



HTET HTET KHINE

EXECUTIVE ASSISTANT



PROFILE INFO

I am qualified international company employee with 9 years of experiences in customer service, communication, administration, translation, CEO assistant, and managing budget of management team members.



WORK EXPERIENCE



Freelance Translator

2009 - 2019

Working as a freelance translator for Skynet under Temperance Group. Occasionally translate documents and government news.



Myanmar Language Teacher

2010

Myanmar Language teacher for TILA language educational centre and MEDECINS SANS FRONTIERS-HOLLAND(AZG)



Cabin Crew

2013 - 2017

Cabin Crew in FMI Air. Taking care of customers in service and safety



Executive Assistant

2017 - Current

Managing management team business travels and required documents. Taking care of GM budget and expense claims from management team members. Communicating with other documents and documentation as necessary. Translating, MC, arrange events as necessary.



MY SKILLS & EXPERTISE

Translating



Arranging business travels



Corporate communication



Administration



Documentation



Problem solving



CONTACT



Phone

+95 9755787029



Email

htethtetkhineichigo@gmail.com



Address

79, Parami Road, 16 ward,
Hlaing, Yangon, Myanmar



EDUCATION



2009 - 2013

BA (French)

University of Foreign
Languages (Yangon)



2019 - 2020

Master Of Business Administration

Glyndwr University



LANGUAGE

- Burmese
- English
- Japanese
- French



MY REFERENCE

Thi Thi Zin

JTI, Training and
Development Manager
+95 95641435

Htike Witt Yee Kyaw

JTI, Demand Planning
associate
+95 9 423605661