

EI SHWE SIN

CONTACT



London



078591136469



eing174@gmail.com

CORE QUALIFICATIONS

- Communication skill
- Information Technology
- Ms OFFICE
- Team Player
- Problem Solving
- HTML 5
- Training & Coaching
- Shift work experience

INTERESTS

Learning New Technologies and
Innovative Designs , Sports , Travelling.
Volunteering

Enthusiastic team player and fast learner, eager to learn new processes and techniques to enhance individual skills and team productivity. Organised administrative professional with hands-on experience supporting business areas such as accounting, database management and human resources. Collaborative team player with strong communication, decision-making and time management abilities. Proactive Administrator with expert IT and data management abilities. Skilled in multitasking and prioritisation to manage high-volume workloads. Supports process improvements for enhanced business operations and performance. Detail-driven with experience managing admin services for busy, demanding departments. Organised and efficient for timely task completion. Adapts well to independent and team working.

EXPERIENCE

February 2023 - Current

Administrator Kumar Strategic Business Consultant, London, Acton

- Payroll RTI Submission
- HMRC communication for PAYE, VAT etc
- Bank reconciliation
- Scheduled appointments and maintained master calendar.
- Assist in Bookkeeping
- Administered physical and digital filing systems, keeping records well-organised and easily retrievable for team members.
- Controlled electronic customer records, encompassing data entry and administrative functions related to billing and Accounts Receivable (AR) using QuickBooks software.
- Collaborated closely with other managers to smooth and improve office operations.
- Managed client and HMRC communications by answering phones and corresponding through email.

July 2019 - February 2023

Admin / PA Premier Products Online UK, London

- Inventory Management
- Monitored sales inventory and supplies, promptly ordering low stock items for all the selling channels.
- Efficiently responded to Manager requests, dealing with matters in a timely and professional fashion.
- Acted as Manager's point of contact by answering phone calls and corresponding to emails from both suppliers & customers.
- Managing Ecommerce online portal i.e Amazon , ebay etc.
- Day to day communication with third party logistic team for warehouse process.
- Supported other office workers to meet deadlines and follow internal procedures.
- Carried out ad-hoc documentation, communication and administrative functions.

October 2018 - June 2019

Admin and Receptionist DR. SU SU Thwe

- Managing patients records and arranging appointment for nurses and doctors.
- Document Filing and Updating
- Data Entry
- Welcomed patients in friendly, positive manner.
- Directed clerical tasks, including copying, faxing and file management.

January 2017 - June 2019

Team Leader *Gail's Bakery*, London

- Handling cash flow and shift Planning
- Assisting the Management in revenue making
- Fulfilling the Customer Needs
- Served as customer service team lead, enforcing company policies, answering co-workers' questions and training new staff.
- Resolved complex customer enquiries, disputes and complaints.
- Oversaw stock control to maintain sufficient inventory levels and minimise waste.
- Delivered quality service with friendly and professional demeanour.

EDUCATION

Nov 2018

Bachelor of Science Information Systems and Management
Birkbeck University Of London, London

Nov 2009

Diploma Management Studies
London College of Management, London

Mar 2007

Bachelor of Computer Science (BCSc)
University of Computer Studies, UCSY, ., Myanmar

Jan 2012

Myanmar ICT Yangon Certificate in Training Fundamental Information Technology
Myanmar

Current

360 GSP Training Junior Developer Hands on Training (HTML 5, JavaScript , CSS 3 , C #)

Hons