**RESUME**

**BIO DATA**

**Name**  Khine Shwe Win

**Date of birth** 05, May, 1986

**NRC No.** 12/YaPaTha(N)065120

**Religious** Buddhist

**Nationality** Myanmar

**Race** Burmese

**Marital Status** Married

**Sex** Female

**Contact Address** 29/ No.(121), Nwe Thar Ki Street, 2 Quarter, Shwe Pyi Thar Township, Yangon, Myanmar.( 11411)

**Contact Phone No.** 9450057011

**Driving License No.** kha/704107 Expired Date 13.5.2020

**Apply Position Freelance Translator (English>Burmese)**

**Email & Skype Account:** [khineshwewin86@gmail.com/](mailto:khineshwewin86@gmail.com/) katewin90

**EDUCATION BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N0** | **Degree/Diploma** | **University/School** | **From** | **To** |
| 1 | B.Sc.(Physics) | Western University of Yangon | 2003 | 2006 |

**TRAINING & CERTIFICATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Course** | **Center** | **From** | **To** |
| 1 | Basic Computer Technology | TTA | 2005 | 2005 |
| 2 | Computerized Course Accounting Software Course (ACCPAC PLUS) | MCC | 2005 | 2006 |
| 3 | ICT Foundation Course(passed with credit) | MCC | 2006 | 2006 |
| 4 | Graphic Design Course | MCC | 2006 | 2006 |
| 5 | Desktop Publishing Course | MCC | 2006 | 2006 |
| 6 | Professional Sales & Marketing  Execution/Supervision/Management | Device | 2009 | 2009 |
| 7 | Total Quality Management | Device | 2009 | 2009 |

**WORKING EXPERIENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **From** | **To** | **Position** | **Organization/Company** |
| 1 | Jan,2004 | April,2005 | Administrator's Secretary(Attendance, Salary, documents) | UMH.Co.,Ltd |
| 2 | Feb,2006 | Nov,2011 | Admin Staff  (Attendance, Salary, documents) | Thamaseikta Gems & Jade Trading  Co., Ltd. |
| 3 | Nov,2011 | April,2013 | Merchandiser  (Translate Technical Instruction, support service to customers via Email, Calculate the consumption for fabric and arranging and inspection products as customers instruction) | Great Lucky Star Garment Manufacturing Co., Ltd. |
| 4 | April,2013 | Until | Merchandiser  (Support service customers via Email, looking for suppliers in Myanmar, inspection goods(QC process), Inquire the price from supplier) | Siam Karat International Co., Ltd.(Thailand)  Representative Office(Myanmar) |

**LANGUAGE SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Listening** |
| Burmese | Excellent | Excellent | Excellent | Excellent |
| English | Good | Good | Good | Good |

**HOBBY**

Learning Languages, Reading, Driving, Cooking