

Personal and Professional Development Plan

14 pages | 3292 words

Executive SummaryI am Saung Thet Zune Soe. I am attending MBA at Myanmar Imperial College and performing as a general manager at La Yeik Wah General Co.ltd. In my MBA program, I have studied personal and professional development subject and that subject gives me abundant of knowledge about how to align and develop myself with my personal and professional objectives. So after accomplishing that subject, I have decided to conduct my personal and professional development plan. **Company Profile**La Yeik Wah General Co.ltd was founded in 2004 by the founder U Win Nay Soe and Daw Cheery. It was started with small family business like agriculture and landscaping. It has its agriculture branches in Taunggyi. Then it was developed into mining company in 2010.

It has some gold mine in Shwe Kyin and other mineral mines like gypsum in Mout Mai, Shan state and Granite mine in Tha Tone, Kayin State. In 2012, it exported minerals like gypsum and granite to the Korea. In 2013, it co-operated with Hanbaek International Trade Company from Korea and started doing export, import and entertainment. It exports; sweet potato starch and other agriculture raw products to Korea and import back healthy juice and herbal medicine, cosmetic, cigarette and juywi cookie from Korea. It is now develop into a large company form the small business company. There are various department under La Yeik Wah, they are

Marketing Department Operation Department Finance and accounting Department Human resource Department Research and Development Vision Our vision is to become one of the successful business operations in the country.

Mission Our mission is to provide the best service and product to the customers with reasonable price.

Objectives To get 10% profit within a year. To be the very successful entertainment company in the end of 2014. To penetrate the local market in a year with entertainment sector. As a general manager and a key member of the company management level, I am responsible for managing the whole organization's operation and direction. I need to make sure that company goals are met in a timely manner with effectively and efficiently managing personnel and resources. Together with role of General Manager, my duties include managing overall operation of various departments with direct dealing with the department head, motivating and coaching team leader with frequent one-on-one focused discussion, reviewing financial statement and reports to measure productivity and margins and profits of the business with determining areas of cost reduction and cost improvement. Underneath is the job description of general manager of La Yeik Wah General Co.ltd. **Job Description of General Manager**
Job Title: General Manager
Report to: Managing Director

Location: Yangon

Job Purpose: Obtains profit contribution by managing staffs; establishing and accomplishing business objectives Min roles and responsibilities Increases management effectiveness by recruiting, selecting, orienting, training, coaching, counseling and disciplining managers; communicating values, strategies and objectives; assigning accountabilities, planning, monitoring and appraising job results; developing incentives; developing a climate for offering information or opinions; providing educational opportunities. Board of directors, including arranging meetings and agendas, attending and minting meetings. Provide recommendation regarding...

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