# Curriculum Vitae

**RESUME**

Name Phyu Phyu Myint

Gender Female

Date of Birth 01.08.1973

Contact Address Blk 61/12 Nawaday Garden Housing

 Hlaing Thayar Township

 Yangon

 Contact No. +95-9-421075276

 E-mail Address phyumyint@gmail.com

## EDUCATIONAL QUALIFICATION

 **Master of Engineering in Structural Engineering** (May 2005)

Asian Institute of Technology

 Thailand

 **Bachelor of Engineering in Civil Engineering** (February 2002)

 Mandalay Technological University

Myanmar

**AGTI (Associate of Government Technical Institute) in Civil Engineering** (December 1995)

 Mandalay Government Technical Institute

 Myanmar

 **4th Year, Law (LLB) Online Study**

 Yangon University of Distance Education, Yangon

 Myanmar

**MEMBERSHIPS**

##

##  Life Membership

##  Myanmar Anti-Narcotics Association (MANA)

 Member

 **Myanmar Engineering Society (MES)**

**CERTIFICATES**

##

* new Supply Chain Management training course (26th ~27th September 2013)
* PRINCE 2 – Foundation (24th June 2015)
* IOSH (Institution of Occupational Safety and Health) – Working Safely (18th September 2015)

**Skills**

* + Efficient management and organizational abilities
	+ Have good problem solving with analytic thinking
	+ Open minded to work in complex environment and projects
	+ Well known in AutoCAD.
	+ Can operate effectively with Microsoft office tools namely word, excel, power point, access
	+ Have worked with various versions of Windows Operating system
	+ Have sound knowledge on RC Design, Steel Design, StaadPro Structural Analysis Application and MS Project

**Volunteerism**

|  |  |
| --- | --- |
| Pro-bono Translator (English~Burmese) | **Play for Peace** (UNV Online Volunteer) |
| Pro-bono Translator(English~Burmese) | Global Survey on Youth, Peace and Security **United Network of Young Peace Builders** (UNV Online Volunteer) |
| Pro-bono Translator(English~Burmese) | **Sustainable Rice Platform** (UNV Online Volunteer) |
| Translator(English~Burmese) | From English to Burmese translation, Proofing, Editing and Formatting of the Drafts of **National Safe and Child Friendly School Construction Guidelines of Myanmar** |

## PROFESSIONAL EXPERIENCES

|  |  |
| --- | --- |
| **Employer** | **Department for International Development (DFID), Myanmar**British Embassy, 80 Stand Road, Kyauktada Township, Yangon, Myanmar, Tel: +951370863 |
| **Period** | From 2017 June to 2019 August |
| **Function** | **Infrastruction Policy Officer** |
| **Responsibilities** | - assist Infrastructure Adviser for making strategic programming decisions on the direction of the UK’s infrastructure programming in Myanmar- collaborate and carry along Myanmar Government and Private Sector partners, as well as colleagues within the UK mission in Myanmar- support Infrastructure Adviser for having a clear and credible vision of how the UK can best help Myanmar along the pathway of infrastructure development, investment and be able to engage and carry along others towards achieving this vision |
|  |  |
| **Employer** | **Swiss Development Agency, Embassy of Switzerland** No.11, Kabaung Lane, 5-1/2 mile, Payay Road, Hlaing Township, Yangon, Myanmar | Tel: +95 1 534754 |
| **Period** | From 2016 May to 2017 May |
| **Function** | **Consultant**  |
| **Project** | **National Safe School Construction Guidelines Project** |
| **Responsibilities** | * Draft concise guidelines with Senior Advisor guidance
* Revise draft in close cooperation with Senior Advisor based on inputs from Internation Technical Advisor, Ministry of Education (MoE), Safe School Construction Task Force, Myanmar Engineering Society (MES) and Technical Working Group (TWG)
* Review and finalize draft for approval by MoE and final printing
* Participate in and support consulation workshop with various stakeholders on identifying improvements needed for Schools Constructions
* Exeucte the Guideline English to Myanmar translation, proofing, editing and formatting for final draft
 |
|  |  |
| **Employer** | **United Nations Office for Project Services (UNOPS)**No. 12(O), Pyithu Lane, 7 Mile, Mayangone Township, Yangon, Myanmar | Tel: +95 1 657 281-7 |
| **Period** | From 2014 Sep to 2016 April |
| **Function** | **National Quality Assurance Engineer**  |
| **Project** | **3MDG Infrastructure Investment – RHC and Sub-RHC****Yangon, Myanmar** |
| **Responsibilities** | * Assisting necessary technical expertise for the project implementation including baseline assessment, feasibility studies
* Ensuring compliance of quality control plans, materials, test procedures, specifications and work methodologies
* Developing project QA plans, procedures and protocols for construction, construction equipment and materials
* Ensuring specific quality standards are constantly met at all levels of construction projects
* Reviewing all standard test forms to be used during laboratory tests, QA/QC testing schedules and procedures and evaluate results as appropriate
* Working with site supervision consultant for establishing procedures with time limits for the inspection, sampling and testing of works and all other QA/QC requirements
* Conducting initial survey queries on sources of materials, ensuring quality and compliance with the specifications
* Keeping record of all documentation regarding QA/QC
* Tracking and reporting all non-conformances
* Controlling all QA/QC related submissions of contractors to comply with the standard specifications
* Implementation and monitoring of quality assessments, preparing regular QA/QC reports on all construction activities
* Recommendation of solutions to quality problems and control of further processing, delivery, installation or use until proper disposition of non-conformance or unsatisfactory works
* Monitoring and collecting appropriate field data to validate contractors’ compliance to cross-cutting issues (gender, environment, sustainability, health and safety on site) as stipulated in the contract and detailed in the construction work programme.
 |
|  |  |
| **Employer** | **Fondazione Terre des hommes Italia ONLUS** (TDH Italia)No. 63, 2/B - MTP Condo, Shwe Hinn Thar St., 11-Ward, Hlaing Township, Yangon, Myanmar Tel. +95 (0)1 654604 |
| **Period** | from 2013 Feb to 2014 Aug |
| **Function** | **Project Coordinator/ Civil Engineer**Kawhmu Township, Yangon Region, Myanmar |
| **Project** | **“Promoting alternatives for underprivileged children: enhancement of private and public child protection actors”** (EU Funded) |
| **Responsibilities** | * Surveying the project area and collecting all the necessary data
* Planning and scheduling project activities
* Preparing the necessary BOQs for construction work
* Assisting the Logistic Officer in purchasing the construction materials, verifying quality, quantity and cost, and their delivery to the work place;
* Choosing and organizing the onsite teams for the execution of the works;
* Managing, supervising and monitoring the implementation of the project activities
* Ensuring safe work conditions of all the workers involved in the activities
* Assuring the achievement of the requested quality and quantity of the construction works
* Provide regular reports on task accomplishments and achievements following the framework
 |
|  |  |
| **Employer** | **Fondazione Terre des hommes Italia** (TDH Italia)No. 63, 2/B - MTP Condo, Shwe Hinn Thar St., 11-Ward, Hlaing Township, Yangon, Myanmar Tel. +95 (0)1 654604 |
| **Period** | from 2012 Feb to 2013 Jan |
| **Function** | **Assistant Project Manager**WA Self-Administered Division, Northern Shan StateMyanmar |
| **Project** | “WASH for the hardest to reach: watsan interventions in Wa Region, Myanmar” (DG ECHO Funded)“Educational sector initiative in support of under 5 and primary school level children in 5 villages in the remote Wa Special Region 2” (UNICEF Funded)“Improving Water and Sanitation facilities and access to Education for Vulnerable Populations in Wa Special Region 2, Northern Shan State” (Partnership with WFP) |
| **Responsibilities** | - Managing, supervising and monitoring the implementation of the water, sanitation and hygiene promotion activities in order * Quality and quantity control of expected results is achieved within the allocated time frame.
* Prepare the budget forecast for monthly expenditure and periodically monitoring financial flows and budget.
* Prepare the work plan and monitoring the implementation activities
* Support and facilitate technical and monitoring mission
* Liaise with communities, partner organizations, and TDH Italia Yangon staff for the day-to-day implementation of the project.
* Attend regular coordination meeting with partners & technical working group
* Liaise with Local Authorities and sharing to date information
* Preparing project-progress-reports
* Coordinate with TDH Italia logistician to facilitate field operation of engineering, hygiene promotion and education team
* Providing technical support to the project field staffs
* Conduct monitoring visits to the project sites and report back to Project Manager.
* Supervise TDH Italia teams for the distribution of WFP rice and for the implementation of the ECCD activities.
 |
|  |
| **Employer** | **Solidarités International**No, 69/A, Kanbawza Street, Golden Valley 1 Ward, Bahan Township, Yangon, Myanmar Tel. +95 (0)1 536 537 |
| **Period** | from 2011 May to 2011 Nov |
| **Function** | **Shelter Supervisor** **Cyclone Giri Shelter Recovery Program****Rakhine State** |
| **Responsibilities** | * Conducting the baseline at targeted area and collecting all the necessary data
* Supervise and provide technical support to field team members and carpenters
* Support the Shelter expert/ Deputy Shelter Program Manager/ Shelter Program Manager in the preparation of weekly team planning and weekly progress report
* Prepare the drawing, bill of quantity, technical specifications and work schedule for assigned shelter construction and repair works
* Prepare the quality control check list for shelters, weekly cash forecast, weekly payment, project monitoring and progress reporting document for field reporting channel
* Involve the carpenter training in communities level
* Supervise the data collection and selection of beneficiaries at village level
* Check the quality and quantity of construction materials delivered in the field
* Monitor work progress, quantity and quality for assigned shelters
* Follow and report on shelter construction and repair activities including the payment of carpenters and other workers
* Identify problems during implementation and suggest improvements in the design and construction technique
* Participate in the technical evaluation, project evaluation, Village Shelter Committee evaluation, trained carpenters evaluation and the certification process of new / repaired shelters
* Participate in data entry, prepare final cost calculations for assigned shelters
 |

|  |  |
| --- | --- |
| **Employer** | **KORI Construction Pte Ltd**SCN Industrial Building #06-0111 Sims Drive Singapore 387385 |
| **Period** | from 2010 May to 2010 Nov. |
| **Function** | **Project Engineer** |
| **Responsibilities** | * Preparation of general arrangement drawing, fabrication shop drawings for MRT circle line temporary strutting work
* Preparation of request for information about design discrepancies between steel structure and others (mechanical, civil, electrical design)
 |

|  |  |
| --- | --- |
| **Employer** | **UTOC Engineering Pte. Ltd.** 13 Pioneer Sector 1, Singapore 628424Tel: 68610566 Fax: 68617734 |
| **Period** | from 2008 Jun: to 2010 Apr: |
| **Function** | **Planning Engineer/ Project Engineer** |
| **Responsibilities** | * Weekly project scheduling, progress monitoring and reporting
* Site surveying and preparation for equipment and steel structure installation work
* Planning for heavy equipment installation, transportation plan, lifting plan.
* Preparation of general arrangement drawing, fabrication shop drawings
* Preparation of request for information about design discrepancies between steel structure and others (mechanical, civil, electrical design)
 |

|  |  |
| --- | --- |
| **Employer** | **Sato Kogyo (S) Pte Ltd** 149 Rochor Road #04-14/15 Fu Lu Shou Complex |
| **Period** | from 2007 Oct: to May 2008 |
| **Function** | **QC Engineer/ Project Engineer** |
| **Responsibilities** | * Inspection, documentation for Quality Control system
* Monitoring the shaft construction, grouting work and rectification work
 |

|  |  |
| --- | --- |
| **Employer** | **UTOC Engineering Pte. Ltd.** 13 Pioneer Sector 1, Singapore 628424Tel: 68610566 Fax: 68617734 |
| **Period** | from 2005 Oct: to 2007 Sep: |
| **Function** | **QC Engineer/ Project Engineer** |
| **Responsibilities** | * Weekly project scheduling, progress monitoring and reporting
* Site surveying and preparation for equipment and steel structure installation work
* Document Control, Quality Control system in Structural Steel Installation project
* Preparation of general arrangement drawing, fabrication shop drawings
* Preparation of request for information about design discrepancies between steel structure and others (mechanical, civil, electrical design)
* Field Inspection work for equipment installation
* Preparation of document, quality records and preparation for equipment test package
 |

|  |  |
| --- | --- |
| **Employer** | **United Sectors Steel Structure and Engineering Group, Yangon, MYANMAR.** |
| **Period** | from 2002 Oct: to 2003 July |
| **Function** | **Civil Engineer /QC Engineer** |
| **Responsibilities** | * Preparation of general arrangement drawing, fabrication drawing for various projects
* Field Inspection work for Structural Concrete Work, Structural Steel fabrication and Installation
* Preparation of project costing, tender preparation and contracts documentations structural steel factory, warehouse and monastery projects
 |

|  |  |
| --- | --- |
| **Employer** | **U Thein Zaw Construction Group (City Man Co., Ltd.,)** **Mandalay, MYANMAR** |
| **Period** | from 1997 Jan: to 2002 Sept: |
| **Function** | **Civil Engineer/ QC Engineer** |
| **Responsibilities** | * Project planning and scheduling for various construction projects
* Project budgeting, progress monitoring, valuation of variations, processing of progress payments and preparation of reports
* Preparation of rebar scheduling and construction programme of structural drawings for residential, supermarket, shopping centre, hotel, hospital and condominiums projects
* Field inspection and document control, Quality Control system in Structural Steel and Reinforced Concrete projects
* Design and calculation for RC structure, structural steel structure in various construction projects
 |

|  |  |
| --- | --- |
| **Employer** | **Chan Thar Construction, Yangon, MYANMAR**  |
| **Period** | from 1996 March to 1996 Dec: |
| **Function** | **Civil Engineer/ QC Engineer** |
| **Responsibilities** | * Preparation of rebar scheduling and construction programme for residential projects
* Inspection, record and data control for Structural Steel fabrication and installation work at Than Lyin Bridge construction project
* Supervision and controlling of manpower and materials for residential projects
 |