Kyaw Win Shwe

Diploma in Infocomm Security Management
Singapore Polytechnic

Bachelor of Arts(English)
University of Distant Education , Yangon
kyawwinnshwe@gmail.com

Profile

Date of Birth: 18 March 1991   Sex: Male
Place of Birth: Washington D.C, U.S.A   Marital Status: Single
Race: Burmese   Nationality: Myanmar
Address: 47 Hindhede Walk   Contact: +65 81180091
#05-08, Singapore 587977   +65 67291926
Last Drawn Salary: Fresh Grad
Availability: Immediate

Personality Trait

I am an enthusiastic and highly motivated individual who is reliable, responsible and hard working. Possesses excellent communication and interpersonal skills. Flexible within the working environment and able to adapt quickly and positively to challenging situations whilst remaining calm, focused and positive. Mature with an outgoing, friendly personality who enjoys the challenge of working under pressure either independently or as a member of a pro-active team.

STRENGTHS

- Effective problem solver.
- Tactful and patient communicator.
- Customer focused.
- Success motivated.
- Keen Learner.

Technical Skills and Proficiency

Languages
- HTML
- JavaScript
- Java(Basic)
- SQL

Softwares
- Microsoft Windows Server
- Microsoft SQL Server
- SAS Enterprise Miner
- Red Hat Linux Administration
- VMware

Hardware
- Able to administrate, configure and install firewalls , switches , routers ,servers etc
- Good Knowledge of Networking(TCP/IP and OSI networking Models , basic

trouble shooting
- Competent knowledge for Computer Hardware and Diagnosis

Career Objective

To pursue a job in challenging, yet rewarding, and healthy work environment where I can utilize my existing skills and knowledge efficiently and learn new things to better myself and, while doing so, meeting the goals and growth of the organization I work for.

As I am a fresh graduate, I am aware that I will have to learn fast about the nature of my work. Moreover, I will attempt to know about the various processes which form my job. By doing so, I will be able to do my job more proficiently. On the other hand, I shall implement my knowledge into the practical use by constantly applying it.

Education Background

April 2013   Graduated with a Diploma in INFOCOMM SECURITY MANAGEMENT from Singapore Polytechnic
Final Cumulative GPA : 3.610 out of 4
Being awarded with Distinctions in: Our Nations Our World, Business Intelligence, Workplace Communication Skills

Being award with "A" in : Securing Linux, Business Management Solutions, Infosec Project Development and Management, Psychology And Counselling(elective), Network Security , Computer Law , Applied Cryptography , Web Applications Development , Linux Administrations , Database Management Systems , Networking Fundamentals , IT Security Essentials , Computers and Operating Systems

April 2011   Graduated with Bachelor of Arts(English) from University of Distant Education , Yangon

January 2010 GCE "O" Level Certificate, Ang Mo Kio Secondary School
Distinctions in : Additional Mathematics , Elementary Mathematics , Combined Humanities , Mother Tongue
Credits in : English , Chemistry , Physics

Achievements

- Selected to show case the FYP(Final Year Project) on SP's Grad Show
- 2nd Runner Up in Capture-The-Flag Competition held by SP , DMIT school
- Selected to represent SP in GovWare2012 which was held at Resort World Sentosa convention Centre with FYP project(Social Media Analyzer)
- Represented Singapore Polytechnic for SAS Business Intelligence Forum's Quiz , finishing as third runner up(held at Swiss Hotel)
- CCA (GOLD,award 47 points)
- NAPPFA (GOLD award)
- Member of SP Men's soccer team
- Vice-class-rep (leadership role)

- 4iCare member(leadership , mentor role)
  It is a scheme/help-group setup by the SP to help the international students in their first year to get used to Singapore and SP in every aspect
- Participated in Microsoft Tech Fest as an event helper
- Involved in open house, many various activities such as Flag Day , Singapore Kindness Movement, etc.

Languages

- Fluent in English (both written and spoken)
- Fluent in Burmese(both written and spoken)

Working Experiences

17th Dec 2012 – 1st March 2013	ITP (Industrial Training Program) At Cyansys Pte Ltd as Application Consultant Support
Job Description	- Centered around Microsoft NAV -Supported operations related to Microsoft NAV such as bug testing after programmers have customized the modules as requested by customers , writing step-by-step guides and manuals for customers whenever there is a new software update or a new deployment -Basic troubleshooting with customers through the phone using TeamViewer - Did onsite support by maintaining customers' POS systems and printers , and installing of new printers as per customers' orders Received a grade "A" for the internship.
October 2012 – November 2012	Project Coordinator at NUS(National University of Singapore) , Office of the Vice President , University and Global Relations

Job Description	-Involved in day to day operation which includes emailing and engaging phone conversations with contacts including Professors and Deans from universities across the world to maintain relationships, planning of student exchange , and cultural learning trips
	-coordinate the itinerary of the visiting delegations
	-following up the itinerary by booking of hotels, restaurant reservations, ticketing to museums and local attractions etc.
	-Highlights includes:
	    • Involving in Middle East Musical Night
	    • Involving in planning and hosting of 18 students and 2 Professors from Qatar University

May 2010 – August 2012	Student Assistant at Singapore Polytechnic - Department of Computer and Information Systems

Job Description	- Install Window 7 or XP and Drivers , school issued softwares on students laptops -carry out troubleshooting on faulty laptops of students -report and escalates the problems when basic troubleshooting does not solve the problems -carry out talks to raise the awareness on usage of laptops and security compliances -provide any forms of IT support needed by the department as and when necessary
	Other Part time Work Experiences : • Buddies Hoagies Grill and Bistro • Smoked House Restaurant • Greenwood Fish Market • New Zealand Natural Ice-cream • HP Promoter During IT Shows 2009/2010 **Skills Learned:** -To work effectively as an individual to meet the individual expectations from Managers/Customers while also having to work as a team and be a team player to reach the broader company's/organization's goals. -developed good work ethics as a results , able to mingle with difficult customers etc -realized my leadership potential by becoming a team leader - learned the ability to not just lead but to follow depending on situations and learning to judge when are these mentioned situations

References

Mrs. June Tan   Miss Eileen Yeo ,
Senior Lecturer , Singapore Polytechnic   Lecturer , Singapore Polytechnic
june@sp.edu.sg   68704737   yeoel@sp.edu.sg   68704739

Mr. Ho Yong Min
Assistant Manager
Office of the Vice-President (University and Global Relations)
National University of Singapore
yongmin.ho@nus.edu.sg 660 12595