



Mya Thu Zar Maung

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DATE / PLACE OF BIRTH 05.12.1996 / Myanmar

DRIVING LICENSE Myanmar Driving License

01 ABOUT ME

I am a dynamic administrative staff and Skilled Network Engineer ready to bring my energy and expertise to your team. With a proven track record in administration, coupled with technical proficiency in network engineering, I possess a unique blend of skills that can drive success in a variety of projects. My eagerness to contribute and collaborate makes me an ideal candidate who is prepared to tackle challenges and deliver results.

02 LANGUAGES

myanmar



English



03 EDUCATION

Dec 2019
Singapore

University of Teesside(UK)
Bachelor of Science in Information Technology

Jan 2018
Singapore

Management Development Institute of Singapore, Tashkent
Advanced Diploma in Information Technology

Mar 2017
Singapore

Management Development Institute of Singapore, Tashkent
Diploma in Information Technology

04 CERTIFICATIONS

Dec 2022

Certificate of Employment Intermediaries (Basic) at NTUC Learning Hub, Singapore

Mar 2024

Cisco Certified Network Associate (CCNA) at Certified by Cisco

05 EMPLOYMENT HISTORY

Mar 2021 — Sep 2022

Yangon, Myanmar

Admin at Star & Moon Agency

06 SKILLS

Network Protocols

● ● ● ● ●

Subnetting and IP addressing

● ● ● ● ●

Network Configuration

● ● ● ● ●

Troubleshooting

● ● ● ● ●

Network Security

● ● ● ● ●

Microsoft Office (Word, PowerPoint)

● ● ● ● ●

Culinary Skills

● ● ● ● ●

Customer Service

● ● ● ● ●

Communication

● ● ● ● ●

Time Management

● ● ● ● ●

Problem Solving

● ● ● ● ●

Basic marketing

● ● ● ● ●

07 NETWORKING WORKS

Cisco

Designed and implemented a small-scale network using Cisco routers and switches

Configured VLANs, DHCP, and implemented basic security measures.

Documented network topology and configuration details.

Hands-On Labs

Practical exercises using Cisco routers and switches to configure network devices, set up VLANs, implement routing protocols, and troubleshoot network issues

Utilization of network simulation tools like Packet Tracer or physical lab equipment to reinforce concepts learned in lectures.

08 ADMINISTRATIVE EXPERIENCE

Admin

Managed office operations including scheduling appointments, coordinating meetings, and handling correspondence.

Assisted in the recruitment process by screening resumes, scheduling interviews, and conducting initial candidate assessments.

Maintained accurate client records and provided administrative support to sales team, prepared sales reports, and handled customer inquiries.