



SHWE WINT WAR PHOO

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Nationality : Myanmar

PORFOLIO SUMMARY

Motivated and adaptable professional with a strong background in HR, business operations, education, media, and youth leadership. Currently serving as an HR Specialist at the Islamic Institute of Burma (IIB), with over three years of experience in customer service, communication, and digital content creation. Skilled in managing online platforms, handling customer relations, and promoting brand engagement through marketing and social media strategies. Experienced in teaching English to international students and delivering engaging, personalized lessons. Actively involved in leadership and advocacy roles, including Ambassador of the Youth Global Network and AIU Campus TV Ambassador, as well as serving as Secretary and Assistant Secretary in academic and nonprofit settings. Passionate

about Business, Law, Research Writing, and Performing Arts, with proven strengths in teamwork, public speaking, problem-solving, and balancing both creative and analytical tasks. Committed to continuous learning and contributing meaningfully to dynamic and impact-driven environments.

EDUCATION BACKGROUND

Completed Matriculation Exam with 3 distinctions (Total Score: 461)

Associative Degree in Business Administration at University of People

Currently studying for a bachelor's degree at Albukhary International University, Malaysia

Studied English at Youth Career Institute (YCI)

Studied ICT for Education

Studied Cabin Crew Training at Myanmar Flight Attendant School

Aptis Test (Upper Intermediate)

CEFR Certificated of British Council Myanmar

EXPERIENCES

Currently working as an HR Specialist at the Islamic Institute of Burma (IIB), I bring diverse experience across business operations, customer service, education, media, and event hosting. I previously managed online retail platforms, where I handled customer support, complaint resolution, sales coordination, social media management, and content creation, ensuring high satisfaction and boosting brand engagement. My strong marketing sense and content writing skills enabled me to craft persuasive product descriptions and communicate effectively with a broad audience. In the education field, I have taught English to international school students, designing personalized lessons and building strong connections through clear and engaging instruction. I have also served as a Master of Ceremonies,

presenter, and moderator at various events, which enhanced my public speaking and audience engagement skills. Additionally, I held administrative roles as Secretary of the Center of Foundation and General Studies and Assistant Secretary at Women Transforming Myanmar (WTM), further developing my leadership, coordination, and communication abilities. Moreover, I actively contribute as an Ambassador of the Youth Global Network, promoting youth engagement and global cooperation, and as an AIU Campus TV Ambassador, where I support student media initiatives and help amplify student voices through creative content and campus coverage. These experiences reflect my adaptability, professionalism, and strong interpersonal skills in both independent and collaborative environments.

Programs, Projects and Awards

- ASEAN Mobility Program – Selected participant representing youth in regional academic and cultural exchange
- ASEAN Youth Camp – Engaged in cross-cultural collaboration and leadership training with peers across ASEAN countries
- AIU Campus Ambassador – Served as a student representative promoting international education and student engagement
- Youth Innovation Challenge – Participated in a competitive program focused on problem-solving and social innovation
- Impact Hub Scholarship Recipient – Awarded for commitment to leadership and community development
- Project Hope for Rohingya Refugee Children – Volunteered as an English teacher to support marginalized youth
- Drama Performer – Acted in university drama productions, contributing to team creativity and stage performance
- Second Prize – Impromptu Talk (International Drug Abuse Day) – Recognized for public speaking excellence in international event
- Second Prize – Impromptu Talk (Human Trafficking) – Awarded for strong communication and awareness-raising on global issues
- Multiple Literature Competition Recognitions – Achieved placements in creative and analytical writing contest

- Dean's List Honoree – Consistently recognized for academic excellence and high GPA performance at university

SKILLS

Professional & Business Skills

- Customer service & complaint resolution
- Online business operations & sales coordination
- Content writing & persuasive product description
- Social media management & branding
- Time management & multitasking in fast-paced settings
- Independent decision-making & problem-solving

Communication & Public Speaking

- Clear and confident verbal communication
- Public speaking, event hosting, and live moderation
- Presentation and storytelling skills
- Experience as MC, presenter, and moderator at events

Education & Academic

- English teaching (grammar, conversation, reading & writing)
- Lesson planning based on international curricula
- Academic research, leadership, and project coordination
- APA referencing and structured academic writing

Leadership & Team Collaboration

- Secretary, Center for Foundation and General Studies
- Assistant Secretary, Women Transforming Myanmar (WTM)
- Team leadership in academic, youth, and innovation programs
- Cross-cultural collaboration through ASEAN and youth camps

Creative & Analytical

- Drama performance and script interpretation

- Literature analysis and competition writing
- Innovation and problem-solving in youth challenges

LANGUAGES

BURMESE – NATIVE

ENGLISH – FLUENT