

Dear Sir/ Madam,

Please consider me an applicant for **HR Officer or HR Executive** position. I am graduated with a degree of **Bachelor of Science (Geology)** from East Yangon University, Myanmar on 2011.

I have attached my resume for your perusal. I have total working experience in Human Resources Management and administration fields over 4 years. I am confident that I will be able to make significant contributions in your organization with my experience, academic backgrounds and skills & Knowledge, eagerness to learn, motivation to succeed.

Now, I wish to enter a company where the work requires greater individual responsibility, and where there is more opportunity for advancement. I should welcome a personal interview at your convenience.

Ideally, I would like an opportunity to talk to you in person so that I can explain in more detail how I can contribute to the continued success of your company.

Yours faithfully,

Saw Soun Thein (Mr.)

Ph- 09421743401/ 09970412268

Email- sawsoun@gmail.com

No.4, Yangon General Hospital Compounds, Driver quarter, Ward-9, Latha Tsp, Yangon.

Saw Soung Thein



Birth Date: 6th November 1990
Gender: Male
Marital Status: Single
Nationality: Myanmar
Religion: Buddhist
NRC Number 12/LaThaNa (N) 022242
Father Name U Mya Hlaing
Contact Address: No.4, 1st Floor, Driver quarter, Yangon General Hospital Compound, Latha Township, and Yangon, Myanmar.
Ph Number: 09 421743401 / 09970412268
Email Address: sawsoung@gmail.com
Apply Position **HR Officer or HR Executive**

Career Objective

To build the career for management position in leading corporate with highly motivated and Challenging environment where I can effectively utilize my skills in Human Resource Management and Administration tasks.

Educational Qualifications

2009 - 2011 **Bachelor of Sciences (Geology)**
University of East Yangon, Myanmar.

Other Qualifications

October/2016- Jan/2017 **Certificate Course of Operational Human Resources Management (Top HR Solution)**

October/2015-October/2015 **Certificate Course of Understanding Myanmar Labor Laws (Top HR Solution)**

October/2015-Nov/2015 **Certificate course of Human Resources Managements (Functional Level) (Talent highway, Hledan)**

June/2015-September/2015 **Certificate course of Human Resources Managements (Union of Myanmar Federation of Chambers of Commerce and Industry)**

June/2015-September/2015 **Certificate course of Office-Managements (UMFCCI) (Union of Myanmar Federation of Chambers of Commerce and Industry)**

November /2013 **Certificate Course of Active Citizens (British Councils)**

Other Qualifications

August/2013	Certificate Course of i-office 2007 (Forever Engineering Group Training Institute)
December/2012	Certificate Course of Effective Communication Skills Myanmar ICT for Development Organization (MIDO)
December/2012	Certificates course of 4 Skills English (YUFL) (Yangon University of Foreign Languages)
September/2012	Certificate Course of Youth Development Training (British Council)
June/ 2012	Certificate course of Basic Diplomatic Skills (MOFA) (Ministry of Foreign Affairs, Yangon, Myanmar)

Professional Work Experience

- | | |
|--------------------|--|
| 1. Company Name | - HRINC Myanmar |
| Position | - HR Executive |
| Period | - 20 Feb 2017 – 21 Feb 2017 |
| Reason for Leaving | - Change my designation HR Executive to Client Services Executive, not concerned with my agreement and any discussion. |
| 2. Company Name | - Irrawaddy Green Towers Limited |
| Position | - HR Assistant |
| Period | - May/2016-Feb/2017 |
| Reason for Leaving | - want to get career advancement |

Duties and Responsibilities

- Assist for Recruitments & On-Boarding Processes
- Arrange for the SSB Registration of New Employee and Explanation of SSB Benefit and cooperate with SSB officer for the processes of SSB Smart card and registration
- Arrange for in-house and external training activities
- Prepare and report for Daily attendance
- Prepare for Employment Certificate
- Assists with the preparation of the performance/probation review form
- Assist for KPI calculation and report to HR Director and Manager
- Check for Monthly Cash Advance Remittance
- Keeping the files and arranged the documentation for each employee
- Arrange Domestic Ticket for Employees
- Assist for Overtime & Payroll Calculation
- Assist for Employee Recognition Program

3. (A) Company Name	- PALE` NADI Group of Companies
Position	- Admin Executive
Period	- February/2014- May/2016
Reason for Leaving	- want to change my professional carrier way

Duties and Responsibilities

- Prepare for JD with department head and B.O.D before job vacancy announcement
- Manage all the recruitment processes including placing vacancy announcement, responses and correspondence with applications making interview and scanning Applications Form, etc.
- Arrange for the SSB Registration of New Employee and Explanation of SSB Benefit and cooperate with SSB officer for the processes of SSB Smart card and registration
- Assist for the processing the employee who resign (Exit interview), terminate.
- Organizing meetings, making annual travel arrangements and hotel reservations for Employee, Guests & Foreign delegates.
- Arranged meeting room at the hotels and Recorded & Reported to Chairman and B.O.D for the monthly meeting minutes
- Managed daily office affairs, keep and provide the files and arranged the documentation
- Received and Reported local and oversea telephone calls for MD and B.O.D.
- Managed the office expenses and claims and Prepared Purchase Request for General Administration
- Managed repair, Maintenance & replacement of office equipment, appliances, furniture, furnishings, vehicles and etc.
- Provided supplies by identifying needs for reception, kitchen and office stationery
- Managing whole office affairs that handle together with Secretary Position.

3. (B) Company Name	- PALE` NADI Group of Companies
Unit	- SCZ Trading Co.,Ltd (Racking Business Unit)
Position	- Admin Executive
Period	- February/2014-May/2016
Reason for Leaving	- Want to change my professional carrier way

Duties and Responsibilities

- Dealing with oversea side regarding with order and enquiry
- Follow up the customer for order and Dealing with customer for Enquiry and repair job
- Managed the marketing team and follow with Engineering team\ Recorded Schedule
- Making the quotation & Invoice
- Cooperate with oversea side and internal finance department, three types of quotation (FOB, Ex-work, CIF) for upon customer's request

- Dealing with the supplier or vendor for agreement requirements for Contract agreement process
- Checking email in/out
- Arranging the shipment after we got the order, installation at customer warehouse
- Keep the files, document, contract, quotation and Invoice
- Helping payment transaction with account section
- Making the plan for advertising and Preparation design of our product for the advertising.
(Example: Yellow Book, Building Guide, Industry Guide and etc.)
- Recording & Reported to MD for the monthly meeting minutes of Racking Business Unit

4. Company Name	- SI Group of Companies
Position	- Office Staff
Period	- October/2013-February/2014
Reason for Leaving	- want to get new experiences and career advancement

Duties and Responsibilities

- Go to Naypyidaw and meet with government officer
- Running the documents for timber export/ import permit
- Reported to Manager

5 Company Name	- Digicel Myanmar Limited
Position	- Site Hunter
Period	- March/2012-February/2013
Reason for Leaving	- Lay-off (Not get permit from government)

Duties and Responsibilities

- Want to various places and negotiate with land owner to lend their or land for phone tower construction of our company.
- Reported to Supervisor monthly activities
- Negotiated with land owner for the telecom Tower Construction of Legal contract and payment processes

6 Institute	- Win Gratis Education Center
Position	- Founder & Freelance Teacher
Period	- November/2008-March/2012
Reason for Leaving	- Need to work a job

Accountability and Responsibilities

- Arrange for teaching method, Monthly Exam, Curriculum, Rule and Policies
- Helping students with their lessons and Preparing for their exams
- Training them with pre-exams
- Sharing them general knowledge concerned with their study

Technical Skills

- *Software Usage*
 - **ERP Software for HR Function**
 - Microsoft office word, Excel, PowerPoint, Outlook XP,2000,2003,2007,2010,2016
 - Virus Protection Software and update
- *Email / Internet*
- **Knowledge in Networking**

Expected Salary

600,000 MMK ~ 800,000 (Negotiable)

Languages

Myanmar, English

Personal Strength

Strong Communication in English, Public Speech, Negotiation Skills, Excellent team player, self-motivated, independent, fast learner, strong problem solving skills and hard working.

References: Any reference of description of referees & academic subjects that I had studied is available on request if required.

Yours faithfully,
Mr. Saw Soung Thein