



# May Myat Noe Thwe

## Office Assistant

### Information

Date of Birth : 13.5.2000  
Marital Status : Single  
Nationality : Myanmar  
Religion : Islam  
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### Personal Summary

Dedicated office assistant with 1 year of experience and an eye for detail, seeking to leverage excellent verbal and written communication, administrative, and data entry skills to facilitate excellence. Have fulfilled a full range of administrative duties at various companies. Enhanced customer complaint resolution and experienced in managing office operations and smooth workflow. Skilled in prioritizing and completing tasks independently.

### Skills

- Verbal and written communication
- Event planning and organization
- Excellent time management skills
- Expert at multitasking skills
- Good customer service

### Education

- House surgeon at University of Dental Medicine, Mandalay
- Certified in Computer & Microsoft Office

### Work Experience

#### Office Assistant in Smile Dental Clinic ( 2022 - 2023 )

- Assisted in the management of a fast-paced dental office, helping serve over 3,000 patients annually.
- Oversaw inventory management, maintaining optimal levels of dental supplies and reducing waste.
- Conducted patient intake and verification of personal and dental insurance information.
- Contributed to the upgrade of the patient recall system, increasing patient retention rates.
- Optimized office workflow, shortening patient wait times from 25 to 15 minutes on average.

#### Dental Assistant in Mandalay hospital ( 2023 - 2024 )

- Provided comprehensive support in various dental procedures, ensuring optimal patient care and efficient clinic operations.
- Assisted in over 500 dental procedures, including fillings, extractions, SRP and root canals, maintaining a 99% patient satisfaction rate.
- Managed patient records and appointments.
- Implemented a new sterilization protocol for dental instruments, reducing cross-contamination risks by 30%.
- Gained hands-on experience in a fast-paced dental implant center, focusing on patient care and dental procedure support.
- Shadowed experienced dental assistants in implant procedures, gaining valuable insights into complex dental care.
- Contributed to patient education on post-surgical care.
- Organized dental supplies inventory, ensuring availability of necessary materials for all scheduled procedures.