

# Resume

## Thinzar Soe San

HR cum admin

📍 Singapore, Singapore

✉ personal: emilysoe1819@gmail.com

☎ 09662936784

Write am a dedicated and results-driven professional with a solid background in human resources and administrative roles. My educational background in Business Management from Singapore and hands-on experience as Admin & Planning Officer at Telecom International Co.,Ltd (Myanmar) have equipped me with a comprehensive skill set, including expertise in recruitment, employee relations, and office management. te about your professional summary here

## Employments

- Oct 2019** to **Dec 2024** **Telecom International Myanmar Co.,Ltd** (Admin & Planning Officer)  
Yangon  
Organize and coordinate company events and meetings. Manage document version control to track revisions and updates, maintaining a clear audit trail of changes. Collaborate with finance to request and allocate budgets. Ensure budget adherence aligns with company financial guidelines. Monitor and report on KPI metrics for event attendance and engagement. Communicate role and responsibility changes between executives and staff. Plan and coordinate in-person and virtual meetings efficiently. Manage weekly team, executive, and vendor meetings. Generate regular reports for the Board on staff activities and KPI performance. Coordinate with HR to manage staff overtime and productivity KPIs. Develop and maintain KPI dashboards for performance monitoring.
- Mar 2017** to **Sep 2019** **Tokai Myanmar Co., Ltd (Japan)** (Personal Assistant)  
Yangon  
Managed salary structures, bonuses, and health insurance programs. Handled recruitment, from sourcing to hiring candidates. Provided necessary tax documents, including income tax and commercial tax. Reported overtime documentation to the government. Assisted the Managing Director with payroll processes. Scheduled meetings and prepared meeting reports. Arranged company parties and business trips.

## Educations

- 2011 to 2015** **Dagon University** (Bachelor of art)  
English
- 2015 to 2027** **SHRM Collage**  
Business Management
- 2019 to 2020** **Yangon University**  
Global English
- 2022 to 2023** **PSM Collage**  
Diploma in HR Management

## Skills

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