



# KHAING MAR SITHU NYEIN

## HR/OFFICE ADMINISTRATION

### CONTACT

+959 792190469

naturalsmile.honney@gmail.com

No. 217, Saya Phe St, 38  
Ward, North Dagon  
Township, Myanmar

### EDUCATION

2024  
PSM EXECUTIVE SCHOOL

- Advanced Diploma in Human Resources Management

2012 - 2016  
DAGON UNIVERSITY

- Bachelor of Arts (Honors) in English

### SKILLS

- Microsoft Office
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English (Fluent)
- Japanese (N5)
- Burmese (Native Tongue)

### PROFILE

I am a person of self-motivated one and have the abilities to learn new things quickly, cooperative with team members smoothly and well personal skills. I believe that I am the suitable person for this job to meet the organization's goals and I will try my best if I get a chance to join your organization.

### WORK EXPERIENCE

#### SHWE TAW WIN HOSPITAL

2022 - PRESENT

Human Resources Executive

- Organize the orientation training and other in-house or outsourced training coordinates with HR Manager and other HODs
- Maintaining physical and digital files for employees and their documents
- Employee attendance record and salary payment calculation
- Prepare the office announcement letter of any issues which are mentioned by management

#### GREAT MYANMAR TALENT

2021 - 2022

Admin and HR Officer

- Handling contracts of the organization (Housing and car rental contracts)
- Making travel arrangements for organization
- Handling recruitment process and payroll process
- Managing employees related issues

#### eTrade Myanmar

2020 - 2021

Human Resources Assistant

- Filing the documents, maintaining and updating employees' data
- Assisting in recruitment process
- Assisting the manager in calculating payroll & OT, preparing employment contracts
- Communicate with other departments (HODs and staffs) behalf of HR Manager in some cases

### REFERENCE

Daw Ni Ni Win Maw

HR Manager (Shwe Taw Win Hospital)

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