

# THIN THIN SWE

## ADMINISTRATIVE EXECUTIVE



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 +959799350086(WhatsApp)  Yangon, Myanmar

### EDUCATION

- **Diploma in Business Management and Administration**
  - Aug 2020 - Dec 2020
  - Lincoln University College – Malaysia
- **Master in English Language,**
  - Jun 2010 - Mar 2012
  - Mandalay University - Myanmar

### PERSONAL INFO

Nationality: Myanmar  
Date of Birth: 21 April 1989  
Passport: MF73\*\*\*\*  
Marital Status: Single  
Expected Salary: SGD2500(Nego)  
Availability : Immediately

### EXPERTISE

#### Professional Skills

- ✓ Client handling
- ✓ Internal Relation Collaboration
- ✓ Planning Meeting Time Management
- ✓ Detailed oriented.
- ✓ Communication
- ✓ Organization
- ✓ Multi-tasking
- ✓ Customer Servicing
- ✓ Detailed oriented.
- ✓ Telephone etiquette.
- ✓ Problem solving

### CAREER OBJECTIVE

Highly organized and efficient Admin Executive with strong communication and problem-solving skills. Proven ability to effectively manage administrative tasks, multitask and prioritize work in preparation of quarterly reports, presentations and maintaining the utmost confidentiality. Dedicated and results-driven proactive of hands-on experience in 2 years of receptionist and guest service duties. Talented in attaining customer satisfaction and generating profit for the company and maintaining versatility in fast-paced and high-pressure work environments.

### WORK EXPERIENCE

#### Admin Executive

Feb 2020 – Jun 2023

#### (Intellectual Property)

#### Baker & McKenzie Limited

Junction City, Myanmar

#### Duties and Responsibilities,

- Facilitated internal and external emails, provided necessary information, and ensured client service and addressed clients inquiries via phone calls.
- Handled registration of trademarks' applications, renewals, and investigation of counterfeit products.
- Joined to site visits in examination of counterfeit products for infringements matters.
- Searched and compiled updated information for trademarks, copyright, and industrial design news.
- Organized clients' data and information manually and electronically with a high level of confidentiality and integrity.
- Prepared billings, invoices and draft service agreements between the firm and the clients.
- Assisted in preparation of presentations, quarterly reports, and news article of the firm.
- Arranged appointments, plans and organized meetings, and travel arrangements of Legal Manager and senior team members.
- Controlled data management systems like iManage and company's data management account.
- Carried out administrative duties such as filing, typing, copying, and scanning, courier matters.
- Developed and implemented efficient administrative procedures resulting in an increased in productivity.

## **Technical Skills**

- ✓ Outlook applications
- ✓ Vault software of mails organization
- ✓ iManage application
- ✓ Microsoft suites
- ✓ Adobe PDF
- ✓ G-suite Applications
- ✓ Google Calendar
- ✓ Microsoft Office

## **SCHOLARSHIP AWARD**

### **English Language Training for Officials (ELTO Intake 42)**

Jan 2012 – Jun 2012

Wellington University,  
New Zealand

## **LANGUAGES**

- ✓ English (Advanced)
- ✓ Chinese (Studying Chinese  
Proficiency Task HSK 2)
- ✓ Burmese (Native)

## **WORK EXPERIENCE (continued)**

### **RECEPTIONIST Cum ADMIN**

Jan 2018 – Jan 2020

**Cast Consulting Myanmar Co., Ltd.**

Sule Square, Myanmar

#### **Duties and Responsibilities,**

- Handled inbound/outbound calls, greeting visitors, tracked delivery and courier information with providence of excellent guest service.
- Arranged access cards for guests and customers in cooperate with center manager.
- Made appointments, travel arrangements and booked meeting rooms.
- Prepared documentation of quotation, invoice of office rental.
- Managed office supplies, stationaries and clean and tidiness of the front desk areas.
- Cooperated in safety trainings like fire alarm and earthquakes, assisted other duties assigned by supervisors and handled day-to-day office operations.

## **EARLY CAREER PROGRESSION**

### **JUNIOR STAFF OFFICER**

Jun 2013 – Jun 2017

**Parliament Office**

Nay Pyi Taw, Myanmar

#### **Duties and Responsibilities**

- Prepared and reported incoming and outgoing emails and DHL letters from internal governmental offices and NGOs, INGOs, ASEAN, Inter-Parliamentary Union and other organizations.
- Assisted Members of Parliament in preparation of committee matters.
- Participated as note-taker for the Social Matters Committee in the 37th AIPA General Meeting hosted by Myanmar.

## **SUMMARY**

Looking for a challenging role in a reputed company to provide my obtained skills and 7 years of experiences in administrative and receptionist support under international companies. I am confident to work flexibly in a dynamic team in any time and circumstances as well as, contribute to the company's growth by enhancing knowledge and exploring new technologies.

I hereby declare that all the above information is true and valid.

Sincerely,

**Ms. Thin Thin Swe**

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