

## Candidate 4

### CONTACT



### PERSONAL INFO

DOB

Nationality

Marital Status

Salary

Availability

### HARD SKILLS

- Document Management
- Financial Record Keeping
- Scheduling Calendar Management
- Office Software Proficiency
- Data Entry Database Management
- Basic IT Troubleshooting
- Procurement & Supply Management

### OBJECTIVE

As an administrative profession with a decade of experience in office administration, operations management, executive assisting, and communications within various business sectors, I aim to leverage my comprehensive skill set to enhance administrative efficiency and support strategic goals within a forward-thinking organization. My objective is to contribute my expertise in streamlining operations, fostering team collaboration, and facilitating effective communication to drive organizational success.

### ACADEMIC HISTORY

- Bachelor of Arts in Computer Science
- Bachelor of Arts in English
- Post Graduate Diploma in Computer Science studies
- Certificate in Business Management
- MBA studies (ongoing)

### WORK EXPERIENCE

#### *Blink Company Limited (From 2021 to Present)*

##### **1. Office Manager** **Oct 2023 – June 2024**

- Oversee daily office operations and administrative staff.
- Develop and implement office policies and procedures.
- Manage office budget and procurement of supplies.
- Coordinate office space, equipment, and maintenance.
- Ensure efficient workflow and office organization.
- Handle HR tasks, including onboarding and staff liaison.

##### **2. Executive Assistant** **Dec 2021 - Sept 2023**

- Manage and coordinate schedules for multiple executives.
- Translate complex issues into actionable plans.
- Ensure precision in calendar management.
- Lead logistics for internal and external meetings.
- Resolve inquiries and complete tasks promptly.
- Facilitate executive communications and collaborations.

## PERSONAL STRENGTHS

- Effective Communication
- Organizational Skills
- Time Management Skills
- Multitasking Ability
- Problem-Solving Skills
- Attention to Detail
- Adaptability Flexibility
- Team Collaboration

## LANGUAGES

- English B2
- Burmese Native

## CAREER STATEMENT

With a decade of experience in administrative and operational roles across various sectors, I offer a comprehensive skill set in office management, executive support, and team leadership to the admin role.

Eager to contribute to an innovative organization, I aim to apply my expertise to enhance productivity and support business growth, while also focusing on my professional development.

I affirm that the provided information is accurate and comprehensive to the best of my knowledge.

## WORK EXPERIENCE

### *Sedona Hotel Yangon (From 2018 to 2021)*

#### **1. Assist Marketing Communications Manager** **Oct 2019 - Jan 2021**

- Support the execution of F&B publicity programs and marketing strategies.
- Distribute new clippings and articles to department heads and committees.
- Coordinate photo shoots for press releases and marketing materials.
- Maintain media database and manage media gifts for events.
- Execute bi-weekly seeding of press materials to promote F&B offerings.
- Develop barter agreements and manage social media promotions.

#### **2. Executive Assistant to GM** **Apr 2018 - Oct 2019**

- Offer administrative and secretarial support to the General Manager.
- Manage scheduling, appointments, meetings, and travel arrangements.
- Support District personnel with meeting preparations and logistics.
- Assist with the documentation and completion of Board agenda items.
- Communicate updates on policies and procedures to District personnel.
- Manage and secure confidential documents.

### *Kelvin Chia Company Limited*

*Myanmar*

#### **Administrative Executive**

**Dec 2015 – Feb 2018**

- Oversee daily office operations and maintain records.
- Manage inventory of stationery and office supplies.
- Keep up-to-date records for all employees and their families.
- Organize travel plans and maintain related documentation.
- Recruit and train administrative staff to ensure office efficiency.
- Coordinate office events and manage workplace safety and maintenance.

### *Myanmar Marketing Research and Development Company Limited*

#### **Cooperate Executive to MD**

**Dec 2014 – Nov 2015**

- Provide comprehensive administrative and secretarial support to MD.
- Optimize the MD's schedule and prepare meeting agendas.
- Organize meetings, record minutes, and distribute them efficiently.
- Manage confidential documents with discretion.
- Arrange travel for the MD and family.
- Coordinate activities for committees and task forces.

## References

- Mr. Mok Kok Meng, Vice President Operations & General Manager
- Ms. May Nwe Win, Assistant Director of Marketing Communication
- Mr. Erik Oo, Managing Director