



# Nay Lin Htet



## OBJECTIVE

Experienced and results-oriented Warehouse Worker with two years of managerial experience in Inventory management and warehouse operations. I have strongly knowledge of Shipping and receiving, order picking and packing, inventory control. Skills in building customer relationships and understanding customer needs and how to solve customer problems. Ready to improve your team achieve company business development goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.



## EMPLOYMENT HISTORY

### Warehouse Worker, Compu-Tech Co., Ltd.

May 2017 – December 2019

- Processed incoming and outgoing shipments, including inspections and verifying contents.
- Picked and packed orders, and prepared them for shipment.
- Maintained accurate inventory records and stocked merchandise.
- Assisted in other warehouse duties, including unloading trucks and organizing stock.

### IT Support, RGK + Z&A Group Co., Ltd.

April 2019 – June 2022

- Buying computers and accessories for new employees requirements and set up software configuration
- Responsible for the health and safety duty of care at the workplace
- Repairing or replacing damaged hardware devices
- Managing technical documentations and procurement
- Other duties and responsibilities as assigned based on business needs



## EDUCATION

High School, B.E.H.S, Yangon | 2009 – 2010

Diploma in Network Engineering, Ministry of Education in Yangon University | March 2015 – Jan 2016



## COURSES

Computer Service+ Engineering, IMCS LTD - 2015

CSCU (Certified Secure Computer Use), EC-Council + IMCS LTD – 2015

## CONTACT



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## PERSONAL DETAILS

Date of Birth : 24/09/1994

Marital Status: Single

Nationality : MYANMAR

Gender : Male

## SKILLS

\*Strong Technology Knowledge,  
\*Confident and efficient in working space, \*Fast Learner any environments, \*Customer Service Skills and Problem-Solving, \*Mingle to the client with efficient technology knowledge and patiently and actively listen carefully.

## INTERESTS

New Learning, Playing the guitar, Reading about Biography, Traveling, New Technologies

## LANGUAGE

\*ENGLISH

\*MYANMAR