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**CONTACT INFO:**

**Mobile: +65 9059 4627**

**Email: htet.qs@gmail.com**

**Address: Blk 104, #5-293, Bukit Batok Central, Singapore 650104.**

# PERSONAL PARTICULARS

Full Name : HTET HTET AUNG

Date of Birth : 23-11-1991

Nationality : Myanmar/Chinese

Religion : Buddhist

Passport No. : MD 978544

Gender : Female

Marital Status : Single

Race : Myanmar

Experience : 4 Years

# CAREER OBJECTIVES

To become an Engineer with opportunity to apply my skills and knowledge. I would like to work in international company that will challenge my knowledge and sharpen my skills.

# EDUCATIONAL QUALIFICATIONS

* B.E (Civil)

Maubin Technological University, Yangon, Myanmar.

Academic Year 2008-2013

# OTHER QUALIFICATIONS

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| --- |
| * Certificate in QS ( Singapore Standard Method of Measurement ) |
| * Certificate in AutoCAD 2D |
| * Certificate in Design of Steel Structure |
| * Microsoft Project |
| * Certificate in Microsoft Office ( Word, Excel, Power Point ) |

# LANGUAGE PROFICIENCY

**Language Speaking Writing Reading**

* English Good Good Good
* Chinese HSK-4 HSK-4 HSK-4

# WORKING EXPERIENCE

**1. Total Years of Working Experience ( Oct 2019 to now )**

Position : **Drafter**

Duration : Oct to Present

Employer : **Bao Long Engineering Pte Ltd.**

10 Admiralty Street #03-87 North Link Building, Singapore 757695.

# DUTIES & RESPONSIBILITIES

* Draw Metal Roof, Stair, Railing, Cut Off Drain, Featured Wall, Pavilion, Recess Sump Cover, Access Panel, Ledge, Cat Ladder with Auto CAD.
* Assist the estimation for cost.
* Office paper work by using Microsoft office & Excel.

**2. Total Years of Working Experience**

Position : **Quantity Surveyor**

Duration : Jul 2019 to Sep 2019

Employer : **Alsecure International Pte Ltd.**

14 New Industrial Road #02-03 Hudson Industrial Building Singapore 536203.

# DUTIES & RESPONSIBILITIES

* Prepare the Quotation for Ironmongery Schedule
* Prepare Estimating total no of Door for all stories for Ironmongery
* Sample Delivery Order, Catalogue Book, Sample quotation
* Prepare Delivery Order, Tax Invoice, Credit Note, Cash on Delivery, Purchase Order, Proforma Invoice
* Instock for new items, Creating Product Code, Creating Customer ID
* Prepare Statement of Account, Cash Sales, Aging, Transmittal form for end of every months
* Selling Cash Sales Ironmongery Accessories for customers

**3. Total Years of Working Experience (3 Years)**

Position : **Site Engineer Cum Quantity Surveyor**

Duration : 1st July 2015 to Dec2018

Employer : **MAGGIN CONSTRUCTION CO., LTD**

Level 4, 85 Dhammazedi Road, Sanchaung Township,

Yangon, Myanmar.

Project : 8-1/2 RC Structure Mini Condominim Project, 2 Storey RC Building , Steel Structure Building, Road, Box Culvert, Apron, Drain, Road Kerb, Fencing

**DUTIES & RESPONSIBILITIES**

* Draw steel structure drawings with Auto CAD.
* Responsible for RC structure skeleton work, Pile Foundation, Brick Work and Plastering Work
* Working in Super Structure and Sub-structure
* Inspecting for Quality Control of Material, Steel and Concrete Strength
* Inspecting in Concreting of all Structure, Checking out the bar bending schedule for placement of order
* Purchase order for site requirement materials
* Preparing tender and contract documents including Bill of Quantity (BOQ)
* Check Newspaper and Web for new Tender Notices
* Arrange to invite the Sub-con’s quotations
* Prepare to contract with sub-con’s and suppliers
* Check/Proceed/Arrange and tabulate the Materials Orders
* Estimate the measurement and quantity taking off (QTO)
* Prepare Progress Claims and Progress Report
* Monthly project claims, VO work, A&A work
* Preparing quotations, cost estimate and bills of quantities
* Sourcing for material and suppliers
* Evaluate and manage tenders, cost estimates, bill of quantities (BOQ)
* Prepare project costing and progress payment, variation work and cost control
* Draw out the shop drawing to submit to consultants & need in site
* Can do ad-hoc duties assigned by superior

# REASON FOR LEAVING

* To upgrade my future life and my engineering knowledge
* To look for experience in abroad get more challenges and better international experiences

# DECLATATION

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I hereby declare that all the above information is totally true.

# SUPPLEMENTRY

Expected Monthly Salary : S$2400(Negotiable)

Availability : Immediate

Yours Faithfully,

**HTET HTET AUNG**

9059 4627