



CHAN MIN OO

Document Reviewer

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zinminthet14@gmail.com

Thingangyun, Yangon, Myanmar

EDUCATION

Diploma in MBA

WISE Collage University
2018~2019

Diploma in Computer Science

British United College
2023~2024

Bachelor's Degree in Computer Science

British United College
2024~Current

EXPERTISES

- Document Review & Data Accuracy
- Business & Staff Management
- UI/UX Interface Design
- Customer Service & Support

PROFILE

Experienced in document reviewing, records management, and business operations, with strong organizational and analytical skills. Proven ability to manage files efficiently, support workflow processes, and contribute to team success. Knowledgeable in business management and administrative coordination.

EXPERIENCE

2019
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2021

Assistant Manager

King Throne Car Rental

Worked as Assistant Manager at King Throne Car Rental, overseeing operations, staff scheduling, and customer service, which enhanced my leadership and problem-solving skills in a fast-paced environment.

2022
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2024

UI/UX Freelance

Part-time

Shifted focus to UI/UX design, creating user-friendly, visually appealing interfaces for web and mobile apps through collaborative, user-centered design.

2024
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Current

Document Reviewer/ Data Entry

Dauntless-Discovery Internationals

Currently working in data entry and document review at Dauntless Discovery Internationals (USA), where I ensure data accuracy and compliance. This role has strengthened my attention to detail and organizational skills.

LANGUAGE



English



Japanese



Chinese

SKILLS

Teamwork



Communication



Time management



Attention to detail

