**Kyaw Myint Than**

PERSONAL DETAILS

Date of Birth : September 1, 1986

Marital Status : Married

Nationality : Myanmar

E-mail Address : **kyawzinhr@gmail.com**

Contact Number : +95 9401111209

Salary : 800,000 Kyats

Address : No.988, Aungmingalar Street, Insein Township, Yangon.

**PERSONAL PROFILE**

An accomplished and driven professional with an entrepreneurial spirit and unmatched drive. Possessing a proven ability to contribute to a company at both strategic and operational level when delivering people management strategies. a highly competent, motivated and enthusiastic HR professional with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to HR Director and work colleagues. Currently looking to progress a career within the HR industry by joining an exciting and ambitious company that rewards ability and hard work.

PROFESSIONAL HISTORY

**Oway Travel & Tours Company Limited**

**Senior Human Resources Executive** January 2018 - May 2019

Having overall responsibility for the recruitment polices of the company and also the welfare of the staff. Also managing the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner. Ensuring that all procedures comply with the Data Protection Act.

* Establishes and leads the standard recruiting and hiring practices and procedures necessary to recruit and hire a superior workforce.
* Interviews management and executive position candidates; serves as part of the interview team for position finalists.;
* Conducts a continuing study of all Human Resources policies, programs, and practices to keep management informed of new developments.
* Leads the development of department goals, objectives, and systems. Provides leadership for Human Resources strategic planning.
* Leads the implementation of the performance management system that includes performance development plans (PDPs) and employee development programs.
* Partners with Business to communicate Human Resources policies, procedures, programs, and laws.
* Conducts periodic surveys to measure employee satisfaction and employee engagement.
* Leads competitive market research to establish pay practices and pay bands that help to recruit and retain superior staff.
* Monitors all pay practices and systems for effectiveness and cost containment.
* Leads participation in at least one salary survey per year. Monitors best practices in compensation
* The ability to understand business goals and recommend new approaches, policies and procedures to effect continual improvements in business objectives, productivity and development of HR within the company
* Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments. Direct report to HR Director.



**Oway Ride Company Limited**

**Human Resources Executive**  December2016 – January 2018

Act as first point of HR contact for the designated groups to ensure smooth implementation of HR programs, processes and policies at corporate office in line with the HR strategies. Also responsible for managing end-to-end execution of recruitment process, learning and development, talent management, and performance management.

* Assist HR Director on manpower planning, recruitment, selection, placement, orientation, performance management, career planning, succession planning, formulation of policies and strategies.
* Dispute settlements according to labor law, Factory rules & compliance guidelines.
* Giving confirmation letter to the probation success employees and preparing office order according to the instruction of HR Director (Promotion, Termination, Dismiss, Transfer, Title Change, Salary adjustment letter and Annual Bonus).
* Assist to HR Manager in every corner to success the recruitment for local Job Fair. As, connecting the media and advertising agencies and services agencies for Event venue, directly connecting to Journal offices and the newspaper offices.
* Maintain employee benefit administration such as leave records, insurance, medical and etc.
* Making the Employee Contract compliance the labor law .
* Recruiting staff by preparing job descriptions and job adverts; deciding on how best toadvertise. Shortlisting applicants for interview using a variety of selection techniques including psychometric testing Interviewing shortlisted candidates.
* Arrange and lead exit interviews and report the response of the resigned employees to develop work environment and to achieve better employee engagement and retention.
* Execute performance management activities and provide feedback on performance improvements opportunities
* Processes company's payroll every pay period
* Maintains payroll processing system and records by gathering, calculating, and inputting data
* Answers staff questions about wages, deductions, attendance, and time records
* Handles changes in exemptions, job status, and job titles
* Performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts
* Pays employees and compiles payroll information by managing payroll preparation; completing reports; maintaining records.
* Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
* Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
* Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts.
* Maintains payroll staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results



 **KTK Electrical Engineering Company Limited**

 **HR Officer** June 2015 – July 2016

To execute complex activities to support human resources management implementation regarding employee relations issues, as well as rules and regulations enforcement within the organization, in order to create positive attitudes towards company, and alignment with People Group's strategy and the human resources management frameworks.

* To collect & check all departments daily attendance & Leave and to report HR Manager.
* To assist in implementation of HR policies, practices, and procedures, and ensure compliance with legal laws and regulations as regards recruitment.
* To send soft copy of daily attendance to every respective departments on the last date of every month.
* To update leave taken &balance data entry, preparation for leave refund annually.
* Maintain up to date and accurate staff lists and filing system.
* To inform and share monthly staff in/out list to HR Manager & executives.
* Filing & Documentation (to dispatch probation evaluation, confirmation, increment letter etc.)

**Compensation & Benefits**

* To calculate monthly overtime of bargain able employees & submit to HR Executive.
* To collect the necessary documents and preparation for SSB contribution to new comers.
* To contribute SSB for monthly.
* To collect monthly employee birthday for social welfare.
* To collect necessary documents for car rental scheme and provide these to Finance. Department for staff’s car rental payment by monthly salary.

**Recruitment & Selection**

* Recruiting staffs for organization’s need.
* Receives and tracks employment applications.
* Arrange the document process the screening, interviewing and selection process.
* Processing offer letter, appointment letter, promotion letter, termination letter.
* Assist HR Executive to prepare vacancy announcement in journals, newspapers and other medias
* To contact and arrange the lower level candidates for personal interview such as Driver, Security and Cleaner.
* Recruiting staff for developing job descriptions, preparing advertisements.
* Schedules meetings and interviews as requested by HR Manager.
* Arrange second interview to concerned HOD.
* Arrange to give A & P materials at HR events & Single Job Fair.

**Lucky Sky Company Limited**

**HR Administrator** June 2014 - May 2015

Primarily responsible for the provision of effective and efficient administrative support and assistance to the Human Resources Department Also responsible for human resources information including recordkeeping, reporting, and information management systems. This position provides administrative and project management support to the Human Resources Manager.

* Daily Attendance downloads from finger Print
* External Reply Collected CV
* Other Department Monthly Overtime Calculate and checkup
* To collect & Check all department daily attendance & Leave
* To update leave taken & balance data entry
* Maintain an up to date and accurate staff lists and filing System
* Filing & Documentation, Contribution for new comers
* To collect the necessary document a preparation for SSB
* To collect monthly employee birthday for social welfare
* Assent HR Executive to prepare vacancy announcement in Journal, newspaper
* Receives and screens visitors and telephone calls



 **SUPREME** Company Limited (Yangon Head Office)

**Export / Import (Supervisor)** January 2012 - May 2014

Working as part of a team and supporting the office manager. Responsible for the day to day tasks and tender duties Scanning Data files. Primarily, they document shipments to ensure that they are in compliance with customs rules and regulations.

* Scanning Data files
* Request Tender Price from other Country
* Preparing Tender
* Collecting information abroad
* Preparing decision making
* Preparing the import buying activities (supplier database)
* Import-export specialists have many duties
* Primarily, they document shipments to ensure that they are in compliance with customs rules and regulations
* Import-export specialists also counsel clients on matters like tariffs, insurance, and quotas.
* They categorize shipments according to a tariff coding system
* Import-export specialists also counsel their clients how to reduce duties and taxes owed
* Other duties of the import-export specialist have to do with shipment of the goods
* They track the location of the shipment

**EDUCATION QUALIFICATION**

2007-2010 : **B.Sc. (IC) (Industrial Chemistry)**

 **Yandnabon University (Mandalay)**

Jan 2020 : Public Speaking and Presentation Course (Certificate)

June 2019 : Strategic Human Resource Business Partner (Certificate)

July 2019 to Now : English 4 Skills (Intermediate) , [U Agga Parami English Traing Center](https://www.facebook.com/pages/U-Agga-Parami-English-Traing-Center/137030433799249?eid=ARD-lPIJFqgVH09zhwPL6rWikLKlO-QVLy0tYBBFzqaOzPQ_u8W6vlZ55stO9mIJt_Q1UGqj-kTDo1f8&timeline_context_item_type=intro_card_work&timeline_context_item_source=100025116944566&fref=tag)

Nov 2018 - March 2019 : Human Resource Planning & Documentation: Workshop (Certificate)

June 2018 : International Performance Management Methods (Certificate )

Nov 2017 - May 2018 : Executive Diploma in Human Capital Management (IQM) , LONDON

 Talent Highway Management Institute

Jul 2016 - Dec 2016 : Diploma in Human Resources Management (ICM)

 Excellent Choice Institute of Finance and Management

2018 : Understanding Local Labour Laws in Myanmar , Smart Way Management Institute

2016 : Understanding Local Labour Laws in Myanmar

 MSHRM (Myanmar Society For Human Resource Management)

2015 : General English 4 Skills,AELC - Acuity English Language Centre

Nov 2014 to Dec 2014 : Certificate of HRM (Global Knowledge Management Institute)

2013 : English Grammar and Communication, (Success Language Academy)

**COMPUTER SKILLS**

2009 to Now : Adobe PageMaker 7.0, Microsoft Office 2019, Graphic Design

 HR Software HCM , Global Wave Software

**LANGUAGE PROFICIENCY**

English : Intermediate

**SKILLS & EXPERTISE**

* Developing the HR plans and policies in conjunction with the company’s over all development plan.
* Developing Employment Handbook
* Microsoft Office
* Overall responsibility of man power planning and recruitments.
* Developing and implementing the performance appraisal system for the company and

co-ordinating it with other line managers

* Co-ordinating with finance department for processing of payments to employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Maintaining good internal communication within the company.