

Ms. Khine Darli Htwe

No. (159), Nandawun Street, Shwe Gone Ward,

Kyauk Tan Township, Yangon.

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PERSONAL PARTICULARS

Age	:	29 years	Date of Birth	:	12 th March, 1994
Nationality	:	Myanmar	Gender	:	Female
Marital Status	:	Single	NRC Number	:	12/KaTaNa (N) 118152

EDUCATION

- **BA. Chinese** (Qualified to MA) (Yangon University of Foreign Languages), (January,2014)
- **Diploma in Business Management & Administration** (2017)
Study Center : Strategy First Institute, Yangon, Myanmar
Awarding Body: Institute of Commercial Management, UK
- **Certificate in Marketing Management** (2018)
Study Center : Strategy First Institute, Yangon, Myanmar
Awarding Body: Institute of Commercial Management, UK
- **Diploma in ABE Level6 Diploma - UK** (specialized in Business Management)
Study Center : Strategy First Institute, Yangon, Myanmar
Awarding Body: Association of Business Executive, UK

PROFESSIONAL DEVELOPMENT

- Certificate in Basic Computing (i-office)
- Certificate in Microsoft Excel and Advanced Excel in Business Application

WORKING EXPERIENCES

- **Executive- Microfinance at BG Microfinance Myanmar (2015-2016)**
- **HR and Administration at BG Microfinance Myanmar (2016 to 2017)**
- **Manager-Administration at BG Microfinance Myanmar(2017 to 2019-june)**
- **Manager –Human Resources at Straits Microfinance Limited (2019, August-October)**
- **Senior Administration at Ceyline Maritime Services Myanmar Company limited. (2019, November –present)**

Responsibilities

- Assist to head of administrator
- Corporate with **DICA (apply (Form-6,26,E), (increasing paid up/registered Capital),(Director (BOD members)change), (Head office address change),**
- Tax office (**IRD**), **Central Bank of Myanmar(apply credit facility)**
- Have good knowledge about **Labor Law** and other relevant statutory requirements (Making labor agreement, record staff Attendance, arrange staff allowance)
- Have to do **VISA (immigration) affairs (Apply visa extension and FRC extension/ New FRC apply)**
- To do and control payroll, personal income tax calculation and attendance
- To do purchasing, have to corporate with bank and Finance Regulatory Department(**FRD**) (apply proposal for New branch opening, new area expansion, BOD members and Head Office Address change, apply credit facility, apply visa and stay permit,)
- Have knowledge of SSB and calculate the contribution
- Coordinating with DMA for seafarer's sign on/off,
- Prepare monthly report to DMA and other instructions letter

VOLUNTEERING

- Liaison Officer in 27th SEA GAMES held in Myanmar,2013
- Liaison Officer in 7th ASEAN PARA GAMES held in Myanmar,2014(in chart of Brunei Darussalam team)
- Participated in NOBEL-MYANMAR Literary Festival in 2015, 2016 and 2017

LANGUAGE SKILLS

- English