

MR HTIN ZAW
Mob: 07564035273, **Email:** htinzaw1@gmail.com
Willing to relocate

Personnel Statement

I am an ambitious, polite, confident and hard working individual.

Current Place of Residence: London

Nationality: British

Country of Origin/Nationality: Myanmar/Burma

Work Experiences

Carpetright Plc - Essex (UK) (October 2015 - present)

warehouse operative

- Duties include picking, replenishing, putaway and receiving goods (Carpet, Vinyl etc.) in by using computerised system with scanner
- Loading/unloading by using various Forklift Trucks (Reach/Counterbalance, etc..)
- Giving all the supports to the team and other sections as necessary

London Stansted Airport (OMNI SERV Limited) - London (May 2015 - June 2015)

Customer Service Agent

- Supporting Customer Service Team and their operation, helping passengers anywhere in the landside area around check-in or security and keeping the operation moving
- Ensure that passengers are checking-in and getting themselves through security promptly so that they can spend the maximum amount of time in the airside lounge
- Providing warm and friendly customer service

Gap clothing shop - Oxford Circus - London (June 2007 - September 2008)

Sale Associate

- Servicing customer, cash handling /Till operation and assisting branch manager
- Replenishing shop floor with the stocks and ensuring sale stock to shop floor in Tim
- Supporting other sections as necessary

Starbucks Coffee Shop - Hammersmith Broadway - London (May 2006 - June 2007)

Sale-Barista

- Making and serving tea and coffee
- Preparing and serving food safely and operating the till

Tesco Metro - London (March 2005 - May 2005)

General Assistant

- Servicing customer, checkout operator/cash handling and assisting branch manager
- Replenishing shop floor with the stocks and checking sell by dates
- Ensuring stock rotation run smoothly at all times and supporting other sections as necessary

Work experience placement

Obasaki Solicitors - London (April 2018 - July 2019)

Legal Assistant

- Mainly assisting Property Department and assist the solicitors at the office in various ways

- New file opening; FILE OPENING CHECKLIST
- Complete file opening sheet (green sheet) and an AML (Anti-Money Laundering) check (print and put a copy on file), do a client care letter, scan all documents and put on the file, and complete the STATS form
- Provide wider support and assistance to the team (e.g. covering reception, assisting in picking up calls, logging in incoming and outgoing posts, copying, typing and general team support).

Detention Action (NGO) - London (April 2011 - February 2012)

General Assistant

- Volunteered for an NGO called Detention Action. We, a pool of Detention Action volunteers, visit individual detainees in Harmondsworth and Colnbrook Removal Centre every week to provide support advice and assistance.

Education

Frontend Web Developer (Self-taught) (with no work experience) (Jan 2021 - present)

- HTML and CSS, JavaScript, React, Python, SQL and continue to build other skills (March 2021 to present)
- Introduction to Computer Science (CS50 - Online course) Harvard University (October 2020 - February 2021)
- CCNA (Cisco Certified Network Certificate) (November 2019 - September 2020)

Cilex - (Graduate Level) - Chartered Institute of Legal Executives (UK) (October 2013 - May 2017)

- **Cilex-Level 6 (Graduate Level);** Contract Law - Employment Law - Family Law - Land Law - Conveyancing - Law of Tort - Client Care Skills - Legal Research Skills

International Relations (BA)-Yangon University-Myanmar(Burma) (November 1993 - June 1996)

- **First Year:** English - Myanmar - Geography - History - International Relations
- **Second Year:** Elements of Political Organization - Elements of International Organizations - English - History - Economics
- **Third Year:** Modern Isms - Governments of Southeast Asia - International Relations (1919-45) - Geography - Economics
- **Final Year:** Government of Myanmar (Burma) - Government of USA - International Relations since 1945 - Current Problems in International Relations - International Law

Other certificates/Skills: Legal Secretary Certificate, SIA Licenses (Door Supervisor/CCTV), British Driving License, Forklift Licenses (Reach and Counterbalance), Security Level 4, NVQ-Level 2, Level D