



Aye Myat Myat Ko

Project Engineer/
Quantity Survey Engineer

Aye Myat Myat Ko has strong background in **Quantity Surveying, Tender Evaluation & Cost Estimation, Procurement, Site Coordination, Engineering Drawing** especially in **AutoCAD & MicroStation**, for **Steel Structure and M&E** of construction field. She is talented in self-study and innovation, quickly adaptable to new knowledge and skills, and accustomed to teamwork.



WORK EXPERIENCE

Freelance Job

1) Translator/ Editor & Proof-Reader

GeekHub MM Consultation Agency
(November 2018 – Present), Yangon, Myanmar

Expertrans
(January 2020 – Present), Hanoi, Vietnam

Intermittence Job

1) Cost Estimation/ Quantity Survey Engineer (Intermittence) (March 2018 - May 2018)
Myanmar Koei International Ltd., Yangon, Myanmar

Responsible for -

- Forecasting the cost of the materials needed for the project
- Preparing tender documents, contracts, budgets, BoQs and other documentation
- Tracking variations to the design and construction work and adjusting budget projections accordingly
- Measuring and valuing the work done on site
- Liaising with the client and other construction professionals
- Selecting and sourcing construction materials
- Writing reports

Permanent/ Full Time Job

5) Quantity Surveyor (May 2016 - January 2017)
Winners Stainless Steel & Aluminium Construction
Singapore

Responsible for -

- Performing quantity surveying, cost estimation, and evaluation for tender
- Liaising with main-contractors, suppliers, workers and supervisors for the project
- Performing valuation of payment claim, variation and final account
- Preparing drawings and documents for project
- Managing all relevant information to handle Consultant and Client company's requirements



OBJECTIVE

- To come in useful my knowledge and skill as an engineer with high efficiency
- To work with an organization where I can always learn new things and add value to the organization in terms of profit



EDUCATION

Bachelor of Engineering (Electronics and Communication) (2004)
Yangon Technological University, Yangon, Myanmar

Bachelor of Technology (Electronics and Communication) (2002)
Yangon Technological University, Yangon, Myanmar

A.G.T.I (Electronics and Communication) (2000)
Government Technical Institute, Hmawbi, Myanmar

Post Graduate Diploma

Specialist Diploma in M&E Coordination (2015)
BCA Academy, Singapore

Diploma in Project Management, ICM, UK (2018)
Strategy First Institute, Myanmar



COMPUTER SKILLS

Auto CAD ● ● ● ● ● ● ● ○
 Microstation ● ● ● ○ ○ ○ ○ ○
 MicroSoft Office ● ● ● ● ● ● ● ○



LANGUAGES

Myanmar ● ● ● ● ● ● ● ○
 English ● ● ● ● ● ○ ○

**WORK EXPERIENCE (cont.)****4) Quantity Surveyor** (Permanent/ Full Time)

(June, 2014 - April, 2016)

Premium Rich Pte Ltd.

Singapore

Responsible for -

- Performing quantity surveying and evaluation for tender
- Liaising with main-contractors, suppliers, workers and supervisors for the project
- Performing valuation of payment claim, variation and final account
- Preparing, Editing and updating the shop drawings and documents
- Managing all relevant information to handle Consultant and Client company's requirements

3) Engineer (Permanent/ Full Time)

(June, 2013 - May, 2014)

Kenyon Pte Ltd.

Singapore

Responsible for -

- Performing quantity surveying and evaluation for tender
- Liaising with sub-contractors, suppliers, workers and supervisors for the project at site
- Editing and updating the shop drawings and documents
- Preparing drawings and documents for project
- Performing valuation of payment claim, variation and final account
- Managing all relevant information to handle Consultant and Client company's requirements

2) Project Engineer (Permanent/ Full Time)

(May, 2008 - May, 2013)

Sam Leck Metal Works Pte Ltd.

Singapore

Responsible for -

- Drawing for Steel Structure and Metal Works by Auto CAD
- Editing and updating the shop drawings and document
- Perform quantity surveying and evaluation for tender
- Preparing drawings and documents for project
- Managing all relevant information to handle Main Contractor's requirements

**WORK EXPERIENCE (cont.)****1) Assistant Manager & Engineering Coordinator**

(January, 2006 - January, 2008)

Engineer

(October, 2004 - December, 2005)

(Permanent/ Full Time)

AR MAHN Trading Co., Ltd.

(Generator Sales & Service) Myanmar

Responsible for -

- Leading to cause to function together efficiently between Sale Department and Service Department
 - Meeting and Negotiating with customers and suppliers for generator installation & commissioning
 - Writing technical proposals and reports
 - Preparing quotations, purchased orders & invoices
 - Performing Material Management for Generator Spare Parts
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- Drawing the design for locating and installation of generator by using Auto CAD
 - Checking daily records and reporting to superior officers
 - Writing technical proposals and reports

**PROFESSIONAL ASSOCIATION**

Associate Member, Myanmar Engineering Society (since 2006)

**SALARY**

Last Drawn Salary (in Myanmar) : \$ 1,500.00

Expected Salary (in Myanmar) : \$ 1,700.00

**REFEREES**

Available upon request

I do hereby certify that all the above information is true and correct.

