

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)
- 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)

Professional Experiences

Data Admin [Talent Experts Recruitment Agency]

Dec 2022 – Present

- Input data into Cloud Software
- Maintain and update company's database
- Manage company's social media platforms
- 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

Project Associate [Non-governmental Organization]

July 2020 – Jan 2021

- Supervise and administer the whole projects
- Maintain documents and budgets related to the project areas

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