**Lian Sian Sing/Singpu**

**Building (10), Room (54), Pyi Yeik Mon Housing,**

**Kamayut Township, Yangon, Myanmar.**

**Phone Number: (+95) 09-2500-630-41**

**Email:** matthewsingpu@gmail.com

Objective – Translator/Interpreter

**Personal Information**

**Date of Birth - November 16th, 1990**

**Place of Birth - Tiddim Township, Chin State, Myanmar**

**Nationality - Myanmar**

**Religion - Christianity**

**Sex - Male**

**N.R.C No. - 12/KMY (N) 058220**

**Permanent Address - Building (10), Room (54), Pyi Yeik Mon Housing, Kamayut, Yangon, Myanmar.**

**Education**

**The Sun Institute**

Level (1), Strategic Organizational Management Class,

June – July 2012.

**Myanmar Institute of Theology, Seminary Hill, Insein Township, Yangon.**

Liberal Arts Programs (Bachelor of Arts in Religious Studies in English Literature)

October 2007 - October 2011.

**Institute of Medicine (1), Yangon.**

Finished Second Year and Dropped Out

2008-2011

**Employment History**

**Independent Consultant [Translation/Interpretation/Logistics Support Team] @ My-EQIP (Myanmar Education Quality Improvement Program, MoE and AusAid Funded project**

M-Gallery Nay Pyi Taw by Sofitel.

Feb 2018 to present.

**Independent Consultant [Translation/Interpretation/General Affairs] @ JICA Consultant Team (Mitsubishi Research Institute (MRI), Promontory Financial Services, IBM Japan)**

Preparatory Survey for the Project for Development of ICT System for Central Banking (Phase II)

The Central Bank of Myanmar, Yangon.

June 2017 – December 2017

* Conduct research for the mobile financial services in Myanmar
* Provide translation and interpretation as necessary
* Liaise to government offices in Yangon and Nay Pyi Taw offices
* Conduct and coordinate research trips around Myanmar
* Provide proof-reading and report finalizing for the project
* Support and maintain sensitive confidential information regarding the project in Central Banking Development

**Freelance Notes-Taking for the Myanmar Investment Forum 2017 in Nay Pyi Taw organized by Myanmar Investors Development Association**

Freelance notes-takings/meeting minutes for the Myanmar Investment Forum 2017 at Nay Pyi Taw.

6th-7th June, 2017.

**Independent Consultant [Freelance Translation/Interpretation] @ International Organization for Migration (I.O.M)**

Translation and Interpretation for LIFT Projects conducted by University of Essex, England, I.O.M Myanmar, Myittar Foundation and Ministry of Labor.

May 2017 – September 2017

**Advisor Assistant @ USAID/DAI/Kann Let Program**

Freelance interpreter/translation and advisor assistant for the Lessons Learnt Advisor from Eitel Global

21st March 2016 – 1st April 2016.

* Provide administrative and representative support to the Advisor from the States
* Provide translation and interpretation as necessary
* Coordinate trips for the advisor to landmine-affected projects sites in Kayah State

**Freelance Consultant [Translation/Interpretation and O&M Training]** @ **Myanmar National Blind Association**

Part-time Mobility and Orientation Translator-Trainer for the Blinds

November 2015 – July 2016.

* Provide Translation and interpretation services to the O&M Expert from New Zealand
* Support O&M training towards representatives from various offices of Myanmar National Blind Association
* Provide logistics and transportation supports to the O&M Expert.
* Conduct O&M training in Mawlamyaing and Chaung Sone for the regional Myanmar National Blind Association Office

**Project Assistant** @ **Project on Capacity Improvement of Recovery and Reintegration Assistance for Trafficked Persons (JICA-TIP)**

School for Disabled Children Compound, Ministry of Social Welfare and Rehabilitation.

June 2015 – September 2015

* Provide support in implementation of the relevant projects’ and component activities;
* Liaise with local government authorities as necessary;
* Provide assistance in organizing and holding seminars, conferences, trainings, and meetings;
* Provide interpretation services to project mission members when and where required;
* Maintain records on all project personnel/national consultants and their respective status (contracts, TORs, time and attendance etc.) in accordance with policies and procedures;
* Respond to inquiries regarding files, correspondences and references;
* Compile situation reports as necessary;
* To facilitate the PC on organizing appointments and meetings with local authorities and other

Organizations;

**Project Translator/Interpreter @ the Urgent Project for Rehabilitation of Yangon Port and Main Inland Water Transport**

Yangon Port Development Office, Nippon Koei, Myanmar Port Authority

January 2014 – June 2015

* Translation for documents and reports
* Proof-reading for finalizing reports
* Provide interpretation as necessary
* Coordinate projects trip around Myanmar(Dawei, Irrawaddy River Survey)
* Liaise to the government offices for the client
* Conducted Mining area development projects in Dawei Areas
* Assisted in Irrawaddy river survey using GPS positioning and mapping

**Assistant Project Coordinator/Senior Staff** @ **JICA Study Team for the Strategic Urban Development Project of the Greater Yangon 2040**

Yangon City Development Committee City Hall, Yangon, Myanmar.

August 2012- December 2013

* Provide support in implementation of the relevant projects’ and component activities;
* Liaise with local government authorities as necessary;
* Provide assistance in organizing and holding seminars, conferences, trainings, and meetings;
* Provide interpretation services to project mission members when and where required;
* Maintain records on all project personnel/national consultants and their respective status (contracts, TORs, time and attendance etc.) in accordance with policies and procedures;
* Respond to inquiries regarding files, correspondences and references;
* Compile situation reports as necessary;
* To facilitate the PC on organizing appointments and meetings with local authorities and other Organizations;

**Freelance Consultant [Translation/Interpretation]** @ **TNS Myanmar of Kantar Myanmar Co. Ltd (Market Research Company)**.

Interpreter for various Focus Group Discussions, Round Table Discussions and Marketing Site Visits Assistance for Market Research

October 2012 – June 2016

**Assistant Editor** @ **Special One and Number One Sports Journal**

Shwe La Yaung Media Group, Latha Township, Yangon, Myanmar.

November 2011-Febuary 2012.

**Intern Teacher for English and Current Issues** @

Lung Sha Yang Village, Putao Township, Northern Kachin State, Myanmar.

April 2010-May 2010.

**Skills**

**Language** – Fluent in Burmese, Good in English, Beginner in French.

**Computer Skills** – Microsoft Office (Excel, Power Point, Word) and Internet Browsing.

**Interests and Skills –** Playing drums and guitars. Hardcore fans of reading.

Referee (1)

Mr. Hiroshi Nishioka

Research Director

Global Business Center

Mitsubishi Research Institute, Inc.

10-3, Nagatacho 2-chrome, Chiyoda-ku, Tokyo 100-8141, Japan.

Tel: +95 09 264865255

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Referee (2)

Mr. Khin Maung Soe

Director

Myanmar Heartland Tour

Room (601), 6th Floor, Wizaya Tower, Bahan Township.

Tel: +95 09 51 19282

Email: khinmaungsoe6666@gmail.com