

Htut Ko Ko

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Professional Summary

Experienced Marine Engineer and Business Development Executive with a solid background in logistics, vessel management, and bunkering operations. Proven ability to manage ferry scheduling and provision boat arrangements for maritime operations. Strong analytical skills in data-driven decision-making, backed by hands-on experience with maintenance operations, safety protocols, and project management. Seeking to leverage my technical knowledge and operational expertise in a Transport Officer role at Equatorial Marine Fuel Management to ensure efficient ferry and provision boat scheduling for bunker barges.

Core Skills

- Maritime Vessel Management
- Bunkering Operations & Fuel Tank Surveying
- Logistics & Transport Coordination
- Project Management & Scheduling
- Safety Standards Compliance (ISO 9001:2015)
- Data Analysis & Decision-Making
- Stakeholder Communication & Team Collaboration
- Microsoft Office Suite, iWMS
- Languages: English, Burmese

Professional Experience

Business Development Executive & QMR

Phee Group | Yangon, Myanmar | September 2022 – October 2023

- Developed and executed sales action plans.
- Coordinated logistics improvements, optimizing project timelines and resources.
- Managed the issuance and compliance of ISO 9001:2015 certificates for multiple business units. Business Development Executive & QMR

Clinic Manager

Khit Ziwa | Yangon, Myanmar | December 2021 – Aug 2022

- Developed and executed POS system.
- Coordinated stock supply for medical devices and pharmacies.
- Managed the issuance and compliance of local Healthcare guidelines.

Cargo Operation Officer

Hin Leong Trading PTE Co. Ltd | Singapore | Jan 2018 – Oct 2020

- Managed and coordinated fuel bunkering operations, ensuring compliance with SS600 & TR48 standards.
- Surveyed fuel tanks and supported vessel maintenance, ensuring operational safety and efficiency.
- Assisted in scheduling and maintaining watchkeeping duties to optimize bunkering performance.

Junior Marine Engineer Trainee

Ocean Tankers Pte Ltd | April 2017 – Oct 2017

- Performed scheduled maintenance on vessels, ensuring adherence to maritime safety protocols.
- Supported vessel operations through fuel management and engineering support.

Cyber Café Manager

Betahouse | Yangon, Myanmar | January 2014 – April 2017

- Supervised daily operations of a cyber café, managing staff schedules and customer service.
- Implemented scheduling systems to streamline service provision and resource allocation.

Education

Bachelor of Engineering (Marine Engineering)

Myanmar Maritime University | Yangon, Myanmar

Graduated: 2017

Certifications

- SS600 & TR48 Ship Bunkering (IBIA, Singapore)
- Seafarer Certificates (IMO, STCW)
- ISO 9001:2015 & HACCP/GHP related certificate (Bureau Veritas)
- Mini MBA in Business Development
- Microsoft Office Skills Certificate
- Pearson PTE (in progress)
- Google Advanced Data Analytics