

Min Thway

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[Date]

Dear Hiring Manager,

I am writing to express my interest in the position at your organization. With experience in IT support, operations assistance, and data management—along with strong technical skills in web technologies and digital systems—I am confident in my ability to contribute effectively to your team.

In my current role as a IT Support at Kings International School, I handle daily documentation tasks across multiple campuses, manage inventory and cost tracking, and support end-users with both hardware and software issues. My experience has strengthened my organizational skills, attention to detail, and ability to work collaboratively with different departments.

Previously, as a Purchasing Data Controller at the Myanmar Pharmaceutical Industrial Enterprise (MPIE), I verified pricing, inspected product quality, and ensured smooth procurement processes. This role enhanced my analytical abilities and my commitment to accuracy and compliance.

During my time as an Operation Assistant at Ninjavan Myanmar, I managed multiple operational areas, supervised a team of 21 employees, and maintained daily reports for management. I played a key role in improving delivery success rates by coordinating with customers and shippers and resolving operational challenges efficiently.

In addition to my work experience, I have strong technical skills in React, TypeScript, Node.js, Git, GitHub, and Tailwind CSS, and I am experienced with the Odoo system. I also hold certificates in Microsoft 365 Co-Pilot, Adobe Photoshop & Illustrator, Digital Marketing, and Linux, which further enhance my versatility.

I am confident that my technical expertise, problem-solving mindset, and dedication to continuous learning make me a strong candidate. I am excited about the opportunity to contribute to your organization and grow professionally within a dynamic team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills align with your needs.

Sincerely,

Min Thway

# Min Thway

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## **Objective**

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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 a developer, I would like to introduce my portfolio website <https://webpofo.onrender.com>

## **Experience**

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**IT 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 requests from various departments.
- Manage inventory and stock control and coordinate with the Admin and Management departments
- Assist in cost tracking for all campus
- 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**

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**Third Year (History)****2023-Present**

## **CERTIFICATES**

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

## **Skills & abilities**

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

