


# MHUE HAYMAN



 mhuehayman.niko@gmail.com

 +66 943940476

 3199/100, Sukhumvit  
101/2,  
Bangna, Bangkok 10260

## PROFILE

Motivated and adaptable professional with a Bachelor’s degree in International Relations and a Diploma in Business Management and Administration. Experienced in both educational and administrative roles, including working as an Assistant Teacher at a preschool and as a Student Service Officer, where I supported students and managed service operations. Skilled in communication, problem-solving, and multitasking, with a proven ability to thrive in diverse environments. Passionate about fostering positive relationships, delivering excellent service, and contributing to organizational success.

## SKILLS

### Hard skills

- Data Entry & Database Management
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Administrative & Clerical Support
- Document Preparation & Record Keeping

### Soft skills

- Communication & Interpersonal Skills
- Time Management & Organization
- Attention to Detail & Accuracy
- Customer Service & Student Support
- Problem-Solving & Critical Thinking
- Multitasking in Fast-Paced Environments

## EXPERIENCES

### Edulink Myanmar (Student Service Offer)

- Managed the enrollment process by accurately entering and updating student data.
- Facilitated communication between departments to ensure smooth workflow
- Addressed and resolved customer issues and complaints in a timely and a professional manner.
- Assisted team members in specialized tasks, ensuring departmental support
- Organized and coordinated placement tests at the center, ensuring effective administration.

### NELC SCHOOL (ASSISTANT TEACHER)

- Provided care and attention to children, ensuring their safety and well being.
- Communicated with parents regarding the child's progress and concerns.
- Taught English and Myanmar language skills to students, supporting their development.
- Printed and distributed students' name cards for easy identification.
- Organized and led weekly activities, promoting student engagement and learning.

## EDUCATION

### Bachelor of Arts in International Relations

Dagon University , Myanmar

### Professional Diploma in Business Management & Administration

WEBS University