



Contact

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Address

Toyota Building, 2nd floor, 124
Sheikh Zayed Rd, Al Wasl.
(Near Dubai Mall Metro Station)

Personal Details

Date Of Birth : 8th June 2003
Gender : Male
Marital Status : Single
Nationality : Myanmar
Passport No. : MH269240
Height : 5' 9"
Weight : 130lbs (59kg)

Education

- B.A. in English (Still Attending)
Year - April 2019 - Now
- Information Technology Passport Exam (IP)
Year - June 2020 - April 2021
- Fundamental Engineering Exam (FE)
Year - June 2021 - April 2022
- Diploma in Human Capital Development & Management
Year - July 2023 - Jan 2024

Kaung Myat Thu (June)

Office Assistant

My name is Kaung Myat Thu, I have experience in both IT and administration fields. And also work in HR fields too. I worked as in Junior Technical & Software Officer from 2019 to 2021 and then, I also worked as a HR and Admin assistant at a Pearl Production Company in Myanmar where I have learned to negotiate between two parties, handle complaints and customer services and develop research skills. I am a quick learner and I also speak English language very well. I can use Microsoft (Office, Excel, PowerPoint) and other usefully software then I always willing to learn new things. So, you can count on me to not let you down. I am eager to bring my dedication and enthusiasm to any role that you would like to offer me. So, thus all about that I want to apply receptionist position. Thank you so much for considering my CV and waiting patiently.

Experience

○ Junior Technical & Software Officer

CompuTech IT Institute

June 2019 - January 2021

- Monitoring the Server and maintaining by schedule.
- Preparing the Class lectures with Microsoft Office and PowerPoint.
- Receives and distributes communications; collects and mails correspondence
- Copies and stores important documents and records.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and delivers supplies to work stations as needed.
- Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.

○ Admin Assistant (Navigation Service)

CompuMatics GPS Co., Ltd.

February 2021 - November 2022

- Monitoring cars that equipped with GPS devices from company.
- Installing and servicing new devices that order from customers and in addition to make setting with devices.
- Monitoring the devices that need to be monitored weekly and send a weekly report.
- Repairing defective devices that need to be repaired according to the customer's need.

○ HR & Admin Assistant

Orient Pearl Co., Ltd

June 2023 - March 2024

- Prepare and check attendance, overtime, leave, late, absent, off, warning and duty change from my payroll officer's report.
- Calculate and check salary, SSB, overtime and other necessary functions.
- Collecting and registration of CV form, and coordination of interview preparing for managers and job officers, preparing probation and permission letter, income/outcome letter, warning letter, and filling document on personal file.
- Put vacancy announcement on Facebook and other social media site.
- Process all salary changes stemming from merit promotion bonus and pay adjustment.
- Printing office letter for recruiting, hiring, warning & firing.
- Report to department manager, CEO and BOD.

Hard Skills

- Programming & Web Developing
- Typing & Data Calculation
- Data Entry & Data Analyst
- Customer Service & Support
- Advanced Microsoft Office, Excel,Powerpoint

Hard Skills

- Office Letter Wrting
- Customer service & support
- Highly Communication Skills
- Time Management
- Problem solving

Language

- English - (Intermediate)
- Japanese - (Basic)

Expertise

Java, HTML, CSS, jQuery, MySQL

Visual Design

A+, Network+, Office

GPS tracking, Network Security

Data Structure, Data Analysis & Management

Other HR & Administration Management skills

Certificate & Course Taken

- **Web design course & development**
Date - April 20, 2020
Organization - Computech ICT Institute

- **Basic Microsoft Office Application Course**
Date - Jan 31, 2020
Organization - Computech ICT Institute

- **Waiter Service Training**
Date - May 28, 2020
Organization - Joy hospitality & waiter carrer school

- **Career Readiness and Professional Development (CRPD)**
Date - June 25, 2023
Organization - University of Taxila

- **Labour Laws & Existing Laws**
Date - August 27, 2023
Organization - Top HR Solutions

Reference

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Daw Thazin Nwe Aye

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