

# Nwet Darli Tin

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**Objective** : To seek challenging assignment and responsibility with an opportunity for growth and career advancement as successful achievements.

## **Personal Information**

Date of Birth : 9 April 1994 (**23 years old**)  
Nationality : Myanmar  
Race : Bamar  
Religion : Buddhist  
Marital Status : Single

## **Educational Background**

Qualification : **B.A.**  
Major : English  
Institution : Dagon University  
Period of Study : December 2010 to September 2012

## **Other Qualifications**

(1) Qualification : **Advanced Diploma in Business Management**  
Major : Management  
Institution : WISE COLLEGE  
Period of Study : June 2016 to Present

- (2) Qualification : **Practitioner Certificate in Office Operations**  
 Major : Office Operations  
 Institution : ASK (THE ACADEMY FOR SKILL & KNOWLEDGE)  
 Period of Study : May 2015 to July 2015
- (3) Qualification : **Certificate in Business Management**  
 Major : Management  
 Institution : STI Education Center & National Management College  
 Period of Study : May 2013 to December 2013
- (4) Qualification : **Certificate in Microsoft Office (Word, Excel, Power point)**  
 Major : Computer Microsoft  
 Institution : KMD Computer Centre (Yangon)  
 Period of Study : January 2012 to December 2013
- (5) Qualification : **Certificate in English 4 Skills**  
 Major : English  
 Institution : YES, SUCCESS Language School, YUFL  
 Period of Study : January 2012 to December 2013

### **Working Experiences**

- (1) Position : **Executive Secretary**  
 Department : GM Office  
 Organization : Myanmar Finest Automobil Co., Ltd.  
 Period of Work : August 2015 to Present  
 Main Responsibilities : (1) Record BoDs Meeting Minutes  
 (2) Making Visas  
 (3) Booking Hotels and Flights  
 (4) Answer phone calls from internal and external customers  
 (5) Arrange HODs & BoDs Meeting Appointments
- (2) Position : **Apprentice (Executive Secretary)**  
 Department : Admin/HR  
 Organization : TMW Enterprise Co., Ltd.  
 Period of Work : June 2015 to July 2015  
 Main Responsibilities : (1) Making Visas  
 (2) Booking Hotels and Flights  
 (3) Answer phone calls from internal and external customers  
 (4) Recording Manager Appointments

(3) Position : **Secretary**  
Department : Admin/HR  
Organization : Nippon Trinity Co., Ltd.  
Period of Work : January 2013 to December 2013  
Main Responsibilities : (1) Arranging meeting  
(2) Booking for travel and hotel  
(3) Answer phone calls from internal and external  
(4) Checking Email & letters

### **Selected Work Related Skills**

- (1) Able to handle various administrative matters;
- (2) Work closely with the Chairperson;
- (3) Well organized, with an orderly mind;
- (4) Deal promptly with correspondence;
- (5) Able to take accurate notes of meetings;
- (6) Prepare for meetings well in advance;
- (7) Can translate daily news for boss;
- (8) Ensure accurate minutes of meetings are kept;
- (9) Able to use internet & email expertly
- (10) Able to work well with patience and passion
- (11) Able to drive well