




Min Thway Khine

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 +66 379 00 644

 minthway.pyae2@gmail.com



SOCIAL MEDIA

 <http://linkedin.com/in/min-thway-khine90/>

PROFILE

Experienced **IT consultant** with **8 years** of success providing **freelance** IT solutions, including approximately **2 years** of Co-operation leading organizational technology strategy. Adept and knowledgeable at installing and maintaining hardware, software. Trains and oversees dedicated tech team to provide maintenance, troubleshooting and IT support. In another position, **Business Operation Manager** with around **3years** experienced in supporting busy racing Government Electricity Tender. Monitors projects by adhering to production schedule and budget, managing production team, identifying problems and providing targeted solutions.

EDUCATION

06/2019 - 07/2020	BSc(Hons) Business Information Technology University of Greenwich, UK
01/2015 - 03/2019	Level 5 Diploma in Computing NCC Education, UK
2018	Cisco Certified Network Associate BIM Training Center

EXPERIENCE

01/2016 - 03/2024	Freelance IT Solution Service Personal Enterprise <ul style="list-style-type: none">● Proficient in repairing and replacing computer components including RAM, Hard Disk, and internal parts.● Knowledgeable in installing and configuring operating systems (Windows, macOS, iOS) and software applications.● Excellent customer service and communication skills, with a focus on client satisfaction.● Ability to work independently and efficiently manage workload.
05/2023 - 04/2024	IT Project Supervisor BleuPay <ul style="list-style-type: none">● Handled interactions with external collaborative organizations, gathered data, conducted meetings with team members, and provided reports to the Project Manager.● Collaborated with cross-functional teams to identify technology needs and implemented appropriate solutions for improved workflow efficiency.● Created long-range IT plan to support projected growth and requirements for added capacity.● Identified computer hardware and software issues, performing troubleshooting techniques for remediation.

11/2022 - 04/2023	Data Entry Officer CHUBB Insurance <ul style="list-style-type: none">• Manual data input from paper-based sources into the electronic system.• Check and report to senior associates all the information on the system is accurate and up-to-date.• Physical data can be systematically organized and examined for any inconsistencies within the system, ensuring alignment with digital data• Worked closely with IT teams to plan, develop and maintain technical strategies aligned for software.
03/2018 - 02/2021	Business Operation Manager Myanmar Golden Opportunity Co., Ltd. <ul style="list-style-type: none">• Managed day-to-day business operations and public relations.• Standardized employee training, improved worker knowledge and increased customer satisfaction.• Drove year-over-year business growth while leading operations, strategic vision and long-range planning.• Developed strong relationships with vendors, resulting in better pricing and improved service quality.
07/2017 - 02/2018	IT Technician AnyMart Co., Ltd. <ul style="list-style-type: none">• Configured hardware, devices and software to set up workstations for employees.• Set up hardware and software in optimal configurations to meet network performance requirements.• Investigate and correct problems with printers, copiers and other peripheral devices.• Help backend developer to troubleshoot and test software and debugged to clean up code and improve efficiency.

INTEREST

- ✓ Learning a new skill
- ✓ Maintain and Developing IT devices
- ✓ Leadership and Management skills

LANGUAGES

- Burmese - Native
- English - Intermediate

SKILLS

- ✓ Self-motivated, with a strong sense of personal responsibility
- ✓ Problem-Solving and Analysis
- ✓ Good Time Management

OTHER EXPERIENCE

- Volunteer Photo Festival in Institute Français 2018
- Volunteer in Yangon International Gems & Jewellery Fair 2018