



# Naing Naing Aung (Mr)

## *Warehouse and operation management*

### Profile

Organized and detail-oriented Storekeeping with 5 years of experience in warehouse operations and inventory management. Skilled in receiving, inspecting, and storing goods, maintaining accurate inventory records, and ensuring the smooth operation of the storeroom. Proven ability to multitask, prioritize tasks, and work efficiently in a fast-paced environment. Experienced in utilizing inventory management software and operating warehouse equipment.

### WORK EXPERIENCE

#### Unlock New Myanmar – Company Ltd.

**July 2019** Warehouse & Procurement Manager  
(Cargo ship Sales & Service management Project)

**May 2024**

- Warehouse & Procurement manager over five years' experience for overseeing the storage and handling of goods on cargo ships, involves managing the logistics of loading and unloading cargo, ensuring that all items are stored safely and efficiently, and maintaining accurate inventory records. Keeping detailed records of all cargo, including tracking shipments and ensuring inventory accuracy.
- Working closely with shipping companies, port authorities and other stakeholders to coordinate the movement of goods. Training for warehouse workers, providing training to get high performance. The procurement of goods and services required for cargo ship operations. Monitored supplier performance and manage supplier relationships. Got all permit letters and licenses from the Ministry of Transport and Communications. Monitored supplier performance and manage supplier relationships.
- Secured all necessary apply permits and licenses from Myanmar's Ministry of Transport and Communications, Ministry of Roads and Transport, Myanmar Port Authority
- Oversaw logistics for raw materials, equipment, parts, and fuel necessary for ship repairs and maintenance dispatching goods, and ensuring the smooth operation of the store or warehouse
- Managed ship tax issues and supervised upgrade procedures, ensuring compliance with regulations.

#### Huawei Technologies Co.Ltd, Myanmar

**January 2016** Site Acquisition Manager \_ (Telecommunication)

**June 2019**

- Successfully completed over 300 LTE project sites in Yangon region and obtained building permits for 100+ sites in southern Myanmar.
- Conducted technical site surveys and designs for various installations, including lamp poles, wall mounts, and rooftops, across multiple regions.
- Coordinated with government officials and managed legal document integrations to ensure seamless project execution.
- Strengthened work in close collaboration with the civil work team, radio frequency & transmission operation team, design team, commercial team, and legal department.
- Many have been obstacles and these places have become ON AIR. There are Shwedagon pagoda, People Park, Shwe Htut Tin Event Park, Thuwanabumi Event Park, The One KTV, Vantage Tower, Total E&P Myanmar, Custom Government office, New Year countdown celebration Minedar Kwin and Taunggyi fire balloon festival.

### CONTACT

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### EDUCATION

2015: Bachelor in Art Business  
Management  
Yangon, Myanmar

### TRAINING

#### Pan Asia Internal Training Courses:

- Business Manner
- Complaints Management
- Business Etiquette and Ethics
- Community Engagement

#### The Institute for political & Civic engagement (iPACE)

- Active community engagement course
- English or special purposes

#### Yangon University of Foreign Language

- English language course

#### Wave Myanmar & Ambassade De France En Birmanie

- Capacity Building in Media Development

#### I School Myanmar

- IT and Social Network Training

## ActionAid (Training for Change)

- Creating social change through training
- Facilitation & Communication
- Designing & Conducting
- Graphic Facilitating
- Script Writing

## Myanmar Egress Capacity Development Centre

- Mass Communication Course
- Social Entrepreneurship Course
- Economic Literacy and Budget Analysis Training

## Skills

- Warehouse Operations
- Inventory Control
- Team Supervision
- Process Improvement
- Safety and Compliance
- Cost Management
- Supplier Management
- Logistics Coordination
- Computer skills (Excel, word, power point)

## LANGUAGES

English: Fluent

Myanmar: Mother Tongue

Thai: Basic

## Pan Asia Majestic Eagle Limited – Telecom Tower Company, Myanmar

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**December 2012**                      **Documentation Manager**  
**December 2015**

- I worked for over 2 years in the Site Acquisition Department working on site document preparation, printing, data collection, arranged to sign site lease agreements (SLA). I oversaw critical aspects related to information
- management, ensuring accuracy, compliance, and efficient workflows. Filed, stored, and organized all company
- documents. Maintained the all-hardcopy in the file room and organized files in file boxes. Ensured all records were up to date company server in the system.

**December 2012**                      **Business Development Administrator**  
**December 2015**

- Managed new colo applications, draft tower space reports, and KSGM Google Earth progress files.
- Worked on-site document preparation, printing, data collection, arranged to sign site lease agreements (SLA). I oversaw critical aspects related to information management, ensuring accuracy, compliance, and efficient workflows. Maintained the all-hardcopy in the file room and organized files in file boxes. Ensured accurate tracking and submission of monthly target updates for KSGM.
- Assisted in helping to create the Site Lease Agreement and revised the draft Tower Space Report.

## Skynet TV Station, Myanmar

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**(2011- 2012)**                      **Video Reporter**

- Worked as a video reporter and cameraman, covering events in collaboration with the Ministry of Education and private education centres.
- Conducted interviews and reported on various educational events, contributing to comprehensive news coverage and content creation.

## MRTV4 TV Station

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**(2010-2011)**                      **Channels Monitoring & Evaluation officer**

I responsible for checking and monitoring 24 hours such as local channels MRTV-4, Channel-7, 4 Digital Channels and 5 Plus Channels and other HD channels. If there any problem of signal error or line false we directly to inform to related of channels departments.