

# Myint Myat Aung

## HR Assistant

+66-649460487 | myintmyat.jayyz@gmail.com | www.linkedin.com/in/myint-myat-aung-214960204 | 138 Pracha Santi Alley, Din Daeng, Bangkok 10400, Thailand

### PROFESSIONAL SUMMARY

Dedicated HR Assistant with 4 years of experience supporting HR operations in recruitment, payroll, employee relations, benefits administration, and compliance with labor laws. Proficient in HRIS systems (BetterHR), data management, and document handling. Strong communication and organizational skills, with a focus on maintaining confidentiality and streamlining HR processes for efficiency. Able to manage multiple tasks in fast-paced environments while supporting HR teams and ensuring a positive workplace.

### KEY COMPETENCIES

Problem Solving	Performance Management	Labour Law Compliance
HR Operation	HRIS System	Teamwork and Time Management
Payroll Administration	Employee Relationship	Microsoft Office
Decision Making	Multitasking	Employee Training

### PROFESSIONAL EXPERIENCE

#### YangonBroom | Jan 2020 - June 2023

##### HR Assistant

- Managed full-cycle recruitment processes including posting job ads, screening resumes, conducting initial interviews, and preparing offer letters for candidates.
- Processed payroll for over 100 employees, ensuring timely and accurate distribution of salaries, bonuses, and deductions.
- Administered employee benefits programs, including health, and answered employee inquiries about benefits options.
- Maintained and updated employee records in HRIS, ensuring compliance with company policies and regulatory requirements.
- Assisted with employee relations by addressing workplace issues, conducting investigations, and helping resolve conflicts.
- Supported onboarding activities for new hires, including orientation sessions and document preparation.
- Collaborated with HR managers to maintain labour law compliance, including tracking and updating policies in accordance with local, state, and federal regulations.
- Prepared HR reports related to turnover, attendance, and compliance for senior leadership review.

#### SP Bakery | July 2023 - May 2024

##### HR Assistant

- Managed time and attendance tracking, ensuring accurate reporting and resolving discrepancies.
- Coordinated performance management activities, including annual reviews, feedback sessions, and goal-setting.
- Assisted in developing and implementing training programs for employees while maintaining employee files in compliance with policies and legal requirements.
- Supported HR documentation, including employment contracts, confidentiality agreements, and disciplinary notices.
- Provided clerical support for HR team, including scheduling meetings, organizing events, and managing HR email inquiries.
- Managed uniform inventory, trip expenses, and assisted with HR budget processes while ensuring timely payroll processing (salary, overtime, deductions).
- Administered employment contract processes and liaised with government agencies for regulatory compliance.

### EDUCATION & CERTIFICATIONS

#### Bachelor of Business Science

Majors: Marketing Management

University of Co-operative and Management,  
Thanlyin

#### Advanced Diploma in Human Resource Management

PSM International College, Lincoln University  
College

### LANGUAGE

Burmese - Native

English - Intermediate

Japanese - Beginner