**RESUME**

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Name : Zin Minn Latt (ジンミン ラッ)

Date of Birth : Jul 16, 1975

Gender : Female

Address : Shibuya-ku, Ebisu 3-20-2 Ansanburu Ebisu, Tokyo

Nationality : Myanmar

Email : zmlatt7@gmail.com

Phone : 080-4328-3877

Current Visa Status : Engineer/ Specialist in Humanities/International Services (until 12.12.2020)

**Language Abilities**

English Proficiency : Conversational

Burmese Proficiency : Native level

Japanese Proficiency : Fluent

**Career Objectives and Summary**

I am very interested to work in education field. I had teaching experience in my country, Myanmar. After coming to Japan, I had been away from the education field jobs until now. I would like to apply for teaching or teaching assistant works or education administrative works. I have full confidence to use my experience and attitude very well. I really have to improve my ability. As my aim, I will take JLPT N1 and TESOL certificate at one day.

**Educational History**

**MSc in Business Management**

* Graduation period : Apr, 2012 - Dec, 2012 (9 months)
* School : Kokushikan University, Tokyo
* Description : I stopped my University education after MSc Year 1at Kokushikan University, Tokyo for my personal reasons.

**Japanese Language Course**

* Graduation period : Jan, 2010 - Mar, 2012 (2 years 2 months)
* School : Tokyo Central Japanese Language School, Tokyo
* Description : I studied the teachers' teaching and did my homework very well. I had full attendance and got JASSO scolarship. And I lead as one of outstanding students for juniors.

**Diploma in Japanese**

* Graduation period : Sep, 2000 - Jul, 2004 (3 years 11 months)
* School : Yangon University of Foreign Languages, Yangon, Myanmar
* Description : I am very interested in Japanese Language. I studied the lessons, obeyed the teachers' advice and instructions. I did my term paper very well.

**MSc in Engineering Physics**

* Graduation period : Jun, 2000 - Mar, 2002 (1 year 10 months)
* School : Yangon University, Yangon, Myanmar
* Description : I studied my master course very well. It is very interested subject. I did my exam projects of master degree very well and passed with good grades. I am very appreciate my degree.

**BS in Physics**

* Graduation period : Aug, 1994 - Mar, 2000 (5 years 8 months)
* School : Yangon University, Yangon, Myanmar
* Description : I am interested in Physics theories. I studied well and passed exams with good grades.

**Work History**

**Country Manager (Myanmar Market)**

**Sales Division, Overseas Department**

* Employment period : May, 2013 - Present (2 years 11 months)
* Company : SBT Car Exporter Company
* Position Description : Working as manager of sales team. Lead the members to improve their ability and manage the team to hit our target. Doing well marketing, customer communication and making good marketing team.

**Sales Executive, Sales Department**

* Employment period : Dec, 2012 - Mar, 2013 (4 months)
* Company : GTC Asia Corporation
* Position Description : Sent the mails and called the phones to customers for Export and Import and reported to manager. Also, I made the shipping schedules and some administrative work.

**Sales, Sales Department**

* Employment period : Oct, 2010 - Dec, 2012 (2 years 3 months)
* Company UNIQLO
* Position Description : Did the customer services, sale department works.

**Sales, Sales Department**

* Employment period : Feb, 2010 - Mar, 2013 (3 years 2 months)
* Company : AEON Supermarket
* Position Description : I was working as sales and customer service at sales department.

**Language Instructor**

* Employment period : Mar, 2006 - Dec, 2009 (3 years 10 months)
* Company : Myanmar Sakura Japanese Language Center, Yangon, Myanmar
* Position Description : Taught Basic Japanese and Intermediate Level to Myanmar students. Prepared lessons and activities for the different class levels. Assisted the School Head/Teacher in preparing and translating school materials such as books, handouts, school forms and documents for students, exam questions and helped perform some of the administrative duties

**Instructor of Computer Training Class**

* Employment period : Feb, 1998 - Oct, 1999 (1 year 9 months)
* Company : KMD Computer Co. Ltd.
* Position Description : Assisted Head teacher in supervising and giving class instruction. Was in-charge in checking lecture files to be used in class and kept the maintenance the computer program files.

**Personal Information**

* Interests : Reading, Writing, Travelling, Playing Computer, Badminton, Cooking
* Associations : Participate as volunteer at Bridge Asia Japan (BAJ) NPO Group