

Mr. Thu Yain Minn (Theo)

Supply Chain Management (Procurement, Logistics, Warehouse, Inventory, Asset and Fleet)

> About Me

With over 5 years of experience in procurement and logistics, I have successfully supported projects in compliance with organizational guidelines. My expertise includes managing purchase orders, liaising with suppliers for timely delivery, and overseeing inventory management. I excel in coordinating logistics, conducting audits, and providing administrative support to ensure efficient operations. Known for my strong communication skills and ability to work collaboratively across departments, I am committed to optimizing supply chain processes to enhance project outcomes.

CONTACT

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Address :

Al Rigga, Deira, Dubai, United Arab Emirates.

> EXPERIENCE

Procurement & Supply Chain Management Assistant

Jan 2019 - Jan 2024

Myanmar Medical Association - Adolescent Sexual and Reproductive Health Project

(MMA - ASRH Project, ACCESS TO HEALTH FUND - United Nations Office for Project Services UNOPS) Yangon, Myanmar.

- Supported the Procurement and Logistics Department in procurement and logistics activities in line with organizational policies and procedures.
- Assisted in the timely delivery of procured items ensuring adherence to quality standards as per procurement requests.
- Communicated with suppliers and agencies to manage procurement of goods and services for various projects and events.
- Maintained an updated supplier database, ensuring availability of reliable contacts for the procurement of project-related items.
- Assisted in handing over procured items to the Logistics Department for inventory and distribution.
- Contributed to logistics management for event-based activities, including local festivals, ensuring seamless delivery of materials and equipment for effective event execution.
- Collaborated with the Logistics Department to ensure that necessary project materials were available for the timely execution of project activities.
- Assisted in preparing and reviewing procurement documents and reports, ensuring accuracy and compliance with project requirements.
- Performed ad-hoc tasks as required, supporting project implementation and assisting in administrative functions.

> EDUCATION

The Kap (Training, Research, Consultancy), Yangon, Myanmar.

May 2024 - Jun 2024

Logistics and Supply Chain Management Training

Dagon University, Yangon, Myanmar.

Dec 2011 - Sep 2018

Bachelor of Science (Biochemistry)

DAI | CHI Foreign Language School, Yangon, Myanmar.

Jan 2017 - May 2018

Diploma of Business Administration Management

Diploma of Human Resource Management

Total Quality Management (ISO 9001: 2015)

REFERENCE :

Dr. Ne Win

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Mr. Nay Myo Thu

Procurement Associate

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> SKILLS AND CERTIFICATIONS

- Procurement & Supply Chain Management: Knowledgeable in managing procurement processes, vendor relations, and ensuring the timely delivery of project materials.
- Logistics Coordination: Experienced in overseeing logistics functions, coordinating with suppliers, and ensuring proper distribution and storage of materials.
- Warehouse Management: Understanding of inventory management and material tracking to ensure proper stock levels and organization.
- Administration: Skilled in administrative support, including documentation, report preparation, and data entry.
- Communication: Strong interpersonal and communication skills, capable of managing relationships with suppliers, team members, and stakeholders.
- Technical Skills: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) for project tracking, documentation, and presentation purposes.