



# AUNG PHYO THANT

✉ thantaungphyo1@gmail.com

☎ +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.**