



# 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.

## 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)

## 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