



KHIN THIRI MYAT

3rd-year BBA student at Rangsit University with hands-on experience in administrative operations, student counseling, and team coordination. Skilled in documentation processing, data entry, and record management, with a strong ability to liaise across teams to resolve issues. Proficient in Microsoft Office, detail-oriented, and eager to contribute to HR functions including onboarding, performance support, and E-System updates.

PERSONAL

- Name**
Khin Thiri Myat
- Address**
Near Rangsit University, Thailand
12000 Pathum Thani
- Phone number**
(+66) 958-823-298
- Email**
carolharmony442@gmail.com
- LinkedIn**
<https://www.linkedin.com/in/khin-thiri-myat-73b53923a/>

LANGUAGES

- Burmese ★★★★★
- English ★★★★★
- Thai ★★



PROFESSIONAL EXPERIENCE

- Oct 2024 - Present**
Administration Officer
[Students' Center for Opportunities and Professional Education, Online](#)
 - Processed and organized meeting schedules, attendance records, and academic documentation with **100% on-time completion**.
 - Monitored online classes and provided prompt technical support, reducing downtime by **20%**.
 - Managed social media channels, improving engagement rates by **15% within 3 months**.
- Aug 2024 - Present**
Financial Officer
[RIC Music Club, Pathum Thani](#)
 - Managed club finances, including budgeting and expense tracking, maintaining 100% financial accuracy.
 - Prepared financial reports for executive committee review and secured funding for club activities.
- Aug 2023 - Present**
Teacher / Facilitator
[The Language Corner, Online](#)
 - Designed and delivered weekly English-speaking club sessions for junior learners aged 7–13.
 - Increased student speaking confidence by 30% through interactive and game-based learning activities.
- Aug 2024 - Present**
President of Internal Affairs
[RIC Culture Club, Pathum Thani](#)
 - Led internal operations for a 50+ member student club, ensuring smooth coordination between executive teams and members.
 - Designed and implemented operational plans that increased event participation by 25%.
 - Acted as liaison between members and leadership, resolving concerns within 48 hours on average.
- Jun 2023 - Present**
Head Team Leader
[Rangsit University International College Language Center, Pathum Thani](#)
 - Supervised and mentored 10+ Thai and international students in English-speaking programs.
 - Created interactive English-speaking teaching slides, improving participation rates by 25%.
 - Coordinated schedules and delegated tasks, ensuring 100% timely completion of program activities.
- Jan 2024 - Present**
Student Counselor
[SKYRISE Corner Education Agency, Thailand \(Remote\)](#)
 - Counseled over 30+ Burmese students annually on university choices, scholarships, and admission processes.
 - Reviewed and provided feedback on scholarship essays, resulting in a 40% higher acceptance rate for applicants.

Feb 2024 - Jul 2024	Content Writer SaMap Team, Online based <ul style="list-style-type: none"> Created business-focused articles and graphics, generating a 20% increase in reader engagement. Developed and scheduled social media posts, growing the platform's reach by 15% in 3 months.
Sep 2023	Usher (Part-Time) MICE and Corporate Travel Event IT&CM Asia and CTW APAC, Bangkok <ul style="list-style-type: none"> Provided front-line guest assistance for a 3-day international conference with over 500 attendees. Guided participants to sessions, answered event-related queries, and ensured a positive guest experience.
Jun 2017	Event Assistant Phaung Daw Oo Monastic Education High School, Myanmar <ul style="list-style-type: none"> Assisted in planning and executing the high school graduation ceremony for 200+ attendees. Managed paperwork, scheduling, and on-site logistics to ensure the event ran smoothly.
2017 - Dec 2022	Sales & Marketing Assistant Family Medical Store, Myanmar <ul style="list-style-type: none"> Managed sales transactions and customer service for a busy family-run pharmacy. Developed marketing strategies that increased monthly revenue by 15%. Built relationships with repeat customers, increasing retention rates by 20%.



EDUCATION

Jan 2023 - Present	Bachelor of Business Administration (BBA) Rangsit University International College, Pathum Thani, Thailand <ul style="list-style-type: none"> Specializing in International Business Active in leadership roles: President of Internal Affairs (Culture Club), Financial Officer (Music Club), General Secretary (Table Tennis Club). Expected Graduation: December, 2026
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KEY SKILLS

Documentation Processing & Record Management	★★★★★
E-System & Data Entry	★★★★★
Microsoft Office Suite (Word, Excel, PowerPoint)	★★★★★
Communication & Team Collaboration	★★★★★
Event Coordination & Scheduling	★★★★★
Attention to Detail	★★★★★
Customer Service & Student Support	★★★★★
Cross-Cultural Communication	★★★★★
Administrative support	★★★★★



COURSES & CERTIFICATIONS

- 2025 - Jul 2025

Canvas Credentials (Badgr) logo English for Business and Entrepreneurship MOOC
[MOOC](#)

 - Completed a U.S. Department of State-sponsored program designed for non-native English speakers to develop business English and entrepreneurship skills.
 - Covered opportunity identification, market research, business model development, business planning, and investor pitching through case studies, readings, and video lectures.
- 2020 - 2021

Business Computing
[iNet College](#)

 - Learned practical skills in Microsoft Office Suite (Word, Excel, PowerPoint), database basics, and presentation tools. Applied these skills to create reports, manage data, and support administrative tasks.
- Aug 2025

Google Digital Marketing & E-commerce Professional Certificate
[Coursera](#)

 - Gained hands-on skills in SEO, social media management, content creation, and e-commerce strategy.
 - Applied data-driven marketing and customer engagement techniques through real-world projects.



AWARDS & ACHIEVEMENTS

- Presented research** at RSU International Research Conference 2025 (RSUCON) on *The Role of Machine Learning in Personalizing Media Streaming Platforms*.
- Placed 4th** in the IB Hackathon among 20+ teams, presenting a marketing project that improved customer engagement strategy.
- Achieved Silver Medal** at the Global Natural History Day 2017 Finals in Chongqing, China, showcasing research and presentation skills.
- Received Good Citizen Award** for community service and leadership at PDO Monastic Education School.
- Secured 2nd Place** in a school debate competition, demonstrating persuasive communication and critical thinking.
- Completed Business Computing Course** at iNet College, gaining proficiency in Microsoft Office and database management.
- Awarded Certificate of Honor** by PDO Monastic Education School for academic excellence.
- Certified in Leadership and Disruption** Online Course, applying innovation and change management strategies to student leadership roles.
- Participated** in SEASAC sales competition 2025



PUBLICATIONS & RESEARCH

The Role of Machine Learning in Personalizing Media Streaming Platforms: Insights from Rangsit University Students. Presented at the RSU International Research Conference (RSUCON), Apr 2025.



REFERENCES

- SKYRISE CORNER
Education Agency

Ms. Kay Thwe San
[06-2670-6977](tel:06-2670-6977)
kaythwesan123@gmail.com

- Rangsit University **Prinda Setabundhu (Aj.Pap), Associate Dean for Student Affairs**
prindaset@gmail.com
- Rangsit University **Amporn Puapradit, Associate Dean for Academic and International Affairs**
amporn.p@rsu.ac.th