



MS. THET MON WIN

HR PROFESSIONAL

CONTACT



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Manila Building, Deira, Dubai

SKILLS

- Employee Relation
- Learning & Development
- Recruitment & Selection (E2E)
- Onboarding Process
- PMS Developing
- Business Partnering
- Benefit Administration
- Training Administration
- Budget Planning
- HR Auditing
- Microsoft Office
- Workday System

CERTIFICATIONS

- Compensation Workshop
Mercer, 2015 March
- Social Media Marketing
PS Business School, 2014 July
- HR Job Analysis & Selection
RVi Centre, 2011 January
- HR Performance Management
RV Centre, 2010 December
- HR Recruitment & Selection
RV Centre, 2010 June

PROFILE

HR Expert/HRBP Manager/HR Administrator/Capability Manager/Training Administrator with experience managing a wide spectrum of HR programs, services, and functions over multiple locations. Well versed in Joint Venture experience, compliance issues, benefit plans union/non-union experience.

Seeking a position with a growing organization to make a positive impact on revenues and experience long term career growth. Energetic and dedicated with strong interpersonal skills.

EXPERIENCE

HR EXPERT, GREENOVATOR COMPANY LIMITED (PART-TIME)

NOV 2021 – APRIL 2022

- HR Auditing & Reporting
- Development of HR Policies and compliance with local Labor Law
- Development of Performance Management System and review the system well establishment

HRBP MANAGER, UNILVER MYANMAR

APRIL 2017 – APRIL 2021

- Responsible for activation of the local Human Resources plan (including the talent component)
- Provides input into the Talent strategy for the business through developing insight and analysis of people related business issues and opportunities
- Monitors and addresses legal compliance issues to by ensure that the organization complies with local and national laws
- Responsible for delivering Employee & Industrial Relations (ER/ IR) to the business
- Encourages groups and individuals to work collaboratively by focusing on the common purpose of the team.

CD ACADEMY MANAGER, UNILVER MYANMAR

OCTOBER 2015 – MARCH 2017

- Plan and prepare the schedule for the development of capability in the team
- Plan and review the onboarding program of the new comers and update the course efficiently
- Training Plan and Organizing training courses for total CD at back office
- Training material building for CD Academy (including translation to Myanmar)
- CD Training Support: logistics, reporting, progress tracking, award design and announcement.

HR EXECUTIVE, UNITED PHARMACEUTICAL CO., LTD.

AUGUST 2013 – SEPTEMBER 2015

- Handle and take responsible for all recruitment process, TNA and implement training programs for individual and corporate wide
- Prepare estimated for next year and regularly update them and report to supervisor
- Propose policies and cascade to all employees

EDUCATION

- B.A (English) - 2005 April
Dagon University, Myanmar
- Diploma in English - 2005 April
Yangon University, Myanmar
- Graduate Diploma in HRM – 2017 The
Association of Business Executives
(ABE-UK)
- Diploma in Business Administration –
2010
Thames Institute

Visa Status

- *Visit Visa*

Starting Date

- *Immediately can join*

EXPERIENCE

JR. HR OFFICER/ JR. HR ADMINISTRATOR

POPULATION SERVICES INTERNATIONAL (PSI, INGO) APRIL 2012 – AUGUST 2013

- Administration of regarding health care, benefits and other matters of private and personal nature in a professional and confidential manner
- Maintain and update the leave records
- Maintain a database of all CVs submitted to PSI/M for possible employment

ADMIN & HR OFFICER, CAPABILITY BUILDING INITIATIVE (LNGO)

DEC 2011 – MARCH 2012

- Plan and arrangement for staff capacity development
- Manage and supervise the repair and maintenance of office, furniture and office equipment
- Update the HR policy regularly and in conformity with Government rules and Law

ADMIN OFFICER, CAPABILITY BUILDING INITIATIVE (LNGO)

JULY 2010 - DEC 2011

- Deal with all matters relating to renting office, payment of rents and renewal of lease in consultations with and agreement of the coordinator
- Manage and supervise procurements of goods and services
- Maintain and update the leave records
- Maintain petty cash for day-to-day expenditure and receipt of venue rent

TRAINING ADMINISTRATOR, CAPABILITY BUILDING INITIATIVE (LNGO)

APRIL 2007 - JULY 2010

- Perform training administrative and logistic duties in organizing the training courses
- Developing training calendars, flyers and handouts

ADDITIONAL INFORMATION

- Volunteer experience, Merlin (INGO) June 2006 – April 2007
- Exposure Trip @ Cambodia, CBI July 2009
- HR Summit @ Manila, United Pharma June 2015
- 2 weeks onboarding program @ Bangkok, Unilever 2017