

# THU YAIN MINN

## Supply Chain Management (Logistics & Procurement)



### PERSONAL DETAILS

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Date of birth: September 24, 1993  
Place of birth: Yangon, Myanmar  
Driver's license: Myanmar / Thailand  
Gender: Male  
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LinkedIn: [linkedin.com/in/thu-yain-minn-2491993tym](https://www.linkedin.com/in/thu-yain-minn-2491993tym)  
Computer Service and Networking Game Service  
Sale & Marketing Leader  
Peer Educator  
Procurement & Supply Chain Management

### EDUCATION

#### Bachelor

Dec 2011 – Sep 2018

Dagon University, Yangon, Myanmar

- Completed a comprehensive program focusing on the principles and applications of biochemistry.
- Developed a strong foundation in biological sciences, chemistry, and laboratory techniques.
- Conducted research projects and experiments, analyzing biochemical processes and compounds.
- Studied various topics including enzymology, molecular biology, genetics, and metabolic pathways.
- Acquired practical skills in conducting experiments, data analysis, and scientific writing.
- Collaborated with peers and faculty on group projects, fostering teamwork and communication abilities.

#### Diploma of Business Administration Management

Jan 2017 – May 2018

DAI I CHI Foreign Language School, Yangon, Myanmar.

- Completed an intensive program focusing on the fundamentals of business administration and management principles.
- Developed a comprehensive understanding of key business functions including finance, marketing, human resources, and operations management.
- Acquired practical skills in strategic planning, decision-making, and organizational leadership.
- Studied topics such as business ethics, entrepreneurship, project management, and organizational behavior.
- Applied theoretical knowledge to real-world business scenarios through case studies, simulations, and practical projects.
- Enhanced communication, teamwork, and problem-solving abilities through collaborative group work and presentations.

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## Diploma of Human Resource Management

Jan 2017 – May 2018

DAI I CHI Foreign Language School, Yangon, Myanmar.

- Completed a comprehensive program focusing on the core principles and practices of human resource management.
- Developed a solid understanding of recruitment and selection processes, employee relations, performance management, and training and development.
- Acquired practical skills in conducting interviews, handling disciplinary actions, and implementing HR policies and procedures.
- Studied topics such as employment law, compensation and benefits, organizational development, and diversity management.
- Applied theoretical knowledge to real-world HR challenges through case studies, role-plays, and simulations.
- Enhanced interpersonal, communication, and conflict resolution skills through interaction with classmates and industry professionals.

## Total Quality Management (ISO 9001 : 2015)

Jan 2017 – May 2018

DAI I CHI Foreign Language School, Yangon, Myanmar.

1. **Implemented Quality Management Systems:** Developed and implemented ISO 9001:2015 compliant quality management systems tailored to the unique needs and objectives of organizations across various industries.
2. **Ensured Compliance:** Conducted audits and assessments to ensure compliance with ISO 9001:2015 requirements, identifying areas for improvement and corrective action.
3. **Facilitated Continuous Improvement:** Led initiatives to drive continuous improvement in processes, products, and services through the application of TQM principles, such as PDCA (Plan-Do-Check-Act) cycles and Six Sigma methodologies.
4. **Enhanced Customer Satisfaction:** Focused on understanding customer needs and expectations, implementing measures to enhance customer satisfaction, and integrating customer feedback into quality improvement efforts.
5. **Promoted Employee Engagement:** Engaged employees at all levels in quality management initiatives, fostering a culture of teamwork, accountability, and empowerment to drive organizational success.
6. **Supported Organizational Excellence:** Contributed to the achievement of organizational excellence by promoting a systematic approach to quality management, risk-based thinking, and a commitment to meeting or exceeding customer requirements.

## EMPLOYMENT

### Computer Service and Networking Game Service

Jan 2014 – Dec 2015

I Net Internet Service, Yangon, Myanmar.

- Provided technical support and troubleshooting for computer hardware, software, and networking issues.
- Installed, configured, and maintained computer systems, peripherals, and network equipment.
- Conducted regular maintenance, updates, and backups to ensure system reliability and security.
- Diagnosed and resolved network connectivity issues, including LAN/WAN troubleshooting and router/firewall configuration.
- Assisted clients with setting up and optimizing their computer systems for gaming, including hardware upgrades and software configuration.
- Managed game servers, ensuring optimal performance, stability, and security for online multiplayer gaming experiences.
- Collaborated with team members and third-party vendors to implement new technologies and improve system efficiency.

### Sale & Marketing Leader

Jan 2017 – Dec 2017

Royal Medi Link, Yangon, Myanmar.

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Spearheaded sales and marketing initiatives for a range of food support products, driving revenue growth and market penetration.

Developed and implemented strategic sales plans to expand market reach and meet sales targets within assigned territories.

Cultivated and maintained strong relationships with key clients and stakeholders, including food service providers, distributors, and retail partners.

Led a high-performing sales team, providing coaching, training, and motivation to achieve sales objectives and exceed customer expectations.

Conducted market research and analysis to identify emerging trends, consumer preferences, and competitive landscape, informing product development and marketing strategies.

Collaborated cross-functionally with product development, operations, and finance teams to ensure alignment of sales and marketing efforts with business objectives.

Created compelling marketing collateral, including sales presentations, brochures, and digital content, to effectively communicate product features, benefits, and value propositions.

Orchestrated promotional campaigns, trade shows, and events to enhance brand visibility and drive customer engagement and loyalty.

Monitored and evaluated sales performance metrics, KPIs, and ROI to track progress, identify opportunities for improvement, and make data-driven decisions.

### **Peer Education**

Jan 2018 – Dec 2018

MMA – ASRH Project, Yangon, Myanmar.

Advocate with respective gatekeepers to obtain permission for conducting peer education sessions in accordance with the project's work plan. Prepare necessary documents and Information, Education, and Communication (IEC) materials to ensure smooth and effective peer education sessions. Conduct peer education sessions as outlined in the work plan, adhering to established guidelines and methodologies. Ensure the effectiveness and quality of peer education sessions by engaging participants, delivering content effectively, and soliciting feedback for improvement. Monitor peer education sessions conducted by other peers, providing support and guidance as needed to maintain standards and consistency. Assist supervisors by providing input in the preparation of working papers and tables related to peer education for inclusion in project reports. Support youth initiative local activities, trainings, meetings, community events, edutainment programs, and other project-related activities as required. Participate actively in regular monthly activities, including meetings and knowledge sharing sessions, to stay informed and contribute to project progress. Perform ad hoc duties as assigned by supervisors to support the overall objectives of the project and ensure its successful implementation.

### **Procurement & Supply Chain Management Assistant**

Jan 2019 – Jan 2024

MMA – ASRH Project, Yangon, Myanmar.

Support the Procurement & Logistic Associate in adhering to the procurement process outlined in the Myanmar Medical Association's procedures. Assist in ensuring the timely delivery of procured items, maintaining the specified quality standards mentioned in the procurement request. Aid in communication with potential suppliers or agencies regarding activities, professional services, events, and items related to the procurement process. Maintain an updated list of suppliers for each item. Assist in the handover of all procured items to the logistic assistant for further handling and distribution. Collaborate with the logistics associate to provide necessary project-related equipment and materials, ensuring effective and timely implementation of project activities. Assist supervisors in procuring and delivering necessary materials for special activities such as events and local festivals. Prepare relevant documents in accordance with the MMA ASRH project requirements. Perform any other ad hoc assignments as required by the supervisor to support the smooth functioning of procurement and logistics operations within the project.

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## SKILLS

Recruitment and Selection	Employee Relations
Performance Management	Training and Development
HR Policies and Procedures	Strategic Planning
Decision-Making	Organizational Leadership
Financial Management	Marketing and Sales Strategies
Laboratory Techniques	Data Analysis
Research Methodologies	Scientific Writing
Biochemical Processes	Market Analysis
Customer Relationship Management	Campaign Development
Lead Generation	Sales Team Leadership
Hardware Installation and Maintenance	Software Troubleshooting
Network Configuration	LAN/WAN Troubleshooting
Game Server Management	Workshop Facilitation
Adolescent Sexual and Reproductive Health Education	Community Engagement
Communication Skills	Cultural Sensitivity
Vendor Management	Purchase Order Processing
Inventory Control	Logistics Coordination
Supply Chain Optimization	

## LANGUAGES

Burmese

English

## HOBBIES

■ Reading	■ Outdoor Activities
■ Arts and Crafts	■ Music
■ Cooking and Baking	■ Sports
■ Photography	■ Writing
■ Traveling	■ Volunteering

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## REFERENCES

Dr. Ne Win (Senior Technical Advisor)  
MMA-ASRH Project, Yangon, Myanmar.  
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Dr. Thandar Soe (Project Manager)  
MMA-ASRH Project, Yangon, Myanmar.  
+959 964 385 288, thandarsoe12485@gmail.com

Mr. Akarit Han (Assistant Project Manager)  
MMA-ASRH Project, Yangon, Myanmar.  
+959 508 742 2, akarithan@gmail.com

## CERTIFICATES

<b>ONLINE SPECIAL TRAINING FOR WORK PLACE SUCCE</b> CV AND COVER LETTER WRITING BUSINESS ENGLISH VOCABULARY 360 DEGREE LEADERSHIP BUSINESS ENGLISH TELEPHONING ENGLISH SPEAKING FOR JOB INTERVIEW BUSINESS NETWORKING SKILLS	May 2020
<b>Computer Certificate</b> Windows 7 Microsoft Word 2016 Microsoft Excel 2016 Microsoft Power Point 2016 Microsoft Outlook 2016	Nov 2017
<b>Business Communication</b> UNESCO	Mar 2020
<b>HHML</b> Happy Healthy and Melody of Life - MMA ASRH Project	Mar 2018
<b>Youth Leadership Journey</b> MMA - ASRH Project	May 2018
<b>Advanced Leadership Training</b> MMA - ASRH Project	Jun 2023
<b>Procurement &amp; Supply Chain Management Assistant</b> MMA - ASRH Project	Dec 2023

## ACHIEVEMENTS

I am well accustomed to living and working in hardworking areas with my experience here in Yangon, Myanmar. I am confident that this experience will certainly help me to do an effective job.

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Bangkok, May 16, 2024

*ThuYainMinn*

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