



# MYINT MYINT THWE

## ADMIN ASSISTANT

Dedicated and detail-oriented Administrative Assistant with 9 years of experience in managing office operations and providing exceptional support to executives. Proven ability to streamline processes, improve efficiency, and handle multiple tasks in fast-paced environments.

## CONTACT

- +971 52 192 5298
- myintmyinthwe1164@gmail.com
- Al Rigga, Dubai.

## EDUCATION

2006 - 2009

### Dagon University

Bachelor in Sciences

2011-2012

### Diploma in Accounting LCCI 3

## SKILLS | EXTRAS

- Calendar Management
- Office Management
- Accounting Software
- HR, Talent Acquisition Process
- Team Work and Collaboration
- Social Media Management
- Microsofts Offices, Outlooks, Emails

## WORK EXPERIENCE

### OFFICE ASSISTANT

ROBOT HAND TECHNICAL SERVICES, FEB 2024 - Now

- Answer and direct phone calls and emails, welcoming guests.
- Maintain Office supplies, Operation supplies and equipments.
- Schedule the meeting and arrange the Management Calendar.
- Maintain filing system digital & hardcopy.
- Prepare correspondence, reports and presentation, prepare agenda.
- Assist with Onboarding New Employees, and facilities arrangement.
- Handle customer inquiries and support as needed and warmly greeting letter send to customer.
- Collaborate with team members to improve office efficiency.
- Undertake all receptionist & clerical duties, familiarity with office machines (FAX, Scanner, Printers, Copiers).
- Assists other departments, teams, as necessary keep front desk tidy and presentable with all necessary material (pens, forms, flyers, cards, etc)

### Assistant Admin Manager

Asian Refri (Myanmar) Company Limited

JAUARY 2020 TO JANUARY 2024

### Admin cum Accountant

Alstern Technologies Singapore PTE LTD. Nov 2018 - 2019

### Senior Office Assistant

Thai Central Chemical Public Company (Myanmar Branch),  
2016 - 2018

### Reception cum Admin Assistant

Jaguar Power Trading Company. 2009- 2015