

Curriculum Vitae

Name : Hnin Thet Su Mon @ Snow
Date of Birth/Age : 31-01-1986/ 30 years
Sex : Female
Contact detail
Phone numbers : 095087425, 01-387286
Address : 253, Bogyoke Road, Kyauktada Township, Yangon
Email : hninthetsumon@gmail.com



Education Background and certifications:

1. MBA (General Management) from Victoria University, Switzerland.
2. Post-Graduate Diploma in Business Administration (PGDBA) from Singapore.
3. M.B.,B.S(Ygn) in 2002-2007 from University of Medicine (I) Yangon
4. Certificate in Business Studies in 2009 from Yangon Institute of Economics (Hlaing)
5. Certificate in Marketing Management in 2010 from Myanmar-India Entrepreneurship Development Centre
6. Certificate in Management for entrepreneurs (Basic and Advanced) from Myanmar Medical Council
7. Certificate in HR Management by Myanmar HRM Association

Other skills

- Have sound experience in sales, customer relations, marketing, project planning.
- Can work well on dealing, negotiation and presentation.
- Experience in Senior Management – General Management, Contracting procedures, Planning, Strategic Planning and Execution, KPI measures, Project Planning, Budget controlling, Innovation etc.
- Experience in managing the sales team, business development team and customer service team by planning, execution and supervision of sales plan, business development plan and service.
- Have experience in Administration Management at international organizations
- Have experience in Customer Approach, Dealing and negotiation, sales calls and meetings.
- Have very good communication skills and negotiation skills
- Can use Microsoft Project Professional 2013 for Project Management.
- Happy to work with multinational people with good team spirit
- Can use computer, Microsoft office (word, excel, power point, visio), adobe photoshop, illustrator, indesign, HR software and email and internet
- Eager to learn, Flexible, proactive , initiative and enthusiastic

Languages : 1. Burmese – Native
: 2. English – excellent

Working Experiences

Total years of Experiences : 8 years

1. Employer : Maximillion Group of Companies
Period : 2014 March to present
Position : Executive Director
Level : Member of Board of Directors
Responsibility : Attend board meeting
: Support Management Team and Consultants
: Oversee and manage the overall performance of Business Operations
: Manage sales and business development team
: Participate as business partner/ consultant/ senior management/ trainer to client companies.
2. Employer : Gracious Vacation Co., Ltd.
Period : June 2015 to Jan 2016
Position : General Manager
Level : Senior Management
Responsibilities : Manage daily operation
: Innovation of business model
: Manage Sales team, Marketing team
: Actively involve in reservation and operation
: Problem solving and supervise office management works (admin/HR/Finance)
: Day-to-day whole operation management
: up-to-date detail analysis of tourism and hospitality market of Myanmar
: Planning, implementation and control of business strategies and/or change management
: Coordinate with Airlines Management
: Report to MD
Reason of Leaving : End of contract period (only 6months Contract with Maximillion Group)
3. Employer : International SOS (Myanmar)
Period : 2013 and 2014 October
Position : Business Development Manager (Corporate)
Responsibility : Sales project planning
: arrange sales calls
: handle sales meetings
: need to overshoot the targets
: client account management
: solve customer complaints
: assist to achieve smooth business operations
: assist in solving pending financial accounts.
: provide presentation and trainings.

4. Employer : Rocket Internet Myanmar (Germany based Company)
 Period : 2012 to 2013
 Position : HR and Admin Manager and Assist in Business to MD (Asia Region)
 Level : Management
 Responsibility : HR Management
 : Office Management
 : Admin Management
 : Oversee all Projects within the company
 : Business Strategic Partner for the Organization

5. Employer : Han.Mon Trading and wholesale (Singapore) –esp Skin Care Products Branch
 (Skin care products, Fashion Industry and General Trading)
 Period : 2010 Dec to 2012 Sep
 Position : Branch Assistant Manager
 Level : Manager
 Responsibilities: Provide best customer relations
 : design staff policies HR management and development
 : report to General Manager and BOD
 : solve problems and complaints with customers and for staffs
 : deal with customers and give feedback to suppliers
 : plan business strategies, marketing strategies, budget plan
 : consulting and advising to customers about personal care
 : product-promotion project management
 : maintaining customers' loyalty
 : team leading and participation
 Experience : how to draw strategies in business, marketing and HR
 : how to solve problems and deal with customers
 : how to maintain customers' loyalty
 : ultimate customer service
 : learn marketing strategies and brand building
 : team play
 : co-ordination with multi-national and multi-cultural people
 Achievements :Start employment with Sr. Executive (customer service) and get promoted to
 Branch Assistant Manager after 3months performance
 : sales over sale target for six consecutive months at our branch
 : get confidence to approach and deal with customers
 : can co-ordinate with colleagues very well in a team work

6. Employer : Muditar Clinic (Yangon)
 Period : 2009 Jan- 2010 Oct
 Position : Medical Officer
 Responsibility : History taking, General Examination and treatments to patients
 : counseling and consulting to patients
 : Help management for clinic and pharmacy
 Experience : how to relate with patients
 : how to manage employees (HR management)

Reason for leaving : go abroad to Singapore to find a better career and further study

7. Employer : Yangon General Hospital
Period : Jan 2008 to Dec 2008
Position : House officer internship for one whole year
Responsibility : History taking, General Examination and help treatments to patients
: report to professors
Reason for leaving : completeness of internship

Referees :

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| 1. Cherry Than | 09421151997 |
| 2. Kyaw Thi Han | 09795988481 |