

# Min Thway Khine



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## SOCIAL MEDIA



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

## EXPERIENCE

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

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

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