



RESUME

# Cover Letter

Dear Madam / Sir,

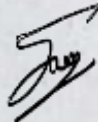
My name is Saw Han Htwe. I am writing to inquire about potential employment in your office. My qualification is in architecture and specialty in between residential architecture, interior design and site coordination and I hope to contribute to your company in this interesting overlap of disciplines.

I received my Bachelor Degree in Architecture at Thanlyin Technological University in December 2015. I worked intensively, individually as well as in team work. I have 3.5 years of practical experience while working in Myanmar, I have dealt with projects such as residential and different kinds of commercial projects. Throughout my aptitude career, I have demonstrated consistent success applying capabilities as an assistant architect to achieve high-reaching standards.

During my three and half years professional experience, with a proven record of preparing construction drawings, submission drawings for authority organizations by checking laws and regulations in advance, design development, schematic design, material selection, site coordination and selection of materials specializing in residential and commercial projects.

I would like to take this opportunity to thank you for considering my application and I eagerly look forward to your response and the opportunity to discuss further. Please feel free to contact me on my details on my resume. I am available for an interview at your convenience.

Sincerely,





# SAW HAN HTWE

## Architect/ Interior Designer

### Contact & Info

- sawhanhtwe@gmail.com
- +65 85064184
- <https://www.facebook.com/sawhanhtwe>
- Blk 206, #03-1223, Toa Payoh North

### About Me

- Date of Birth - **18 Jan 1994**
- Gender - **Male**
- Religious - **Buddhist**
- Race - **Chinese**
- Nationality - **Myanmar**
- Marital Status - **Single**
- Available Date - **Immidiata**
- Expected Salary - **SGD 2,300 (Nego:)**

### Career Objective

To secure a promising position with an organization offering long term career and advancement opportunities, in which my education, experience and skill can make a positive contribution to the organization.

### Education

- April, 2018 **Diploma in Project Management**  
Strategy First Institute, Yangon
- December, 2015 **Bachelor of Architecture**  
Technological University, Thanlyin
- December, 2014 **Bachelor of Technology (Arch:)**  
Technological University, Thanlyin
- December, 2012 **A.G.T.I (Arch:)**  
Technological University, Thanlyin

### Language Skills

- Myanmar ● ● ● ● ●
- English ● ● ● ● ○

### Skills

- Microsoft Office ● ● ● ● ○
- AutoCAD ● ● ● ● ○
- Sketchup ● ● ● ● ○
- Vray ● ● ● ○ ○
- Revit ● ● ● ○ ○
- Lumion ● ● ○ ○ ○
- Photoshop ● ● ○ ○ ○
- 3Ds Max ● ● ○ ○ ○

### Interests

- Music
- Games
- Football
- Biking
- Movie
- Sports

## Professional Experience

### **Junior Architect - TYTO Architects, Yangon (1<sup>st</sup> Feb 2016 – 30<sup>th</sup> April 2017)**

#### **Responsibilities**

- Prepare for submission drawings, tender drawings , construction drawings.
- Attend weekly meeting on site.
- Coordinate with Structure and M&E.
- Provide technical and details drawings.
- Select and recommend functional and aesthetic materials and furniture.

#### **Projects**

- Zillion Karaoke Bar & Lounge ( Yangon) – Completed
- KAMS Residence ( Yangon ) – Completed

### **Assistant Architect - Glocal Environment Practices, Yangon (1<sup>st</sup> May 2017 – 28<sup>th</sup> Feb 2019)**

#### **Responsibilities**

- Involved in preparation of schematic design, concept development and tender drawings for several projects ranging from master planning, large scale residential to small scale commercial projects.
- Prepare submission drawings and construction drawings.
- 3D Modelling and visualization for on-going projects.
- Do effective ways of presentations of the projects.
- Liaison and coordinated with clients, consultants and local authorities to ensure the project compliance to relevant regulations.
- Go site supervision and record site progress.
- Do site measurement for renovation projects to get on site dimensions.
- Attend project weekly meetings.
- Provide technical and details drawings.

#### **Projects**

- Boss KTV , Interior Design (Yangon)
- Mindhamma Villa, Façade Renovation & Interior Design (Yangon)
- Zenith Health & Beauty Center (Yangon)
- Tan Sri Kong Villa (Yangon)
- Maharsi Housing (Yangon)

## Achievement throughout past employments

Get a knowledge and experience in Architecture & Interior Design by

- standard dimensions and layout, orientation.
- conceptual design and design development.
- producing construction drawings.
- following Laws & Regulations for the projects construction.
- details drawing by using AutoCAD.
- communication and coordination with clients and various suppliers.

## Reason for leaving past employments

- To know how much I can contribute my academic and working experience in foreign Organizations.
- Would like to extent my career in abroad and learn from it.
- To gain more & different experience from different organizations and places.
- To get safe and better earnings.



Project References

Ko AMS Residence © TYTO Architects



Zillion Karaoke Bar & Lounge © TYTO Architects

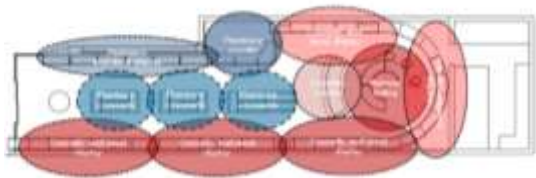


Project References

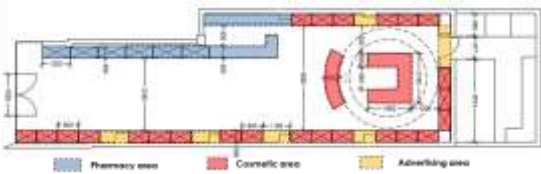
Boss KTV (Interior Project) © Glocal Environment Practices



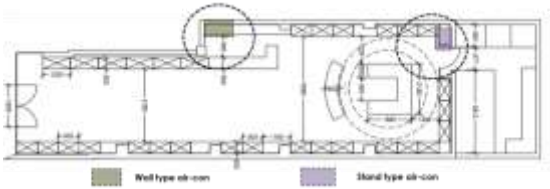
Zenith Health & Beauty Center (Renovation Project) © Glocal Environment Practices



Layout Connection Diagram



Furniture/Appliances Diagram



Air-Conditioner Diagram

