



Ye Htet Hein

PROFILE

My name is Ye Htet Hein. I'm a third-year student at University of Technology (Yatanarpon Cyber City). My university studies were stopped due to the COVID outbreak and the political situation. I am constantly seeking for chances that fit me because I am youthful and energetic. I participated in a lot of events and volunteer works throughout my time in university. And I also have experience in NGOs sector. And I am highly proficient in Microsoft Office and I also have Pyidaungsu font typing skill. I am energetic, ambitious person who has developed a mature to any task that I can undertake, or situation that I am presented with. I am excellent in working with others to achieve a certain objectives on time and with excellence.

EMPLOYMENT RECORDS



July 2022-Present

Company Name I Simbolo I.T Training School (Part Time)

OPERATIONS & HR EXECUTIVE

Job Description:

- Gathers and manages employee and organization data, review policy and survey from employees and Students
- Recruits and screens new employees, assists with new hires and administration
- Student data keeping, payment confirmation and meeting hosting
- Plan and review compensation actions; enforcing policies and procedures
- Coordinate technology implementation (planning, procurement, and training).



Sep 2021 - Oct 2022

Company Name I Taw Win KanBawZa Mountain Co., Ltd, Mandalay (Full Time)

BUSINESS DEVELOPMENT & IT ASSISTANT

Job Description:

- Desktop Setup and Software Installation
- Assist in IT Sector
- Trade Fair Registration, proposal writing and preparation for Expo
- Support in Export
- Preparation invoices, packing lists and sale contracts
- Collaboration with NGOs and INGOs
- Contracts and Registration for the company
- GACC, FDA, GMP and HACCP Cases

EXPERIENCES AND CERTIFICATES

EXPERIENCES

o Member at University Red Cross Team (July2019 – Present)

CONTACT



Address

Gandama Street, Sanchaung Township, Yangon.



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PERSONAL



Birth Date

5th September 2001



Nationality

Myanmar



Interests

Technology, Travelling, Writing

EDUCATION

Third Year

MECHANICAL PRECISION AND AUTOMATION ENGINEERING

University of Technology (Yatanarpon Cyber City)

SKILLS

Microsoft Office (Word, Excel, Power Point)

Digital Skills (Google Suit, Email, etc..)

English

Computer Literacy

Python

HTML, CSS and JavaScript

Problem Solving

Engineering Drawing (Solidworks)

My Linked Profile



- o Assistant at Adventure computer and Phone Services (Intern – May 2019)
- o Preparation Volunteer at 21st Century AThoneLone Movement (December 2019)
- o Content Writer and Page Admin at Lab-Tab Organization (2020)

CERTIFICATES

- o Certificate of Completion – Digital skills online courses (Basic), on MYEO, 2020
- o Certificate of Completion - Creativity, Presentation, Proposal Writing, Teams Building Skills, on Taxila Institute, 2018
- o Certificate of completion - Office Essential (Using MS Word 2010, Using MS Excel 2010, Using MS Power Point 2010, Using Photoshop CS3), on Asia Link, 2017
- o Certificate of Completion - HTML, CSS, Java Script, on Sololearn, 2022
- o Certificate of Completion - Python and Introduction to Artificial Intelligence, on Simbolo, 2022

OBJECTIVE

I want to use my abilities and efforts to do something that will benefit the people and environment where I live. I would like to get responsible job with an opportunity for professional challenges

REFERENCES

Thet Paing Myo
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