



# KO KO PAING

## CONTACT

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📍 UAE, Dubai

## PERSONAL DETAILS

Date of Birth : 06/10/1992

Nationality : Myanmar

Passport : MF423981

Place : Yangon

## SKILLS

Ability to work on own initiative, mature, creative and pro-active.

80%

Ability to work on time management, planning and organizing.

80%

Fast learner.

80%

Physically fit, Flexible & adaptable

100%

Strongly confident my qualification and skills

80%

Able to work along hours or irregular hours

80%

## OBJECTIVE

Looking forward to a reputed company to invest and improvise my calibre for the self development and business served, with taking a great Channing in life career to update and upgrade professional skills with responsibilities, experience and to be a committed and hardworking personal. To contribute my knowledge, professional skills and experiences as well as to collaborate with a team that enhances your organization's success.

## EXPERIENCE

### Admin Executive, Sale

2014 - 2018

HTET MYAT HAN CO, LTD

Arrange Car Permit submission process for HMM Co,Ltd

: Provides contract terms to make payment classifications in car selling process

: Work closely and collaboratively with MD for the staffs salary payment

: Ensure requested remittance and withdraw the cash from bank.

: Check monthly showroom expenditures which undertaken by admin in showroom

: daily operation

: Organize meeting, events and yearly conference for organization deveopment

: Prepare tender process in vehicles importing function and cargo shipment

process

: Maintain Job Permit website up-to-date

: Establishes monthly inventory reports of physical resources

: Provides other related assignments as may be tasked by Admin/HR department

and transportations arrangement

: Serve as executive of Admin and HR Unit in staff recruitment process

: Maintain car showroom adequately facilities, equipment and refreshment for

customer services

: Develop and build a professional and inclusive team for reliable car sale center

: Ensure to provide maintenance process for HMM's car service calls

### Admin HR Executive

2019 - 2021

CONCORIA INTERNATIONAL CO, LTD

Able to travel extensively



LANGUAGES

English

Myanmar

- Monitor budgets cost center in fixed allocation by admin activities
- : Works closely and collaboratively with Senior Management Team in planning of Company objectives and provided needful actions
- : Collaborates with Assistant General Manager in sales report assessment
- : Revise in procurement in accordance with Procurement’s CIL policies
- : Maintenance and update monthly inventories in adequate office physic resource
- : Coordinate with Logistics department to establish warehousing supply schedule and organize logistics in terms of transport requirement, receipt, handling, storage, distribution of stock items
- : Prepare monthly administrative and procurement plan for operation suport
- : Check daily vehicle arrangement, trips and delivery plans of Transport Unit
- : Provides activities, event, hotel reservations, accommodations, transportation and other official entitlement case when necessary
- : Provides monthly staffsattendance reports, leave request and over-time records
- : Organize regular staff meetings
- : Arrange and allocate the financial usages of Admin department in liaison with accountant policies
- : Provides all contracting process in office rental, car rental house, client and commercial business contracts
- : Maintain Fixed Assets and Office Supplies management in accurate asset registration
- : Provide Assets Code for all equipment and warehouse stocks
- : Arrange the duty assign for security, domestic driver and administrative aspect oversee by admin in Covid 19 pandemic period
- : Provides monthly expenses report adhere with SAP Lumira Software
- : Arrange to ensure to produce maintenance schedule for require service, includes insuring vehicles and clean, fill fuel at all time, validation of license, insurance etc. to promote and maintain workforce safety

## EDUCATION

**Bachelor of science (Botany)**

2019

Dragon University

Graduate

**Certificate in i- Office (MS Word, MS Excel, MS Power Point**

KMD Computer Training Center,Yangon)

**Certificate in Human Resource Management**

Myanmar Management Institute)

**Certificate in 21st Century Applied Management Concepts and Technique**

Myanmar Management Institute)

**Certificate in Business Management**

Yangon Management Training School)

**Personal Development (Better You)' course**

MCIA

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