

Name: Lin Khant Htel

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Date of Birth: 31/03/1999

Personal Skills

- Good leadership and management skills
- Creative and problem-solving skills
- Humble and friendly with a positive attitude
- Adaptable and flexible approach
- Systematic and attention to detail

Technical Skills

- Microsoft Office (Word, PowerPoint, Excel)
- Computer and digital literacy
- Web Development (HTML, CSS, JavaScript, Bootstrap, J-Query)
- MySQL, Python (NumPy, Pandas, Matplotlib, Seaborn)
- UI/UX Design (Figma, Adobe XD, Adobe Photoshop, Canva)
- Video Editing (DaVinci Resolve, iMovie)

Language Skills

- Burmese – Native
- English – Professional
- Chinese - Intermediate
- French – Intermediate
- Japanese – Conversational

Qualifications

- Professional Diploma in Human Resources Management [OTHM (UK)]
- Diploma in French Language (DELF A2)
- Computing and GCE O-Level (International Language & Business Centre)

Education

- B.A (Hons) in Anthropology Dec 2015 – Jan 2021
University of Yangon

Professional Experiences

Data Admin [Talent Experts Recruitment Agency] Dec 2022 – Present

- Collect candidates' CVs from various sources and keep files in the database
- Verify entered CVs data by reviewing, correcting, deleting, and reentering data; combining and purging files to eliminate duplication of data
- Analyze data for errors and update existing candidate profiles from Octus Cloud Recruitment by calling and checking with candidates
- Secure information and ensure data preservation by completing database backups regularly
- Keep clients' data, candidates' data and company information confidential
- Prepare and post active jobs to appropriate job websites, LinkedIn page, Facebook page, other Facebook groups and other social medias etc
- Format the shortlisted candidates' CVs into company CV format
- Maintain operations by following policies and procedures
- Contribute to team effort by accomplishing related results as needed
- Collaborate with team to achieve better results
- Handle Data Cleaning and Data Entry

Online Marketing Associate [Life Mart]

Oct 2021 – Mar 2022

- Manage social media and respond to inquiries
- Handle sales records and customer service
- Analyze and manage all data of the organization
- Handle translation if required

Education

- B.A (Hons) in Anthropology
University of Yangon

Dec 2015 – Jan 2021

Interests

- Traveling, Photography
- Soccer, Cycling, Dancing, Hiking

Volunteer Experiences

- Ambassador
[International Astronomy and Astrophysics Competition]
- Ambassador
[International Youth Math Challenge]

March 2019 - Present

July 2019 - Present