



Tin Tun Lwin

Myanmar 🇲🇲

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Objective

Leveraging nearly 2 years of combined administrative experience and national & international volunteer work, I am a highly organized and results-oriented professional in fast-paced workplaces. Proficient in managing office tasks, organizing schedules, and providing exceptional customer service. Skilled in handling correspondence, managing databases, and coordinating meetings and events. Strong communication and multitasking abilities with a commitment to efficiency and accuracy.

Personal Details

- Date of Birth : 22/05/2001
- Marital Status : Single
- Nationality : Myanmar
- WhatsApp : +959450241766

Education

- **Alison** Feb 2024 - Present
Diploma in Human Resource Management
- **Myanmar Nway-Oo University** 2024 - present
Bachelor of Arts in Psychology
- **Myanmar Career Bridge Academy** March 2024
Certificate in Operational HR Management
- **Thanlyin Technological University** Third Year
Bachelor of Electrical Power Engineering

Experience

- **Top HR Solutions** Sep 2023 - March 2024
Training Coordinator
Top HR Solutions is a leading HR consulting company that empowers businesses and professionals through HR consulting and comprehensive training.
 - Achieved a 20% improvement in training session attendance through effective scheduling and communication
 - Received positive feedback from participants on the clarity and relevance of training materials, contributing to a 15% increase in training effectiveness
 - Fostered positive relationships with stakeholders, resulting in a 30% increase in training program referrals
 - Collaborated with training managers to identify training needs and requirements, contributing valuable insights to program development
 - Demonstrated proficiency in typing and data entry, producing accurate and error-free documents within tight deadlines.
 - Communicated effectively with clients and stakeholders, demonstrating professionalism and providing excellent customer service to meet their needs
- **ASEAN Foundation** June 2023 - Aug 2023
Youth Volunteer in Indonesia
 - Chosen as a Myanmar representative among a pool of 2000+ applicants for eMpowering Youth Across ASEAN (EYAA) Cohort 3 program
 - Collaborated with other nine Youth Volunteers from various ASEAN countries as part of Project Tenun in Belu - Indonesia, managed by the Civil Social Organization, Insan Bumi Mandiri
 - Led skills training programs resulting in 30% increase in English proficiency, 40% improvement in digital literacy and boosting their social media engagement by 50% among 50 women weavers in Belu

- **KBTC Group Of Companies Limited**

Apr 2023 - Jun 2023

Administrative Assistant (Intern)

KBTC Group of Companies Limited is a renowned educational institution.

- Managed all aspects of office administration, ensuring smooth daily operations for 40 staffs, 50 teachers and 300 students and achieving a 20% increase in efficiency
- Controlled office supplies and inventory, implementing cost-saving measures that lead to a 10% decrease in expenses
- Coordinated visitor management during high-profile events, ensuring a smooth and professional experience for all attendees
- Supported in event planning and coordination, contributing to successful events

- **Electrolab Engineering Training Center**

Sep 2022 - Dec 2022

Assistant Coordinator (Volunteer)

- Assisted lead trainers in delivering training sessions to groups of up to 25 participants per batch
- Developed and maintained training materials and resources to support training sessions
- Maintained accurate detailed records of attendance and conducted training needs and assessments
- Managed with other assistant trainers and support staff to ensure that training sessions ran smoothly and effectively

Achievements & Awards

- Selected as a camp participant for OR Seeding The Future ASEAN Camp 2023 from five ASEAN countries hosted by PTTOR
- Selected as a Youth Volunteer for Empowering Youths Across ASEAN (EYAA): Cohort 3 from 2000+ applicants from ten ASEAN countries hosted by ASEAN Foundation
- Youth Professional Scholarship recipient at Youth/29 Resource Center, honed teamwork & leadership through competition
- Winner of Social Media Campaign - Invited by the Embassy of Denmark to the Nordic Canteen for lunch with the ambassador of Denmark and their team members
- Empowered an average of 15 students with digital literacy skills, resulting in a majority achieving grades B and C

Skills

- Document Management : Skilled in electronic and paper filing systems ensuring efficient document organization.
- Data Entry : Fast and accurate data entry using MS Office and Google Suite.
- Communication : Excellent written and verbal communication, adept at building rapport for effective collaboration.
- Time Management : Proven ability to prioritize, meet deadlines, and manage multiple projects in a fast-paced environment.
- Technical Skills : Proficient in various office equipment (photocopier, scanner and printer).
- Customer Service : Delivered exceptional customer service to training participants, ensuring a positive experience.

Languages

- English (Intermediate)
- Tamil (Intermediate)
- Hindi (Beginner)