



Zarni Min Oo

Contact

zarniminoo511@gmail.com

(+971) 506507454

Nabdullah Almeheri Building, Al
Mashreq, Dubai, United Arab
Emirates

Education

- **Yangon University of Economic**
Bachelor of Business Administration
Completed in 2017
- **Myanmar Management Institute**
*Professional Diploma in Human
Resource Management (OTHM, UK)*
Completed in 2019

Other Qualification

- **Strategy First**
Certificated in Essential Skill for
Business
- **The Centre of Excellence for
Business Skills Development**
Certificate in Negotiation and Decision
Making in Workplace Training Program
- **MSS Business Center**
Certificated in LCCI level 1 2
- **Smart Way Management Institute**
Certificated in Understanding
Myanmar Labour Law
Certificate in Leadership Development
- **Tharapar Community Services**
Certificated in Human Resource
Management

Profile

A passionate and creative team player with an enriched background with over 5 years of experience in multinational companies. I am always eager to learn new things and a good team player. Also, I am good at communication and outgoing. I want to work in a place that will improve my skills.

Work Experience

- Oct 2022 – May 2024
DKSH (Myanmar) Ltd. | Yangon, Myanmar
Compliance Specialist (Promoted)
 - Monitors changes in pertinent local laws and regulations (ALL BUs)
 - Assists HOD in the design and maintenance of adequate compliance procedures and programs conducts periodic compliance reviews and proposes process improvements
 - Support third-party risk assessment, screening and due diligence of customers, vendors, and suppliers.
 - Creates or assists in the design of local compliance training programs and materials
 - Assist the senior compliance manager in the implementation of compliance programs and policies by conducting the COC and ABAC training at onboarding as well as refreshers for about 3000 employees from the entire country
 - General administrative support for logistics arrangement of training, and development of compliance resources for increasing awareness of the compliance programs.
 - Assists or supports in compliance reviews or investigations as required
 - Support BU in presenting DKSH's Compliance program to DKSH clients (as required only)
 - Support for compliance monthly report to the country management team
 - Support for compliance investigation with different stakeholders. Assist the buddy program for new compliance officers in different countries
 - Review the compliance approval process and advisory for business operations
- Oct 2019 – Sep 2022
DKSH (Myanmar) Ltd. | Yangon, Myanmar
Assistant, Resourcing and Talent Acquisition
 - Headcount Approval from BU Head with Email.
 - Advertise job opportunities on the job portal and internal announcement
 - Review CV, phone screening, and shortlisting of relevant candidates
 - Sending the suitable candidate to a hiring manager.
 - Scheduling the interview and selecting the potential candidates



Completion Certificate

- Cash Flow Management e-learning
- Hostile Environment Awareness Training
- Cyber Security Awareness Training
- IT Security Awareness Training
- Privacy and Data Protection training
- Leadership tools – Bridge building
- Leadership tools – Communication
- Leadership tools – Feedback



Skill

- Management Skills
- Customer Service
- Negotiation
- Critical Thinking
- Communication Skills
- Time Management
- Presentation
- Teamwork and Collaboration

- Medical checkups for the candidates and charge the cost to the respective department.
- Offer the candidate with phone and mail.
- Input New Staff Data in the SAP System to create Employee Code for them
- Report Monthly New Staff Information and Maintain the Data
- Filing New staff Documents and keeping them confidential.
- Prepare Employee Agreements for new employees.
- Collect new joiner documents and sign the Employee Agreement on the joining date.
- Ensure the Employer, Employee, and two witnesses complete all signatures.
- Binding Employee Contract for New Staff and Summit to Labor Office.
- After receiving the EAs from the Labor Office, keep them yearly.
- Receive intern attendance records up to the payroll cutoff date.
- Calculate salary based on the attendance and full signature by the prepared person and the hiring manager.
- Send the salary preparation and attendance form to C&B Team.
- Prepare ID Cards for New Staff and report Monthly Staff Card allocation to Finance.
- Prepare monthly stationery orders for the R&TA Team.

Jun 2018 – Sep 2019

Suzuki Myanmar Motor Co., Ltd | Yangon, Myanmar

Sales Executive

- Manage 5 dealers (Showrooms)
- Daily contact with them and wholesale the cars and promotional materials
- Make a daily delivery plan and send it to the delivery department
- Collect the sale invoice and send it to the finance department
- Check daily wholesale and retail sale (Registration) condition
- Go to their showrooms and check their sale activities, sale conditions, and showroom facilities.
- Go to the showrooms in a rural area and check
- Deal with the complaints from the dealers

April 2013 – Sep 2017

Mementos Cafe and Restaurant | Yangon, Myanmar

Waiter cum Cashier

- Greet and welcome guests upon arrival.
- Provide menus and take orders accurately.
- Answer questions regarding the menu and make recommendations.
- Relay orders to the kitchen and ensure timely delivery of food and beverages.
- Serve food and beverages to guests in a professional manner.
- Check on guests periodically to ensure they are enjoying their meals.
- Clear and reset tables promptly after guests leave.
- Ensure the dining area is clean and organized at all times.
- Address any guest complaints or concerns promptly and escalate to the manager if necessary.
- Operate the cash register efficiently and accurately.
- Process payments by cash, credit/debit cards, or other methods.
- Balance the cash drawer at the beginning and end of each shift.
- Ensure all transactions are recorded correctly and report any discrepancies to the manager.
- Provide courteous and professional service to all customers.
- Handle customer inquiries and provide information regarding the menu, services, and promotions.
- Maintain accurate records of transactions and ensure confidentiality of customer information.

Reference

Dr. Hnin Yi Win

DSKH / Associate Director

Phone: +959-965-050-461

Email: hninyi.win@dksh.com

Nway Thiri Lwin

DSKH / Manager

Phone: +959-977-829-011

Email: nway.thiri.lwin@dksh.com

Dr. Han Thein

BTL / Head of Sales & Marketing

Phone: +959-974-886-333

Email: hanthein.contact@gmail.com

Arkar Hein

Zuellig Pharma / Ethics & Compliance Officer

Phone: +959-420-243-447

Email: arkarhein@zuelligpharma.com