

Volunteer Report - Saw Char Kabyu Htoo

Child's Dream Higher Education and Administration Assistant, Yangon office

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Before writing about my experiences related to my tasks, may I say special thanks to CD family for giving chance to work in your organization as an intern especially my supervisor. She taught me the best and got many experiences via this internship period. It was my first experience for coming and working in Yangon. Although I have done many things, I faced some challenges. Now, I would like to talk to about my experiences related to my tasks, achievements, challenges and lesson learned.

In the first paragraph, I am going to write about my tasks. I had to book air tickets for project trips for Ma Khin Cho and Thomas and I booked seven flights for them. And then, I booked six hotels in different places by searching on the Google, too. I had to check receipts and arranged into the project file. Moreover, I read reports of the projects and put information to Program Agreement (Logframe). I did photo resizing of all projects and checked the donor report of ZKBM. In addition, I had to discuss with Ma Khin Cho (my supervisor) concerning with the tasks that I finished and not and filled volunteer feedback form for Child's dream foundation. Those are the tasks that I did with my supervisor, Ma Khin Cho. I also helped Amin. I went out for buying stationary and I typed public holidays in Myanmar, personal tax and company in excel Sheet and then put CDMS holidays to google calendar and printing documents. Department of tax was gone for company tax by me and Admin and I went out to Audit ta take files. In this month, I gave favor Ma Phwe Phwe who is alumni coordinator and she lead and arranged Alumni Activities Program conference. During arranging period, I went out to the banks for changing the currency from Myanmar Kyats to dollars and checked participants lists and prepared fee for them and did name cards. I went out Kantawgyi palace hotel and Golden Butterfly hotel for the conference. At the conference, I did registration and as a photographer. Moreover, I searched and read CESR website and created the folders and put education data update to related files.

As I described my tasks in above, I have learned many new thing and I understood program running styles. The most successful thing was related to proposal because I and Ma Khin Cho met with Parami's Executive director and Admin. It was chance for me to learn how to approve proposal or not. They discussed about proposal in details. The way that Ma Khin Cho talking style

was very respect other and except and I have learnt special form her. As I worked with Admin, she explained me her responsibilities so I understood the roles of Admin and I knew company running style as well. Moreover, I never do booking air tickets, car tickets and hotels before. I had to book on online by searching on google website and I have done it. I could widely use email than before. Those are some achievement for me.

Even though I had many achievements, I really had to be struggle and faced some challenges. I want to explain two ways for challenges that I faced in the work and personal challenges. The big challenges was doing Programme agreement because it took time and very critical and I couldn't do it very effectively but I tried to do it the best. Booking Air ticket and hotel was challenge as well since this was doing the first time and I had to search on the google and contacted them and then booked. I was not familiar with this system and I had to search and book hotels with budget in line and it was took time and a little difficult for me. However, I have done it well. In my works, I didn't have many problems. However, I had to struggle arranging for my accommodation. I had to change three places during this internship period. Although I tried to find hostel near with the office, I couldn't find it. So I stayed with one of my friend. But it was too far from office. I couldn't give time for that and I was too tired on the train and I was not fresh when I arrived office. So I requested favor to next friend and I changed the placed again. Finally, I found convenience.

Everything was learning and I have got many lessons learned via my intern. I knew my weakness and I have learned how to prepare for my future career. One of simple is that computer was widely used in my host organization and most of the things was made with computer by connecting internet so sometimes I couldn't follow it. Thus, I needed to learn more. Moreover, Yangon is a good place to work because there are my opportunities such as many training and many job opportunities.

In conclusion, it was a big chance in doing intern in Child's dream because everything was learning and have got many experiences. Especially, I have known more about myself and my interest. Before doing intern, I thought that I was just interested in field such as giving training. Now, I knew that I am also interested in office section and program operation. That's why, I would like to say special thanks to Child's dream organization for giving me a chance to do intern in your organization.

With my supervisor at the conference



I had a chance to participate at **AAP** conference and I have got many experiences and learned new things by helping with Ma Phwe Phwe who is Alumni Coordinator.



Joined the birthday of Ma Khin Cho's son. All CD-Yangon staffs invited me if there are events and I was very happy for that and special thanks to you all.



Having dinner with CDMS staffs and they all are very friendly and I felt like a valuable person in my host organization.



Very comfortable place in the office.

Thank you so much to Child's Dream organization!