

POSITION: Project, Telecom and Networking Engineer

Name : Mr Hein Kyaw Kyaw Myint
Nationality : Myanmar
Date of Birth : 26 May 1990
Father Name : U Sai Tar Kyaw Myint
NRC No. : 13/Ta Ka Na (N) 210656
Passport No : MB696180
Province : Myanmar
Marital status : Single
Religion : Buddhist
Expected Salary : Negotiate
Availability : Immediately
Living Location : No. 54, 1st Floor, YaDaNar Street, Kamayut Tsp, Yangon,
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EDUCATIONAL BACKGROUND

Year : 2006-2009
Institution : University of Taunggyi
Qualification : **Bachelor of Geology (B.Sc Geol)**
Year : 2015 - 2016
Institution : University of Yangon
Qualification : **Diploma of International Relations (DIR)**
Year : 2016 - 2017
Institution : Cisco System. Inc
Qualification : **Certificate of Cisco Certified Network Associate (USA)**
Score : 990 Mark
Institution : Cisco System. Inc
Qualification : **Certificate of Cisco Certified Network Professional (Routing & Switching) (USA)**
Score : Studying in progress

TRAINING – SEMINAR – DIPLOMAS - CERTIFICATES – OTHER CURICULAR ACTIVITIES

Diplomas

Year 2015- 2016

Certificates

- Certificate of Network Engineer x2
- Certificate of Cisco Certified Network Associate x2 (Routing & Switching) – Local
- Certificate of VMware VCenter 6.0
- Certificate of F5 accredited security Pre-sale Professional
- Certificate of PfSense firewall foundation
- Certificate of Hardware A+ (MITA)
- Computer Basic certificate (HMM)
- Certificate of Linux Fundamental (MCPA)
- Certificate of Business Management & Administration
- Certificate of Human Resource Management
- Certificate of Bank knowledge
- Motor Vehicle Driving & Maintenance Training School
- Driver's License
- Motorbike License

CAREER OBJECTIVES

- To get good knowledge, skills and experiences.
- To get international working experiences.
- I will be willingly welcome for a challenging position that will support my ambition whether tough or stressful, tiresome of among difficulties.

SELF OVERVIEW

- I have graduated with the Bachelor degree of Geology from University of Taunggyi, Taunggyi, Myanmar.
- I have been working as a IT - Payroll Administrator at Nokia Myanmar (External Staff) ,as a IT - Admin Executive at IT and Admin Department(HAGL Myanmar) and Senior Assistant Banker in IT department , & Admin Department (AYA Bank).
- I have excellent technology skill and knowledge. Although I do not have enough experience, I can learn in your organization quickly.
- I have confidence that my knowledge and intelligent skill could make significant contribution to your organization.

PROFESSIONAL EXPERIENCES

Company: Sun Ivy Solution (Myanmar) Co, Ltd
Location: 148, U Maung Maung Soe Lane, Corner of A One Lane.,9 Mile,
Ward (5),Mayangone,Yangon
Position: IT Engineer
Period: Dec 16 – Present

Responsibilities:

- Maintenance , installation and configuration of PABX (AVAYA),Video conference devicee(Polycom)
- Monitor network performance actively with frequent reviewing of network traffic and reporting to
- Vendor.
- Installation and configuration VMware , Windows server and Linux as network services and Cisco router, switch, firewall and networking LAN and WAN .
- Going to meeting with Client and build good relationship.
- Going to studying to vendor service training

Company: VDB Loi Myanmar – Nokia Myanmar (On- Site Staff)
Location: Building 15,Level 3 ,MICT Park ,Hlaing Township,Yangon
Position: Payroll IT Administrator
Period: May 2016 – December 2016

Responsibilities:

- Maintenance of payroll software
- Preparing documentation for new employees such as bank account opening forms, SSB and PIT etc
- Updating the SSB form and employment contract to share drive
- Reviewing employees information before cutoff date and checking after cut-off date
- When received second draft report from VDB Loi, re-review all data process, checking with payroll specialist from Nokia. When confirmed all the information, follow up with Finance Department for issuing salary cheques .
- After receiving the salary cheques, follow up with CB bank to get the salary in time for Nokia's employees.
- Explained to employees who complained and misunderstanding for the pay slip and if require dealing with VDB Loi for answering their question.

Company: Hoang Anh Gia Lai Myanmar (HAGL MM) Co., Ltd
192/Kabar Aye Pagoda Road, Bahan Township, Yangon,
Myanmar

Position: IT - Admin Executive

Period: December 2014 – February 2016

Responsibilities:

- Configuring hardware and Software ,setting up peripherals such as printers or routers,
- Provide daily support for computer end users.
- Assist work at a help desk, answering calls and e-mails regarding the computer network or communication system.
- Writing reports, tracking inventory
- Maintaining CCTV , LAN issue and internet security (Fiewall)
- Managing day to day operation of the office
- Making travel, hotel booking ,Visa(Stay permit & Work permit)
- Communicate with government office
- Meeting and event arrangements,
- Preparing reports; training and supervising other support staff
- Maintaining stationery and repair office machine and building
- Calculated monthly payroll, SSB and Income Tax
- Making Insurance for Staffs

Company: Ayawady Bank Co.,Ltd

Location: Tarchileik

Position: Senior Banking Assistant

Period: November 11 – December 14

Responsibilities:

- Served customers at the counter
- Received deposit funds and withdrawal
- Ensured that cheque has been debited to the customers, and the respective company funded their account
- Recorded all the daily financial transactions such as bank statements

- Maintaining ,fix online banking system error , troubleshooting. etc
- Assist to IT Department necessary (LAN and Network Traffic maintain)
- Answering and email the computer network or communication system with Head Office (IT Department)
- Purchase necessary computer accessory
- Manage day to day operation of the office
- Support all of department accessory when I worked Admin Department

TECHNICAL SKILLS

- Implementing managing, maintaining, administration Microsoft server 2003,2008,2012,Window OS Linux OS and knowledge of VMware ESXi 5.5
- Setting up, administering, configuration network services Active directory, TCP/IP, DNS, DHCP, Mail server, FTP, File server, Gateways, server, network security policy.
- Create manage and assigning user account, group account permission and right assignment and deletion and Active Directory services
- Installing and configuration Cisco Routing and switching such as network topology (EIGRP,OSPF,BGP,VLAN,GRE Tunnel,VPN)
- Maintenance ,troubleshooting and monitoring of the network

NON-TECHNICAL SKILLS

- Interpersonal communication.
- Well communicate with different nationalities.
- Quick and adaptable attitude to the new working environment and possess fast learning skills.
- Self-motivated and perform independently by cooperating with colleagues and higher authorities.
- Can work under pressure situation both times and tasks.
- Leadership, innovative, service-minded, good interpersonal and communication skills.

LANGUAGE

Myanmar Language

- **Listening** Excellent
- **Speaking** Excellent
- **Reading** Excellent
- **Writing** Excellent

English Language

- **Listening** Good
- **Speaking** Good
- **Reading** Good

- **Writing** Good

REFEREES

Name of Referee: May Phyu Kyaw
Company/Institution: Nokia Myanmar
Position: HR Consultant
Contact No: +95 9 45003 5597
Contact Email: may.kyaw@nokia.com

Name of Referee: Hla Min
Company/Institution: Hoang Anh Gia Lai Myanmar
Position: HR Manager
Contact No: +95 9 795 553 117
Contact Email: hlamin@hagl.com.mm