

Contact HR Consultant for CV No: 341221

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**EDUCATIONAL QUALIFICATION**

2008(DEC) - 2010(SEP) - **ASSOCIATESHIP OF GOVERNMENT TECHNICAL INSTITUTE**

**AGTI (CIVIL ENGINEERING IN DIPLOMA)**

**WEST YANGON TECHNOLOGICAL UNIVERSITY**

2010(DEC) – 2012(NOV) - **BACHELOR OF SCIENCE (PHYSICS)**

**DAGON UNIVERSITY (YANGON)**

**Professional Trainings & Certificates**

* Engineering Drawing Computer Aided Graphic Design ( Auto CAD)

Prepare layout, detailed, schematic, perspectives etc. shop drawings

(Architectural, Civil, Electrical, Mechanical, M & E Drawing – 2D and 3D)

International 2D drawing Principle, Advanced 2D Commands, Dimension and Plotting)

* MS Office : Word, Excel, Power Point and Microsoft Project
* Certificate in Proficiency Test Japanese Language Level N(3) by **Embassy of Japan**
* The Basic Life Support & First Aid Course at Medical Training Centre, **Saitama,Japan**

**WORKING EXPERIENCES**

**2015(Dec) – 2016(Nov) :** **AC Orient Co.,Ltd**

**Position Japanese Interpreter and Customer Services**

**Responsibilities**

* Attend conferences and meetings and act as official translator to mediate discussionConduct inspection through the production lines to have safe and clean.
* Responsible for listening to, understanding, and translating spoken or written statements from Japanese language to Myanmar and English.
* Accompany foreign visitor and facilitate communication between receiving party and visitors.
* Adapt a product or service for use in a different language and culture.
* Resolve customer complaints via phone, email, mail, social media or face to face.
* Work with customer service manager to ensure proper customer service is being delivered.
* Manage customers' accounts and keep records of customer interactions and transactions.

**2014(Aug) – 2015(Sep) :** **Kurita Aim Delica Cooperation Co.,Ltd (JAPAN)**

**Position Assistant line leader**

**Responsibilities**

* Attending and reviewing for Food Productions meeting before start of work.
* Prepare and collect the food items as per daily production lists.
* Conduct inspection through the production lines to have safe and clean.
* Inspections noodles, vegetables and cutting blades before cleaning with water.
* Conduct clean the vegetables with soft detergent in the water tank and mixer panel.
* Identify and highlight possible risk on the process of noodles production and report to line leader and department head.

**2012(Jan) – 2014(Jun) :** **Kakehashi Construction & Decoration Co.,Ltd**

**Position Customer Service, Draftsman/Designer**

**Responsibilities**

* Created and modified solid models and detailed drawings from sketches, models, layouts or notes provided by design/engineering.
* Produced client drawings from design information, as per specifications.
* Converted hand drawn plans and designs to precise and presentable AutoCAD files.
* Produced accurate and timely AutoCAD files.
* Converted and applied proper unit conversion for accurate presentation of legends.
* Prepared bill of materials and parts list.
* Accept accountability for all customer service activities and associated with customer service department to solve for all client needs and complaints.

**DEMOSTRATED ABILITIES**

**Communication skills**

Verbal: Communicate and explain ideas effectively, give instructions clearly.

Listening Accurately follow verbal directions. Visual learner; show me how to do something once and I am able to do the work. Able to listen to all sides of a situation and develop logical conclusions.

Written Write reports, correspondence, complete forms.

Follow written instructions accurately.

**Interpersonal Skills**

* Optimistic person who gets along well with coworkers and managers.
* Strong interpersonal skills, complemented by strengths in organization and the ability to work both alone and as part of a team.
* Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.
* Able to meet tough deadlines & work under pressure
* Work well as part of a team, respectful and cooperative with coworkers and team leaders

**Supplementary and other information**

Expected salary - Negotiable

Available - Immediately

Languages - Myanmar, English ( fluently ) and Japanese Language N(3)(Proficiency)