 Ma Ei Shwe Sin

59th street, Anaw Yahtar road, Chan Mya Tharsi Township, Mandalay.

**Mobile:** [09-440027648] **E-mail:** [ nanthaehsu@gmail.com]

Personal Profile

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Achievements

* [Responsible for office administration and office supplies, Document preparation for office use. Finance tracker]
* [Distribution for cash advance, collection of expense claim, OT, leave for staff. Vehicle fleet coordination]
* [I can do team work and have experience from telecommunication company]

Education

**[2009 to 2015]** [Engineer] [Goverment Technology collage]

**Grade achieved: [Electrical]**

**Work Experience**

**[2015 to present] [Project Admin] [Pan Asia Majestic Eagle Coltd ]**

Main duties performed: Daily updates provided to Regional Mananger.

**Skills**

**Technical: Computer Excle , Word and Power Point.**

**Interpersonal: Communicates with stakeholder**

**Other:** Keep in mind and good responsibility for my job.

**Hobbies and Interests**

[Reading, claiming and running.]