

TUAL KHAN MUAN

@Andrew

HR/Admin Manager



Contact

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My Website

<https://tualkhanmuan.com>

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Education

- Diploma in **Business Management** (ATBC International College) (2024)
- Diploma in **Project Management** (Legacy International College) (2024)
- Dagon University
[B.A in \(Geography\)](#)
(2012~15)
Qualified for Master's Degree

Key Skills

- Office Management
- Project Management
- Budget Planning
- Communication
- Problem-Solving
- Technical Troubleshooter

Objective

"Seasoned Office Manager adept at streamlining workflows and improving operational efficiency through technology integration. Proficient in industry-standard software such as Microsoft Office 365, Google Workspace, and office management tools. Skilled in meticulous record-keeping and providing top-tier administrative support, cultivating productivity in dynamic work environments."

Experience

July 2016 ~ April 2020

HR/Admin Assistant Manager • Daewoo Amara Co., Ltd.

April 2020 ~ Dec 2023 (promoted)

HR/Admin Deputy Manager • POSCO INTERNATIONAL Amara Co., Ltd.

Dec 2023 ~ present (promoted)

HR/Admin Manager • POSCO INTERNATIONAL Amara Co., Ltd.

Key Responsibilities:

- Oversight of Company Mail and Digital Platforms: Manage and maintain company domain email addresses, data editing, restoration, migration, and user administration, and oversee the company's Facebook page and website.
- Confidential Documents: Meticulously prepare and maintain sensitive documents such as BOD, AGM, and EGM materials, ensuring compliance. I managed updates to the company directors list for DICA and assisted in business report preparation with attention to detail.
- Design and Printing Coordination: Design, edit, and oversee the production of staff cards, business cards, company letterhead, and report forms.
- Office Equipment Maintenance: Supervise maintenance, repair, and procurement of office equipment including printers, laptops, shredders, computer monitors, etc.
- Vehicle Fleet Management: manage office vehicle maintenance, daily operations, fuel management, consumption tracking, and record-keeping.

Other Qualifications

- Certificate in Cisco Certified Networking Associate (CCNA) by [Cisco Networking Academy](#)
- Professional Diploma in [Information Technology](#) by MIBA University
- Professional Diploma in [Cyber Security & Ethical Hacking](#) by MIBA University
- Web Development (HTML, CSS, JavaScript) ([Certificates by Codecademy and FreeCodeCademy](#))

Language Proficiency

- C1 Advanced English Proficiency - 2022 ([C1 level Certificate by DynEd, American Language Learning Center](#))
- IELTS General English Test - 2016 ([Certificate of General IELTS Test](#))
- C1 Advanced English Proficiency - 2022 ([Certificate by British Council English Learning Website](#))

- Document Preparation and Management: Prepare and manage various documents including expatriates' stay permits, visas, company registrations and licenses, vehicle licenses, Hotel license, Liquor license, Diesel license, Signage license, and import/export documents and licenses.

- Travel Arrangements: Organize business visas, invitation letters, travel logistics, and hotel and flight bookings.

- Financial Administration: Process payments and claims for social security fees, transportation allowances, personal income taxes, and other financial matters.

- Budgeting and Expense Management: Develop and maintain HR/Administration budgets, invoices, and expense records.

- Banking Transactions: Handle banking transactions for tax payments and other related HR/Admin financial processes.

- HR Support: Assist in HR policy implementation, recruitment support, interview scheduling, candidate database maintenance, and paperwork management.

- Office Supplies and Inventory Management: Coordinate equipment repairs, maintain inventory, place orders, and manage monthly supply purchases and employee benefits.

Communication

"Implemented innovative procedures and cutting-edge technologies to enhance efficiency and optimize workflow within the office. Successfully streamlined operations through effective communication of new protocols and technology integrations to staff members, ensuring smooth transitions and maximum productivity. Consistently fostered an environment of open communication, collaboration, and information sharing to promote team cohesion and drive organizational success."

Leadership

"As Office Manager, I provided strategic leadership, fostering teamwork and accountability to ensure smooth administrative operations and boost productivity."

References

Available upon request.