly.
- Sales Invoice Checking monthly.
- Purchases Invoice Checking monthly.
- Payables Checking monthly.
- Receivable Customer Profiles Checking monthly.

LANGUAGES

- English (IFluent)
- Myanmar (Native Tongue)

STRENGTHS & WEAKNESSES

I don't want to do repeat it again. I can work under pressure and I can actively work. I am easy learner. I want to learn new skills and techniques. Sometime, I face with an anxious situation, I can be awkward.

Thank you for considering my application, I look forward to the opportunity to contribute the success of your esteemed organization.