

Soe Paing Htet

Site Supervisor



Profile

I am willing to give total support to the organization that I am in, with the experience and capability that I have, to achieve the organization's goals and create mutual benefits.

Contact

- +959402523692 (Whatsapp)
- soepainghtet010@gmail.com
- Yangon, Myanmar
- <http://linkedin.com/in/soe-paing-htet-60740a185/>

Personal Info

DOB	14.5.1993
Passport No	MG584937
Nationality	Myanmar
Marital Status	Single
Availability	Immediately
Expected salary	25000baht(Nego)

Education

- ❖ **Bachelor Of Engineering (Civil)**
Government Technological College
(Myingyan) (2009- 2014)

Work Experience

Senior Site Engineer

Aug 2019 – Dec 2023

Nina Construction Co., Ltd

Yangon Myanmar

- Pure Medispa Clinic
- Dermaluxe Clinic
- Residential Projects

Duties and Responsibilities,

- Co-ordinated with the respective parties including sub-contractor and suppliers for timely planning, scheduling & delivery, and installation.
- Prepared and maintained proper documentation including shop drawings and records for a variation order (VO).
- Reported daily progress to group.
- Supervised site work and ensures works are done to the specifications and drawings. Also checked M&E work.
- Managed, controlled, and ordered raw materials projects.
- Arranged to achieve the target within the schedule plans.
- Checked Attached on site when necessary. actual work-done and certified sub-con payments

Senior Site Engineer

Nov 2016 – July 2019

New Look Furnishing Myanmar

Yangon Myanmar

Project

- Hlaine tat, VIB, Bliss Hotel
- Coffee Shops and Residential Projects

Duties and Responsibilities,

- Checked all site work and oversee daily site activities and progress.
- Made appointment with Clients and met with them to discuss what they want.
- Reported daily progress to group.
- Made the site measurement detail for Furniture. And did the drawing,
- Checked the material stock which used in projects. E.g., Laminate.
- Prepared the documents and calculated the material for projects. After that gave the drawing to the production team to cut.
- Arranged the material to arrive on time.
- Sometimes I bought the materials which needed in projects.

Personal Skills

- ★ Able to work under pressure.
- ★ Responding quickly
- ★ Team player
- ★ Time Management
- ★ Hardworking
- ★ Interpersonal skill
- ★ Have a knowledge of Sequence of Work

Technical Skills

- ★ Microsoft Office
- ★ Microsoft Project
- ★ Auto Cad
- ★ Sketch Up

Achievement

- ★ Certificate in Auto Cad (Intermediate)
- ★ BIM Modelling for Architecture and Structure
- ★ Certificate in Quantity Surveyor
- ★ Certificate in software applications (ETABS & SAFE)

Language Skills

- ★ English (Intermediate)
- ★ Burmese (Native)

Summary

Looking for a challenging role in a reputable company to utilize my over 9 years engineering skills and management skills that can contribute to the company's growth as well as enhance my knowledge by exploring new things.

I hereby declare that all the above information is true and correct one. I am looking forward to hearing your quick reply soon.

Yours Sincerely,

Soe Paing Htet

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09402523692 (Line)

Site Engineer

May 2016 – Nov 2016

Delight Amat Furniture and Interior Co., Ltd

Yangon Myanmar

Project:

- **8th Storey Building Interior Renovation**
- **Spicy House Mala Xiang Guo at 6.5Miles City Mart**

Duties and Responsibilities,

- Co-ordinated with the respective parties including sub-contractor and suppliers for timely planning, scheduling & delivery, and installation.
- Prepared and maintained proper documentation including shop drawings and records for a variation order (VO).
- Reported daily progress to group.
- Supervised site work and ensures works are done to the specifications and drawings. And checked M&E work also.
- Managed, controlled, and ordered raw materials projects.
- Arranged to achieve the target within the schedule plans.
- Checked Attached on site when necessary. actual work-done and certified sub-con payments.

Site Engineer

Oct 2014 – March 2016

AVIVA Interior Renovation Co.ltd

Yangon Myanmar

Project:

- **Jasmine Palace Hotel Project**
- **Hotel Accord**
- **Residential Projects**

Duties and Responsibilities,

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- Managed, controlled, and ordered raw materials projects.
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