

NYEIN LWIN
Horticulturist
(+959) 956781947, nyeink_lwin@yahoo.com

Career Objective.

To pursue a career opportunity in a motivating environment with opportunity for growth and to assist the organization in achieving the corporate goals.

Career Profileup

1. A highly experienced business development in Singapore with muore than 10 years of experience, especially facility service industry, peffccc
2. rforming professional maintenance duties in the managing properties such Ashley yg commercial, factory , hospitals and airport operation

Summary of Qualifications

- Diverse experience in performing management duties
- Great knowledge of turf and garden maintenance, indoor decorative seasonal display
- Excellent ability to communicate with clients over the phone or in a face to face
- Strong ability to learn job-related material primarily through oral instruction and observation
- Profound knowledge of the prevailing design, trend, practice of Singapore landscape industry
- Ability to work cooperatively with others in order to ensure the work place safety
- Knowledge of Workplace Safety and Health Act Singapore (WSH)

Education

- Bachelor of Science in Zoology, Botany (2001 ~ 2003)
- Certificate in Tourism Management Training Course (2007)
- Certificate in International Trade & Shipping Procedures (2009)
- bizSafe Level 2 Develop ad Risk Management and Implementation plan (2017)
- Class 3 driving license

Professional Experience

Assistant Operation Manager, Feb-2014 ~ June 2019
ISS Hydroculture Pte Ltd (Singapore)

Responsible for sale and marketing , supervising multiple landscape operations, client relations, work place safety.

Duties

- Coordinate with the clients for daily operational activities based on the maintenance schedule
- Design and oversee the implementation of many hardscape features
- Work cooperatively with clients for additional displays for both indoor and outdoor, during lunar new year holiday and other festive seasonal events
- Manage the operation of pruning shrubs and trees; disposal of branches via wood chipper; recycling of wood chips for establishing gardens
- Lead a team of multi national Supervisors and Landscape Workers
- Perform the role of RA team leader
- Attend Site Inspection, Tender Show Round, tool-box meeting and risk assessment meeting
- Prepare annual maintenance schedules and present it to the higher management during monthly meeting
- Provide the higher management with the estimation of time and resource required, for the project quotation

Assistant Manager, Jan-2013 ~ Jan-2014
Solar Technology Enterprise Pte Ltd (Singapore)

Perform administrative tasks for the day to day office operation.

Duties

- Performed various secretarial/clerical duties such as documenting, photocopying, faxing, mailing, and organising filing system.
- Schedule and manage current and upcoming projects
- Review incoming job applications and resumes,

- Support Project Manager, Superintendent, Project Engineer and Assistant Supers with administrative tasks as necessary

Horticulturist (Changi Airport), Mar-2011 ~ Aug-2012
Horti-flora Service Pte Ltd (Singapore)

Responsible for the general maintenance of indoor and outdoor plants, shrubs, foliage, trees, flower arrangement and seasonal display at Changi Airport Terminal 3.

Duties

- Determine plant growing conditions, set planting and care schedules accordingly
- Manage plant orders and application of pesticides and fertilisers to plants
- Create, and maintain plant database
- Work closely with Changi airport employees on maintenance and new projects
- Schedule daily tasks during the daily site assessment, give clear instructions to the site supervisors for the tasks to be completed in timely manner
- Attend and participate in weekly staff meetings
- Implement the strict guidelines for the work place safety practises
- Performed the urgent tasks, in response to the issues caused by unforeseen conditions

Assistant Manager, Dec-2008 ~ Oct-2009
Hawaii Landscape Pte Ltd (Singapore)

Perform Administrative, sale, customer service related activities

Duties

- Oversee daily office operations, greeting walk-in customers, responding to incoming calls and inquiries
- Prepare quotation based on the client requirements
- Handle the retail sale operations, recording transactions in point of sale system
- Handle the delivery arrangements, issue invoice and DO
- Support promotional activities of marketing department, to achieve the projected sales target
- Assist with routine landscape maintenance service