



# Kyaw Zay Ya (Kai)

## DATA ENTRY

### ABOUT ME

I was hardworking in Data Entry environment with several years of experience in my country (Myanmar). During these years, I gained a lot of knowledge and experience. But I didn't feel difficult in every job I have ever worked in because my strong point is that I have good communication, assist my colleagues, and have a desire to learn from my superiors. Because of that, I did my best in every job I did and earned love and respect from my previous work. That is why I think I can do very well to this job. Thank you.

### CONTACT ME

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### EDUCATION

#### Bachelor Degree(BSC)

University of Greenwich in UK  
and MCC.i

#### Level 5 Diploma in Computing

MCC.i

### SKILLS

- Good Communication
- MS Office
- Fast typing speed
- have a good Knowledge about data entry
- Google Drive
- Gmail

### LANGUAGES

- Myanmar (Native)
- English (Advanced Mid)

### WORK EXPERIENCE

Data Entry Opeator

2018-2020

#### MCC.i

- Entering data into appropriate fields; database, record and files.
- Create and manage spreadsheets
- Control the data probity by performing comparative analysis of different sources
- Regularly update existing database system records
- Produce reports
- Retrieve data as requested
- Perform regular backup and security database activities
- Document, organize and store relevant documents

Data Entry

2021- 2024

#### Myanmar Fiber Optic Communication Network Myanmar Co.,Ltd

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.
- Entering and updating information into relevant databases.
- Ensuring data is backed up.
- Handling additional duties from time to time.