

HTET AUNG LIN

IT Officer / IT Support Specialist

No.79, Mya Street, Thirimyaing Quarter, Mawlamyine Phone: 09425288001, 09944076094 | Email: htetaunglin.psn93@gmail.com

PROFESSIONAL SUMMARY

Dedicated IT Professional with over 5 years of experience in system administration and technical support. Proven track record in the microfinance sector managing IT infrastructure, troubleshooting hardware and network issues, and implementing new technologies. Committed to ensuring data security and operational efficiency.

CORE SKILLS

- **Networking & Hardware:** Network Cable Installation, CCTV Setup, Computer Hardware Configuration, Printer & Scanner Maintenance.
- **Software & Systems:** Windows Operating Systems, Oracle Solaris 11 Administration, MS Office (Advanced Excel), Data Backup & Recovery.
- **Technical Support:** Systems Diagnostics, Troubleshooting (Hardware & Software), IT Infrastructure strengthening.
- **Soft Skills:** Good Communication, Interpersonal Skills, Problem-solving, Time Management.

PROFESSIONAL EXPERIENCE

IT Officer | SATHAPANA Limited (Microfinance)

April 2019 – Present

- Install and configure computer hardware, software, systems, networks, printers, and scanners.
- Strengthen IT infrastructure by implementing new technologies.
- Diagnose and solve complex computer software and hardware faults.
- Repair IT-related equipment, replace parts, and manage external repair services.
- Ensure all system data is backed up, stored securely, and easily recoverable in emergencies.
- Maintain records of software licenses and monitor network/electrical safety.

Driver & Technical Assistant | CB Bank

June 2016 – April 2019

- Assisted in the installation of Network Cables and CCTV systems.
- Transported staff, packages, and sensitive documents to destinations on schedule.
- Performed daily vehicle inspections (Oil, Brake, Fuel, Tire, Engine) and maintained cleanliness.
- Handled administrative needs, including office pickups and daily mileage recording.

EDUCATION & CERTIFICATIONS

- **Bachelor of Arts in History** – Yangon University of Distance Education (2017)
- **Oracle Solaris 11 Administration** – Info Wave IT Training Center
- **Network & Software Course** – Myanmar Computer Company Ltd (MCC)
- **Advanced Excel Course** – Myanmar Computer Company Ltd (MCC)
- **Motor Vehicle Driving & Maintenance** – Hinthta Driving Training Center