

Dear Sir or Madam,

I am writing to express my enthusiasm for the Graphic Designer position at Gems Trading Industry, as advertised on VAC job search. With over two years of hands-on experience in Adobe Photoshop and Illustrator, along with a solid background in various roles that have honed my technical and creative skills, I am confident in my ability to contribute effectively to your team. Although I am new to Motion Graphics, I am currently dedicating myself to learning this skill to further expand my design capabilities.

In my current role at Mateswe Sis (True Partner) Photography & Printing Service, I have been responsible for overseeing daily operations and leading the design and production of various visual materials. My experience in Adobe Photoshop has allowed me to deliver high-quality photo editing and restoration services, while my proficiency in Adobe Illustrator has enabled me to create compelling graphics for both print and digital mediums.

Additionally, my experience as a Data Assistant at the National Health Laboratory has strengthened my attention to detail and proficiency in Microsoft Office, particularly in Excel and Word. These skills have proven invaluable in managing data, preparing reports, and maintaining organized records—abilities that I believe will complement my role as a Graphic Designer.

Furthermore, my time as an Insurance Advisor at Manulife and as a Sales Assistant at Myat Thazin Pharmacy has provided me with strong communication and customer service skills, which are essential in understanding client needs and delivering designs that exceed expectations.

While I do not yet have professional experience in Motion Graphics, I am actively learning through online courses and hands-on practice. I am excited about the opportunity to apply this new knowledge to projects at Gems Trading Industry and am confident that my strong foundation in design will enable me to quickly adapt and excel in this area.

Gems Trading Industry's reputation for innovation and quality aligns with my passion for creative design, and I am eager to contribute to your team's success. Thank you for considering my application. I look forward to the possibility of discussing how my diverse experiences and commitment to learning can be of value to your team. I am available at your convenience for an interview and can be reached at 09955909104 or thihaaung.data@gmail.com. Some of my designs can be seen on [Behance](#) or on my website under the "[My Design](#)" section.

Sincerely,

Thiha Aung

Thiha Aung

thihaaung.data@gmail.com

thihaaung2021.epziy.com

+959 955 909104

Willing to relocate: Anywhere

Professional Summary



Creative and detail-oriented professional with a strong foundation in graphic design, complemented by diverse experience in DTP, data entry, photography, customer service, sales, and insurance advising. Proficient in Adobe Photoshop, Illustrator, and Microsoft Office Suite, with a proven ability to create visually compelling designs while managing office operations and maintaining equipment. Recognized for delivering exceptional customer service and employing innovative problem-solving strategies. Intermediate proficiency in English, with strong leadership abilities and a collaborative approach to team projects. Dedicated to continuous learning, particularly in expanding motion graphics expertise.

Senior Computer Operator & Supervisor

Mateswe Sis (True Partner) Photography & Printing Service-Rangoon
March 2022 to Present

Responsibilities

- Supervise daily operations, including photocopying, document printing, and scanning services.
- Train and oversee staff in operating copiers, scanners, and other equipment.
- Assist customers with document printing from various devices and provide expert photo editing and restoration services.
- Maintain and manage office and photography equipment.
- Lead and motivate a team, delegating tasks and ensuring performance standards are met.
- Conduct regular training sessions for the team.
- Maintain accurate records of services and equipment maintenance, monitor inventory, and prepare performance reports.

Qualifications

- Experience in Desktop Publishing (DTP) involves using computer software to create visual documents and publications, such as brochures, flyers and posters.
- Proficient in Adobe Photoshop, Illustrator, InDesign and Microsoft offices software.
- Strong leadership and team management skills.
- Proficient in office equipment and photography tools.
- Excellent customer service and communication skills.

- Attention to detail and creative problem-solving abilities.

Data Assistant

National Health Laboratory-Rangoon

October 2022 to June 2023

Responsibilities

- Enter COVID-19 data accurately from paper-based forms into computer files using Access and Excel.
- Prepare daily reports on COVID-19 data using Word and Excel.
- Ensure timely entry of data from source documents.
- Update and maintain database systems with available data for reporting.
- Collaborate with team members to ensure efficient data management and database upkeep.

Qualifications

- Proficiency in Microsoft Office suite (Access, Excel, Word).
- Strong attention to detail and accuracy in data entry.
- Effective time management skills to meet daily data entry deadlines.
- Experience in database management and maintenance.
- Ability to work collaboratively in a team environment.
- Analytical skills for preparing and analyzing data reports.
- Organizational skills to manage multiple tasks and maintain organized records.

Insurance Advisor

Manulife-Rangoon

January 2022 to October 2022

- Advised clients on life insurance products.
- Maintained and developed client relationships.
- Assisted with preparing and submitting insurance applications.
- Achieved sales targets and contributed to company performance.
- Prepared presentations for the team manager.

Sale Assistant

Myat Thazin Pharmacy-Rangoon

May 2018 to January 2019

- Determining customer requirements and
- Advising customers on the selection, price and usage of medicines.
- Friendly and polite to customers .
- Advising customers on the correct application and storage of medicines.
- Selling goods such as FDA approved drugs, first aid supplies, toiletries and cosmetics.
- Promoting goods and services that are for sale.

Education

Bachelor of Arts (English - First Year Ongoing)

Dagon University - Rangoon

2022 to Present

Skills

- Adobe Photoshop (2 years)
- Microsoft Office (3 years)
- Adobe Illustrator
- Document Services Expertise: Proficient in managing photocopying, printing, DTP and scanning operations. (2 years)
- Technical Proficiency: Skilled in operating and maintaining office and photography equipment for easy tasks. (2 years)
- Customer Service : Effective in assisting customers and providing photo editing and restoration. (2 years)
- Attention to Detail
- Organizational Skills: Efficient in daily operations management
- Communication: Effective in interacting with customers and team members.
- Creative Problem-Solving: Capable of solving problems creatively and efficiently.

Languages

- English - Intermediate
- Burmese - Native

Certifications

BASIC ENGLISH 2: PRE-INTERMEDIATE King's college London

2022 to Present

KMD Computer Basic Certificate

2021 to Present

Microsoft Excel - Learn MS Excel For Data Analysis

2022 to Present

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| ၃။ သင်္ချာ | ၆။ ဇီဝဗေဒ |

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ဦးအောင်
ညွှန်ကြားရေးမှူးချုပ်(ကိုယ်စား)
မြန်မာနိုင်ငံစာစစ်ဦးစီးဌာန



Certificate no: UC-Ba8b4uY-819e-8859-e093-305287ed00ad
Certificate url: udemy/UC-Ba8b4uY-819e-8859-e093-305287ed00ad
Reference Number: 0004

CERTIFICATE OF COMPLETION

Microsoft Excel - Learn MS EXCEL For DATA Analysis

Instructors: **Yassin Marco**

Thiha Aung

Date: **Dec. 12, 2022**

Length: **5 total hours**



Certificate of Competence

This is to certify that

THIHA AUNG

12/DA GA YA(N)019263

has satisfactorily completed a course in Information Technology moderated by KMD Head Office (Yangon) and given by KMD - NORTH DAGON CENTRE 1 and has demonstrated competence in the practical use of the computer software listed below:

- Windows 10
- Microsoft Word
- Microsoft Excel
- Using Email & Internet
- Microsoft PowerPoint
- Adobe Page Maker 7.0

The student has had a minimum of 42 hours hands-on experience.

Bo Bo Lwin
Senior Director
Standards & Quality
31 May 2021
NDG1/BOP-00063/03 2021



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Manulife

Every day better

Manulife Business Academy

Proudly presented to

Thiha Aung

Certificate for

In House License Training

Full Time (May)

25 May 2022

Dr. Zin Wai Man
Principal



Dr. Aung Ye Htet
Vice Principal

**Training
Completion
Certificate**

