

Min Thway

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Objective

To obtain a challenging position in International Technology and Programming within a dynamic and innovative organization. I aim to apply my technical and analytical skills while continuously improving my career. I am committed to becoming a leader in my field and using my expertise to create positive change within the company. I also aim to develop my skills and build meaningful professional connections in the industry. As an developer, I would like to introduce my portfolio website

Experience

**Document Support,
Kings International School,**

2025-Present

Job Purpose

In addition to the roles and responsibilities of the Document Support will:

- Handle daily document tasks for academic and office departments across all campuses.
- Monitor and manage document requests from various departments.
- Manage inventory and stock control and coordinate with the Admin and Management departments
- Assist in cost tracking for all campus

Additional JD

- Support end-users with laptop (software and hardware) and website issues
- Provide technical support during school events

Responsibilities of the Data Entry:

- Analyze the data of employee from all campus
- Clear and sort the data
- Upload the data into the Software system

**Purchasing Data Controller,
Myanmar pharmaceutical industrial enterprise (MPIE)**

2024-2025

- Verify whether the required authorized funds are included for the items to be purchased.
- Conduct price verification for companies or individuals that meet the required standards.
- Select suppliers offering the lowest verified price.
- Perform quality inspection and acceptance of products awarded by the factory.
- Submit Purchase Completion and Business Completion reports.

- Managed 4 operational areas.
- Supervised 21 employees
- Reported morning area opening updates to the management team.
- Assigned daily tasks and job duties to employees.
- Checked and managed operational areas and shared updates with relevant teams.
- Monitored performance and motivated teams to meet target success rates.
- Followed up with customers and shippers to reduce failed deliveries and resolve customer complaints.

Education

Third Year (History)**2024-Present**

CERTIFICATES

- Microsoft 365 Co-Pilot & Internet
- Adobe Photoshop, Illustrator
- Digital Marketing by Google
- Generative AI

Skills & abilities

- HTML, CSS, JavaScript, Node.js, Git and GitHub and also Tailwind CSS
- Flexible with Odoo System and other
- Problem solving
- Communication
- Positive and creative thinking