

# Mr. Min Thway Khine

Storekeeper

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## PROFILE SUMMARY

With over 8 years of experience in Quality Assurance and Production/Warehouse Supervisor in electronics manufacturing, and detail-oriented Stockkeeper adept at managing inventory levels, ensuring accurate stock records, and facilitating smooth operations within warehouses or retail environments. Proficient in utilizing inventory management software and conducting regular audits to maintain inventory accuracy. Skilled in receiving, storing, and distributing goods efficiently while adhering to safety protocols. Strong organizational and problem-solving abilities combined with excellent communication skills to collaborate effectively with team members and vendors. Dedicated to optimizing stock processes to meet operational goals and enhance customer satisfaction.

## EXPERIENCES

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**Quality Assurance Engineer – Myanmar Yazaki Thilawa Co., Ltd.** **Oct 2019 – Apr 2024**

**(Headquarters at Japan) (Wire Harness for Toyota IMV doors and floor)**

- Supported as a QA Auditor in the QA Department.
- Regularly audited manufacturing products and processes to ensure they met established quality standards, specifications, and customer requirements while adhering to best practices.
- Analyzed quality data to identify trends and areas for improvement.
- Implemented corrective and preventive actions to enhance quality and prevent defects.
- Investigated customer complaints and addressed root causes using tools such as 8D reports.
- Provided quality assurance for products, services, and manufacturing processes.
- Ensured processes adhered to quality standards throughout the production lifecycle.
- Contributed to continuous improvement efforts by enhancing processes and procedures to achieve optimal quality outcomes.
- Prepared reports for supervisors by collecting, analyzing, and summarizing data.
- Analyzed calibration data for measuring and inspection tools and equipment.
- Demonstrated problem-solving skills and made decisions in abnormal situations related to the quality assurance process.
- Collaborated with other departments to build and maintain relationships.
- Followed supervisor instructions according to production situations.
- Worked cooperatively in accordance with the nature of the business

**Production Supervisor – Delta Electronics (Myanmar) Co., Ltd.** **Feb 2016 - Oct 2019**

**(Headquarters at Taiwan) (Transformers, Inductors and Line filters)**

- Supervised the daily operations of the production line to ensure maximized productivity, quality, and timely delivery of products.
- Monitored production processes and made adjustments as necessary to maximize efficiency and minimize downtime.
- Oversaw the daily activities of production line leaders and provided coaching and feedback to improve their productivity.
- Continuously reviewed production processes and recommended improvements to streamline operations and reduce costs.
- Controlled the manpower of the production line effectively.
- Managed production lines according to the instructions of superiors and managers in the workplace.
- Possessed production knowledge and demonstrated good problem-solving skills.
- Managed both production line control and documentation.
- Reported line control to the Manager and Factory Manager.
- Handled additional duties assigned by the Department Head as required.

**Warehouse Supervisor – Delta Electronics (Myanmar) Co., Ltd.  
(Headquarters at Taiwan) (Transformers, Inductors and Line filters)**

**Feb 2016 - Oct 2019**

- Oversaw the receipt, storage, and distribution of goods.
- Conducted regular inventory audits to maintain accurate stock levels.
- Implemented inventory control measures to minimize discrepancies and losses.
- Provided direction, guidance, and supervision to warehouse staff.
- Assigned tasks and scheduled shifts to ensure adequate coverage.
- Trained new employees on warehouse procedures and safety protocols.
- Analyzed warehouse processes and identified areas for improvement.
- Streamlined workflows to increase efficiency and productivity.
- Implemented best practices for picking, packing, and shipping operations.
- Ensured that all incoming and outgoing products met quality standards.
- Conducted inspections and addressed any issues related to damaged or defective goods.
- Maintained accurate records of inventory levels, transactions, and operational activities.
- Generated reports on warehouse performance metrics, such as productivity and accuracy.
- Provided regular updates to management on key performance indicators.

**SKILLS**

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- Problem Solving
- Leadership
- Teamwork
- Flexibility
- Decisiveness
- Creativity
- Presentation
- Transferable
- Microsoft Office (Excel, Word, PowerPoint)
- SAP
- Statistics Process Control
- Measurement System Analysis
- 8D report
- Lean Six Sigma
- Data Visualization
- Driving

**EXTRA CURRICULARS & CERTIFICATIONS**

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- **ISO 9001:2015 Awareness** - Worldwide Quality Assurance 21<sup>st</sup> - 22<sup>nd</sup> October, 2016
- **Internal Quality Audit for ISO 9001:2015** - Worldwide Quality Assurance 28<sup>th</sup> - 29<sup>th</sup> October, 2016
- **IATF 16949:2016 Requirement**- TUV SUD (Thailand) Ltd. 9<sup>th</sup> - 12<sup>th</sup> October, 2017
- **IATF 16949:2016 Internal Audit** – TUV SUD (Thailand) Ltd. 9<sup>th</sup> - 12<sup>th</sup> October, 2017
- **Internal Auditor IATF 16949:2016** - OMINEX 9<sup>th</sup> - 12<sup>th</sup> August, 2018
- **Awareness on Automotive Core Tools** – OMNEX 7<sup>th</sup> - 9<sup>th</sup> August, 2018
- **Risk Management Systems Analysis** - OMINEX 10<sup>th</sup> August, 2018
- **Lean Six Sigma White Belt** – Council for Six Sigma Certification 11<sup>th</sup> February, 2022
- **Certified Lean Six Sigma Yellow Belt**- Eminence Education Service 26<sup>th</sup> September, 2022
- **Certificate in Operation Management** – Eminence Education Service 1<sup>st</sup> December, 2022
- **Google Data Analytics** – Coursera 19<sup>th</sup> September, 2023
- **Google Business Intelligence** – Coursera 28<sup>th</sup> November, 2023
- **EF SET English level: B2 Upper Intermediate** - CEFR 4<sup>th</sup> January, 2024

**LANGUAGE**

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- **Burmese** - Native
- **English** - B2 Upper Intermediate

**EDUCATION**

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- **Technological University (Thanlyin)** Myanmar  
Bachelor of Engineering – Mechatronic December 2010 – November 2015
- Cumulative GPA: 4.55 out of 5.0