**Curriculum Vitae**

**Win Hein Oo**

Address : No (79), 12 str, Lanmataw township, Yangon.

Phone no. : +959794581231

Email : winheinoo94@gmail.com

Race/Religion : Burma/Buddish

Date of Birth : 21 Nov 1993

Marital Status : Single

**Applying suitable position of freelance transcriber.**

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| Educational Background |

From 2010 to 2014 : BA in English

From 2016 to Current : Corporate Finance of CISI at IBIM

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| Key Skills |

* Strong knowledges and experencien in translating of foreign movies & series
* Possess IELTS band overall 8
* able to work under pressure and can handle multi-tasks
* Flexible, Responsible and adaptable
* Ability to grasp information quickly
* Able to maintain strong relationship with team member

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| Working History |

Form 2014 Jan to 2015March : English-Myanmar translator at Temperance Co.,Ltd

Form 2015 Sept to Current : Chief Receptionist at Four Fortune Rivers Co., Ltd

From 2015 Nov to 2016July : Public relation officer at AYO(Asean Youth Organization)

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| Qualifications |

* Fundamental Financial Services (FFS) Of CISI from MIF institute
* Certificate in advanced Microsoft 2014
* Certificate in completing of intermediate English at American Embassy