To,

Human Resources Department

UNHCR Organization

* 20/3/2024

Dear HR Department,

In relation with your vacancy announcement in MIMU website, I would like to apply for the post of Administrative Assistant position in Mandalay township which is not only what I am capable of but also what I am much into. I am also attaching my resume for your kind consideration.

My Education Background is Final Year (Myanmar) Major. Due to Covid-19 outbreak, there was no chance to pursue my bachelor degree. However, I expanded my knowledge and skills in other sectors such as English, Computer and Financial field.

Regarding my experiences, Currently I have been working in ICRC Organization as Storekeeper position in Sittwe Sub Delegation and I worked in Finance and Accountancy Field as a **Credit Officer** since 2018 and then joined with MSF-Holland, Sittwe Project as a **Cashier** Position. Having nearly 4 years of experience in Finance and Accounting field, I have acquired both technical and soft skills that a Cashier person must have.

Overall, I have strong experience and knowledge not only in the field of Private Business Finance and Accountancy, Auditing but also in INGO Finance sector. I believe that possessing excellent communication and negotiation skill will also add points to my experiences.

Due to above mentioned skills and experiences; I believe that this position suitable with me. Therefore, I will be very thankful to you if you will give me chance to access my skills and knowledge through the tests.

I am very much looking forward to hearing from you soon!

Yours faithfully,

Aye Thandar

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## **Aye Thandar**

## **No-606, Aung Zan Wai Street, Sin Kuu Lan Quarter, Sittw Tsp,**

## **Rakhine State**

## **Mobile: +959 892138529**

## **Email:** [**ayethandar1150@gmail.com**](mailto:ayethandar1150@gmail.com)

## **Personal Information**

Nationality : Rakhine

Gender : Female

Marital Status : Single

Date of Birth : 24th April, 1998

ID No : 11/Sa Ta Na (N) 128757

Mobile : +959892138529

Email : [ayethandar1150@gmail.com](mailto:ayethandar1150@gmail.com)

## **Education**

Final Year (Myanmar)

## **Certificate**

Advance Excel Course

Proficiency English course

English Speaking Course

Advance Computer Course

A+ Practice Course

## **Training and Other**

Communication training

Assessment training

Community Mobilizer training

Social Accountability training

Project Cycle Management

Proposal and Reporting Writing training

Management and Leadership training

## **Skills**

Communication

Networking

Problem solving

## **Language**

Arakanese (Mother Language)

Burmese (Fluency)

English

## **Computing skill**

Microsoft i office

Advance Excel

Email & Internet

## **Working Experiences | 1st November 2022 until now,**

**Storekeeper @ICRC logistics Department, Sittwe Sub Delegation, Rakhine State**

* Ensures proper storage of goods and their adequate protection from heat, water, fire, dirt and vermin.
* Ensures that no goods are stored directly on the ground.
* Ensures that goods with different expiry dates, batch numbers and Purchase Order references are stored separately with updated Bin Cards.
* Ensures good access to the commodities is maintained.
* Attributes duties and supervises daily workers.
* Reports all goods with short remaining shelf life.
* Ensures storage conditions that comply with Dangerous Goods Regulations and controlled drugs storage regulations when applicable.
* Keeps transparent filing system for warehouse documents.
* Participate in regular and ad-hoc inventories
* Organizes safe and clean offloading of arriving consignments and checks that all consignments are accompanied by necessary documents.
* Performs a complete physical count of incoming consignment and immediately reports to the direct superior any discrepancies between the physical count and the quantity mentioned in cargo accompanying documents.
* Performs quality control of arriving goods with regard to packing integrity, labelling, expiry dates and physical appearance of the goods.
* Issues and/or updates Bin Cards for each batch or Purchase Order of arriving goods.
* Organizes loading of consignments according to instructions from the direct superior.
* Records without delay dispatched items in respective Bin Cards.
* Ensure that all consignments are accompanied by accurate and complete Packing Lists and Waybills.
* Organizes safe and clean loading of consignments.
* Packs cold chain items in appropriate cold boxes according to the equipment instructions.
* Provides protective packaging for breakable items.
* Ensures that parcels are properly marked with consignee and order information, as well as with transport instructions.
* Responsible for locking the warehouse whenever no staff is present.
* Controls and authorizes entry into the warehouse for all personnel.
* Ensures that only authorized consignments leave the warehouse with appropriate documentation.
* Ensures all safety and hygienic measures (Fire Extinguishers, pest control, regular cleaning schedules etc...) are in place and respected.
* Is responsible for maintenance of the warehouse as well as its infrastructure (pallets, shelving, electricity and water supply, lighting, air-conditioning) Reports any damages or need for repairs to the direct superior.
* Maintains tidiness and cleanliness of the warehouses
* To Implement according to the 5S procedure and Performs necessary paperwork and feedback for the unit concerned and staff,

## **Working Experiences | 12th August 2020 to 30th March, 2022**

**Cashier @ MSF-Holland, Sittwe Project, Rakhine State**

**Performing cash transactions, verifying supporting documentation, and maintaining records according to MSF standards and local finance policies.**

* **Controlling and monitoring cash payments from the cashbox and coding and recording cash transactions in the daily cashbook or accounting system,**
* **Performing daily cash counts and investigating any discrepancies**
* **Following-up on cash advances and ensuring they are duly settled**
* **Carrying out transfer requests between cash and safe box**
* **Checking the validity of  invoices, approval signatories, and correctness of account codes**
* **Performing currency exchange operations when required.**
* **Assisting with the preparation of salary  payments as required**
* **Performing monthly reconciliations before closing the monthly accounts, managing bank reconciliations and monthly bank statements if applicable**
* **Filling and maintaining finance document according to MSF standards and local finance policies.**
* **Processing payments to camp base staffs, ensuring that receipts and supporting documents meet the necessary quality standards.**
* **Transferring payment to suppliers’ bank account.**
* **Stationary and Mobile top up card controlling, distribution and place a request to supply for purchasing.**
* **Following up on rental/service contracts informing the Finance manager on time to organize payments and renewals.**
* **Filing and/or scanning hard copies of documents, entering information in the accounting software Unifield and performing monthly closing procedures for the journals under his/her responsibility**
* **Supporting the Finance Manager with delegated tasks to ensure proper management in the project**
* **When requested, replacing Finance Manager during his/her absence**

## **Working Experiences | 17th July 2018 to 11th August 2020**

**Credit Officer @ GL-AMMK Micro Finance Co.,Ltd, Sittwe Tsp**

**Credit Officer Responsibilities include preparing loan applications, evaluating clients’ financial information and calculating risk ratios.**

* **Maintain Office Cash Flow, Petty cash and project expenditure statement for monthly report.**
* **Prepare cash forecast for Project activities and operations on monthly basic**
* **Accept invoices after goods received and check criteria for payable of invoices**
* **Prepare payment requests in accordance to Financial rules**
* **Take responsibilities for office local procurement process for quotation and purchasing**
* **Take responsibilities for office presentation and greeting visitors**
* **Answer Telephone, take message and handle general enquires as appropriate**
* **Receive and loge incoming post and recording outgoing post**
* **Maintain up to date administrative file and records**
* **Follow up the administrative management of all types of contracts (Example - office, fax, telephone, internet etc.)**
* **Carry out other duties in addition to the above, whenever directed by supervisor**
* **Submit monthly financial report to FO/FA**

## **Working Experiences | January 2017 to June 2017**

**Office Assistant @ Arakkha Foundation, Buthidaung and Maungdaw Tsp**

* **Assist township Project Coordinator in developing a data entry of villages with its particular within the township with other necessary relevant information**
* **Take photocopy and printing documents as necessary**
* **Communicate with central office for reports and reply any relevant information**
* **Answer Telephone, take message and handle general enquires as appropriate**

**Apply post**

Administartive Assistant

**Referees**

**1. Oo Than Yin**

**Project Finance Manager (MSF-Holland)**

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**2. Kyaw Myat Naing**

**Warehouse Supervisor (ICRC Organization)**

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**3. Zin Phyu Linn**

**Project HR Manager (MSF-Holland)**

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