






CONTACT

 09-971910345
 pmyekhing@gmail.com
 North Dagon, Yangon

EDUCATION

NO 2 High School Education North Dagon
Grade 5 to Grade 10
2015-2020

No 4 High School Education North Dagon
Grader 12
2024-2025

EXPERTISE

Management Skills
Adaptability in new environments
Critical Thinking
Advanced Microsoft Excel skills
Good knowledge of web development

LANGUAGE

Myanmar (Native)
English (intermediate)
Japanese (intermediate)
Chinese (currently learning)

Paing Myal Khaing

About Me

I am always willing to learn new things and continuously improve my skills. I communicate well with my team and work reliably and efficiently. I am an organized person with strong management abilities and good knowledge of digital software.

WORK EXPERIENCE

Admin Assistance 2023 – currently
Suntory Co.,Ltd.

- Managed warehouse utilization and ensured proper organization of stock.
- Procured uniforms, shoes, and accessories for brand ambassadors (promoter staff).
- Prepared and maintained daily warehouse stock reports.
- Coordinated POSM (Point of Sale Materials) and premium item distribution to Marketing, Trade, HR, Ethical, and Sales teams.
- Led office events such as Thadingyut and New Year activities, coordinating tasks and schedules.
- Communicated with suppliers to purchase POSM and premium items for future events.
- Handled the return of large promotional items (e.g., mascot figures, tables, light boxes) and organized them in the warehouse.

Assistance Organizer 2021 – 2023
Sakura Fashion Co.,Ltd.

- Started as a Salesperson and promoted to Organizer Assistant within 3 months due to strong work ethic.
- Assisted in organizing events by managing schedules and coordinating with multiple people.
 - Also managed clothes warehouse stock, prepared daily reports.

PERSONAL INFORMATION

Full Name : Paing Myal Khaing
Date of Birth : 8/4/2004
Gender : Male
Weight & Height : 150lb , 5.6 feet
Marital Status : Single

Expected Salary : Negotiable