

Resume

Thinzar Soe San

HR cum admin

📍 Singapore, Singapore

✉ personal: emilysoe1819@gmail.com

☎ 09662936784

Wril 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

