



Khant Zaw

Admin Assistant

Height - 5' 10"
Nationality - Myanmar
Date of Birth - 7 Nov 1994
Marital Status - Single
Visa Status - Visit Visa
Availability - Immediately
Reference - Upon Request



Contact

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Sedra 5 Building, Salah Al
Din, Dubai, United Arab
Emirates



Education

Dagon University in Myanmar
Bachelor of Art (B.A Myanmar)
Completed in 2018

Yangon University of Distance
Education in Myanmar
Diploma in Information Technology
Completed in 2015

Complete Network Solution
Provider & Professional Training
Centre
Certificate in Advanced A+ (System
Administration Course)

AYA Bank in Myanmar
Certificate in AML/ CFT Awareness
Completed in 2024



Skill

- Ability to Manage Multitasking
- Attention to Detail
- Adaptability
- A car can be drive professionally
- Communication
- Computer Literacy
- Client Management
- Data Management
- Hard Working
- Problem Solving
- Process Implementation
- Proficient of Microsoft Office
- Proficient of Adobe Photoshop
- Time Management

Language

English - Intermediate
Myanmar - Native

Profile

Experienced administrative professional with a strong background in administration and banking operations worked at AYA (PCL) Bank in Myanmar. My previous roles include Office Assistant in the General Admin Section (2013-2018) and Banking Assistant (Associate) in the Banking Equipment Section (2018-2020). As a Senior Banking Assistant (Executive) in the Fixed Assets Section (2022-2024)

Work Experience

2013- 2018

Company Name I Ayeyarwady Bank, Yangon , Myanmar
Office Assistant

Administration Department (General Admin Section)

- Registering of Head Office outward and inward letter daily and giving documents serial no for board of directors.
- Registering and requesting section of head office expenses cases, branches case and building cases, board of directors meal allowance case are sent to financial controller.
- Supporting to officers and department requirements.
- Email output/input in the administration department.
- Registering all letter from Central Bank, Posts Office & Other branches.

2018 - 2020

Company Name I Ayeyarwady Bank, Yangon , Myanmar
Banking Assistant(Associate)

Administration Department (Banking Equipment Section)

- For new branch and other department support to electrical equipment & office equipment and accessories overall.
- Buying electrical equipment & office equipment .
- Brought by banking equipment of Sr .no, invoice, registrations replay charges to finance.

2020 - 2022

Company Name I Ayeyarwady Bank, Yangon , Myanmar
Banking Assistant (Associate G2)

Administration Department (Fixed Assets Section)

- Supporting to administration director for meeting presentation.
- Checking & supervising of sticking fixed assets label code according to the head office instruction.
- Implementation that head office fixed assets Label code within financial year.

2022 - 2024

Company Name I Ayeyarwady Bank, Yangon , Myanmar
Senior Banking Assistant (Executive)

Administration Department (Fixed Assets Section)

- Checking & verification of write off, disposal, transfer, fixed Assets that's not yet entered & differences of Fixed Assets.
- Undertaking name changes that land and building is purchased by bank.
- Systematic keeping of original contract files within the vault room and keeping the vault key.