

# Ms. Khin Su Myint Hlaing

Email : khinsumyinthlaing@gmail.com

Mobile: 0997 4280 534/0926 4800 780

Address : No.9, Hledan, (4) Street,  
Kamayut Township, Yangon



## Personal Information

❖ Marital Status	:	Single
❖ Nationality	:	Myanmar
❖ Religious	:	Buddhist
❖ Race	:	Burmese
❖ Gender	:	Female
❖ NRC No.	:	9/ Pa Ka Kha (N) 015069
❖ Date of Birth	:	20 Aug ,1990
❖ Father's Name	:	U Than Myint
❖ Language	:	Burmese and English
❖ Seeking type of job	:	Both ( Contract or Permanent )
❖ Total Experience	:	4 years
❖ Personal Interests/Hobbies	:	Business Related Activities, Travelling , Computer/ Reading, Listening music

## Computer Skills

1. MS Office
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Power Point
  - Microsoft Outlook
2. Advanced Excel (Microsoft Excel in Business Application )
3. MYOB Computerized Accounting courses are listed as below:
  - Company Data Files
  - Chart of Accounts
  - Cash Books
  - General Ledger
  - Sales Ledger

- Purchases Ledger
- Inventory
- Track Profitability of Departments and Jobs
- Multi-currency Transactions
- Debtor Management
- Advanced Inventory Management
- Year-End Procedures and Maintenance
- Reports and Analysis

## Education

- ❖ Bachelor of Engineering at Mandalay Technological University (2010 - 2012)
- ❖ Bachelor of Technology at Mandalay Technological University (2008 – 2010)
- ❖ Association of Government Technical Institute at Mandalay Technological University (2006-2008)
- ❖ Diploma in Business Management (DBM) at Yangon National Management Collage (2014 to till now)
  1. Management Skills
  2. Economics Business
  3. Human Resource Management
  4. Organizational Behavior
  5. Business Accounting
  6. Principles of Marketing
  7. Business Communication
  8. Information Technology and Information Systems Management

## Personal Strength

- ❖ Good Communication and Interpersonal skill
- ❖ Organized
- ❖ Able to work effectively in a multi-cultural environment
- ❖ Optimistic and Adaptable
- ❖ Resilient
- ❖ Able to work under pressure

## Membership

- ❖ Associate Member of Classic Blood Donation Group in Mandalay

## Work / Internship Experience -1

<b>Company Name</b>	Etaha Company Limited (Yangon)
<b>Department</b>	Site Acquisition Department
<b>Position</b>	Project Manager
<b>Duration</b>	June 2015 till to present
<b>Key Responsibility Areas</b>	<ul style="list-style-type: none"><li>• Release Purchase Order to suppliers and Receive Invoice and variation order</li><li>• Prepare ESAR and Check List and submission to clients.</li><li>• Arrange with RF, TX, CW &amp; SA Contractors for the (TSS) Technical Site Survey</li><li>• Manage acquisition project budget</li><li>• Monitoring for SAR and TSSR submit to Vendor</li><li>• Daily Update Tracker</li><li>• Training Coordinators and Site Hunting for job</li><li>• Customer Meeting</li><li>• Accomplish the project target</li><li>• Solve problem about sites</li><li>• Coordinating telecommunications site acquisition and leasing activities</li><li>• Coordinate with landowners during the lease negotiation process to obtain agreements to install telecommunication equipment and services as well.</li><li>• Strong communication technical and legal information to company executives as required.</li><li>• Completing site candidate identification packages, as well as lease and zoning audits</li><li>• Negotiate leases and purchase agreements with property owners</li><li>• Completion of lease packages and other documentation required by the company rules, assist</li></ul>

	<p>in preparing and monitoring sites budgets and schedules</p> <ul style="list-style-type: none"> <li>• Report the status of projects to clients, subcontractors, and other involved parties</li> <li>• To finished the MOU and SLA Registration</li> </ul>
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### Work / Internship Experience -2

<b>Company Name</b>	Eco Friendly Tower (Yangon)
<b>Department</b>	Site Acquisition Department
<b>Position</b>	Site Acquisition Coordinator
<b>Duration</b>	September 2014 to June 2015
<b>Key Responsibility Areas</b>	<ul style="list-style-type: none"> <li>• Training Site Hunting for job</li> <li>• Daily Hunter Planning</li> <li>• Preparing Site Acquisition Report and SAR submitted to Telenor</li> <li>• Updating SAQ Follow</li> <li>• Site complete as per target date with quality</li> <li>• Improving the jobs performance of each hunters and Hunter's working processes</li> <li>• Solve problems about sites like Neighbor Objection, Lease negotiation, and Landlord's rejected</li> <li>• Plan for re-hunt and request for transportation</li> <li>• Negotiate with Governmental issue .</li> <li>• Accomplish the project target</li> </ul>

### Work / Internship Experience -2

<b>Company Name</b>	Irrawady Green Tower (Yangon)
<b>Department</b>	Site Acquisition Department
<b>Position</b>	Legal Officer
<b>Duration</b>	2013, Dec to 2014 , September
<b>Key Responsibility Areas</b>	<ul style="list-style-type: none"> <li>• Take the required Recommendation Letter from Village/Ward Administration office, Land Record Department, Township Administration Department and Yangon City Development Committee, Neighbor Consent Letter.</li> <li>• Application for the ownership documents at</li> </ul>

	Township Government such as 105/106, Special power, Form 7 and La/Na (39) or LaYa (30)
<b>Work / Internship Experience -3</b>	
<b>Company Name</b>	Digicel Myanmar Tower Company (Mandalay City, Lashio City and Yangon City)
<b>Department</b>	Site Acquisition Department
<b>Position</b>	Site Acquisition Officer
<b>Duration</b>	2012, July to 2013, December (Around 2 years)
<b>Key Responsibility Areas</b>	<ul style="list-style-type: none"> <li>• To find out suitable options within search radius using GPS and Compass.</li> <li>• Conduct site hunting, scout for buildings and green field for potential cell site facility.</li> <li>• Conduct site survey together with Civil Network Engineering.</li> <li>• Take necessary pictures, measurements, for the preparation of drawings, sketches for specified project.</li> <li>• Negotiate with lot owners and administrators with regards to terms and conditions of the lease agreement between the Network provider and the lot/building owners.</li> <li>• Secure copies of property documents, Form 105/106, Grants, cadastral maps, and other similar documents.</li> <li>• Cause the issuance of clearances and consents from Village and Township Authorities.</li> <li>• Secure Memorandum of Agreement (MOU), Lease Contracts (LC) in preparation of the acquired cell site project.</li> </ul>

## REFERENCES

- **Mr. Colin Roud**

Facilities Manager

Mob : +95 9425306892

- **Mr. Dipanjan**

COO

Mob : +95 09790302696