

Name: Lin Khant Htel

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Birth Date: 31<sup>st</sup> March 1999

### **Personal Skills**

- Good leadership and management skills
- Creative and critical thinking skills
- Strong interpersonal skills and friendly with a positive attitude
- Adaptable and flexible approach
- Systematic and attention to detail

### **Technical Skills**

- Microsoft Office (Words, Excel, PowerPoint)
- Computer and digital literacy
- Technical writing
- Data analysis and data visualization
- Basic knowledge of HTML, CSS, JavaScript, Python

### **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 (DELFI A2)
- Computing and GCE O-Level (International Language & Business Centre)

## **Professional Experiences**

October 2021 – March 2022: Online Marketing Associate

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

July 2020 – January 2021: Project Associate

- Supervise and administer the whole projects
- Maintain documents and budgets related to the project areas
- Handle translation if required

## **Education**

- Dec 2015- present: B.A (Hons) in Anthropology [University of Yangon]

## **Interests**

- Traveling, Going to the cinema
- Soccer, Cycling, Hiking, Dancing, Driving

## **Volunteer Experiences**

- March 2019 – present: Ambassador [International Astronomy and Astrophysics Competition]
- July 2019 – present: Ambassador [International Youth Math Challenge]