





## Weekly Ground Stock Record (29-05-2025)

Brand	Item Description	partnumber	Closing Balance
VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)	692332	1 ✓
VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (4 x 5L)	692054	4 ✓
VALVOLINE	Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	67 ✓
VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	70 ✓
VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	1 ✓
VALVOLINE	Champ 4T Scooter 10W30, SL/JASO MB 0.8L	844573	129 ✓
VALVOLINE	Auto Gear Oil (CVT) 6/1QT	804751	6 ✓
MATADOR	Matador 4T20W50 SG(Competitive Grade)24*1L	adv 1001	100 ✓
MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	8 ✓
MATADOR	Matador All Fleet Premium 15W40 CI4/SL Mas Additive 4*5L	adv 1004	1 ✓
VALVOLINE	Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2 (24 x 1L)	869084	23 ✓
VALVOLINE	Valvoline Engine Oil, Durablend 10W40,API SN Plus(6 x 1L)	887716	7 ✓
MATADOR	4T Scooter Gear Oil 10W40 Semi SL JASO MB(12*0.8L)	adv 1215	24 ✓
MATADOR	4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216	106 ✓
MATADOR	Matador Scooter Gear Oil GL5 80W90 (48*120ml)	adv 1217	256 ✓
MATADOR	Premium 10W30 Semi MAS (24*1L)	adv 1191	23 ✓
MATADOR	SAE 10W30 CI4 (4*6L)	adv 1198	12 ✓
MATADOR	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	30 ✓
VALVOLINE	SynPower 5W30 API SP 4 x 4L	894325	12 ✓
MATADOR	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	36 ✓
VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	4 ✓
<b>Total</b>			<b>920</b>

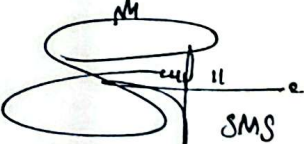
Check By


  
Bon Phyo Paing  
Bk BR scale man

Check By

  
Soe Pyae Bo  
(MAC BU)

Check By

  
SMS  
Soe Myat Soe  
(CARB BR MAC Admin)

  
Chae Nwe Aung  
ABOH ) Admin.

# NEW ASIA EXPRESS

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Connecting People & Places

ရန်ကုန် → ပြည်

အထွေထွေအချက်အလက်များ

5336

အမှတ် -	လွိုင်လှိုင် - ပြည် - ၂၃
ပုံနှိပ်ထား -	D-12
သွားမည့်မြို့ -	ပြည်
ကျသင့်ငွေ -	130000

နေ့စွဲ -	26/5
လာဦးထွက်ချိန် -	9.00 နာရီ
အမှတ်	

ရန်ကုန်  
ရန်ကုန်တန်ဆာ  
အောင်ဆန်းကွင်းဂိတ်  
ပြည်

ph : 09-799961366 , 09-799961366  
ph : 09-405516699 , 09-792888109  
ph : 09-799958633 , 09-405516688  
ph : 09-974500014

09 - 799961366 မှ အထွေထွေအချက်အလက်များကို  
confirm လုပ်ရန် အတည်အကျအောင်  
ပြန်လည်အတည်ပြုပေးပါမည်။

ယ/ဇ မော်လမြိုင်လမ်း၊ အောင်မင်္ဂလာအဝေးပြေးကားဝန်း၊ ရန်ကုန်မြို့။  
အဆောင်(၄)၊ အခန်း(၅၈)၊ ခေတ္တရာအဝေးပြေးကားဝင်း၊ ပြည်မြို့။



Handwritten signature and date: 1/1/20

ပြည် ↔ ရန်ကုန် ↔ အောင်လံ ↔ ဝက်ထီးကန်

ယာဉ်အမှတ် -----

ယာဉ်လိုင်း: **နယူးအာဂျ** -----

ဖုန်း: - 09-885 622166

ပျော်ဆက်ပီး. com ကို အကဲဖြတ်ပေးပါမိချင်...  
 ပါမိချင်...  
 My (စာအုပ်)

အမည် -	ကိုစိုးဖြူညွန့်စိုက်
နေ့စွဲ -	31. 5. 25
အချိန် -	၇: 30 AM
ခုံအမှတ် -	① ခုံ
ကျသင့်ငွေ -	1300 ဝိ

ဝယ်ပြီးလက်မှတ်(ရက်စွဲခြင်း၊ ငွေပြန်အမ်းခြင်း)မပြုပါ။ ယာဉ်မထွက်ခွာမီပိနစ်(၃၀)စာလာပါ။



# အောင်ပြည့်စုံ

အအေးခန်းဧည့်ရိပ်သာ

အမှတ်(၄၄/၄၅)၊ အောင်ပြည့်စုံခြံ၊ ပြည်လမ်း၊ တိုက်ကြီးမြို့၊

📞 09-695187601, 09-951227227

အမည် ဒေါ် ဒေါ် ဖြူဖြူ

နေ့စွဲ ၂၀.၅.၂၀၂၄

စဉ်	အခန်းအပိုအစား	အရေအတွက်	နှုန်း	ကျသင့်ငွေ
①	HOTEL Room 303	1-၅	20000	20000
	20000			
<p>သာယာဝတီ၊ လမ်းအပေါ်၊ ဥက္ကဋ္ဌ မာယာ သို့ Branch Sales Team နှင့်          ဝေါင်းရွာမာယာ ပတ်ဝန်းကျင် ဖြစ်ပါသည်။ ဥက္ကဋ္ဌ၊ ဝင်းတန်း၊ ရန်ကင်း          ဂရု ဝါ သဖြင့် ဝင်းတန်း ကြီးကြီး ဝင်းတန်း ဝေါင်းရွာ          အောင်ပြည့်စုံ ဝေါင်းရွာ Branch Unit Sale Customer          နှင့် ပူးပေါင်း appointment</p>				
ကျသင့်ငွေပေါင်း				20000

အအေးခန်းဧည့်ရိပ်သာ  
 အမှတ်(၄၅)ပြည်လမ်း  
 လက်မှတ် [Signature]

အေးပေးမှုကို အထူးကျေးဇူးတင်ပါသည်။

# TRAVELLING REPORT


Date: 5/6/2025.....

Report To	NSM/AGM/ACOO/VCM	
Employee Name	Joe Pyae Bo	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26/5/2025 8:00 Am	31-5/2025 6:30 Pm.
Total Days	(6) days.	
Trip Information	1. From ..... Yangon..... To ..... Pyay.....	
	2. From .. Pyay..... To ..... GBK.....	
	3. From ..... Oak Kan..... To ..... Yangon.....	
Purpose For Travelling	Sale support to Gyo Bin Gyuk Branch.	
Travel Date	Activities	Remark
26.5.2025	Yangon to Pyay	Orders.
27.5.2025	Visit in Pyay Downtown with GBK Br ABOH and Sales Team. 1. Trade Ji Aung (PCMO Shop) 2. AC (PCMO Shop) 3. 3 Star (Spare parts shop) 4. U Yar Ma (I) (Spare Parts Shop) 5. Ko Han Win (PCMO WS) 6. U Hmone Gyi (MCO WS) 7. Pyae Soan Aung (PCMO Shop) 8. Bo Tyre (PCMO WS) 9. Mu Don Mg Mg (PCMO Shop) 10. Ko Yar Zar (MCO WS)	Valvoline 692249 (5) cases 692053 (5) Cans

Reported by

Checked by

Approved by

Sign :   
 Name : Joe Pyae Bo  
 Position : RSM.

Sign :  
 Name : Aung Ko Latt  
 Position : NSM

Sign :  
 Name : Sayar U Aye Min Hloon  
 Position : VCM

(DH/AGM/GM)

(COO)

# TRAVELLING REPORT


Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
28.5.2025	Visits in Pyaw, Paung Tel, Nat Ta Lin Tsp with ABoH and Team 1. U Yar Ma (ID) (Spare parts shop) 2. La Kabar (PCMO Shop) 3. Aung Baw Ga (PCMO Shop) 4. Mi Ba Myitter (PCMO. WS) 5. Shwe Nan Myint (MCO Shop) 6. Ayawaddy Hotel (can cus) 7. Union (PCMO WS) 8. Oscar (MCO Shop) 9. Khit Thit (PCMO WS) 10. CM (PCMO Auto Service)	Orders Matador ADV1001 2 Cases ADV1002 3 Cases MTD 102 1 Case ADV1004 1 Case ADV1216 5 Bots ADV1198 6 Bots

Reported by

Checked by

Approved by

 Sign :   
 Name : Soe Pyae Bo  
 Position : RSM

 Sign :  
 Name : Aung Ho Latt  
 Position : NSM

 Sign :  
 Name : Sayar U Aye Min Htoon  
 Position : NCM

(DH/AGM/GM)

(COO)


Date : .....

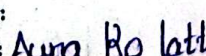
Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
29.5.2025	Visit in Lat Pa Jan, Thone Sal, Taryarwaddy with GBK Br ABOH, MAC Sales man and Unit Sales Team. (Collab with Unit Sales way) 1. Sun Star (pcmo shop) 2. Kaung Thant (pcmo shop) 3. U Htay Khing (pcmo shop) 4. Than Family (Rice mill) 5. Shine (mco shop)	Orders. Valvoline 892052 (1) Drum 844573 (2) Cases. 891553 (3) Bots  Total MAC Sales Achievement GBK Br may-25 = 78%.
30.5.2025	Visit in Oak Koa, Min Hla, Sit Quira Tsp with GBK Br Team.	

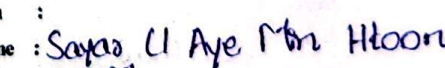
Reported by

Checked by

Approved by

Sign :   
 Name : Soe Pyae Bo  
 Position : RSM

Sign :   
 Name : Aung Ro lat  
 Position : NSM

Sign :   
 Name : Soyas U Aye Min Htoon  
 Position : NCM

(DH/AGM/GM)

(COO)

# TRAVELLING REPORT


Date : .....

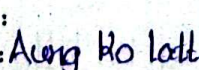
Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
30. 5. 2025	Ma Ka Yin ma (MCO Shop)	Orders
	2. Daw A Soon (PCMO Shop)	Valvoline
	3. KZZ (MCO Shop)	888770    1 Case
	4. Shwe Sin (PCMO Shop)	869084    1 Case
	5. Ko Kyaw Swar (MCO Shop)	844573    1 Case
31. 5. 2025	- Closing meeting at GBK Br	matador ADV 1215    1 Case
	- Ground Stock Check	ADV 1217    1 Case
	- Comeback to Yangon :	GBK Br MAC Sales for May 25 = 78%.

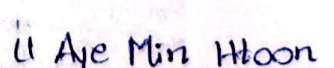
Reported by

Checked by

Approved by

Sign :   
 Name : Soe Pyae Bo  
 Position : RSM

Sign :   
 Name : Aung Ho Latt  
 Position : NSM

Sign :   
 Name : Soyar U Aye Min Htoon  
 Position : NCM

(DH/AGM/GM)

(COO)



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 06-Jun-2025

Taxi (Bus, Motorcycle, 3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-05-26	Consumable (Yangon)	National Sales	Soe Pyae Bo	BR support visit Way for Gyo Bin Gauk	08:00	Ta Pin Shwe htee	Aung Mingalar Highway	22,000	22,000	GA Manager Approved	
2	2025-05-31	Consumable (Yangon)	National Sales	Soe Pyae Bo	BR support visit Way for Gyo Bin Gauk	07:30	Aung Mingalar Highway	Ta Pin Shwe htee	22,000	22,000	GA Manager Approved	



# TRAVELLING REPORT


Date: 31.8.2025.....


Report To	NSM/AGM/ACOO/VCM	
Employee Name	Joe Pyae Bo	
Position	R 9 M	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26/5/2025 8:00 Am	31-5/2025 6:30 Pm.
Total Days	(6) days.	
Trip Information	1. From Yangon To Pyay	
	2. From Pyay To B.B.K	
	3. From Oak Kan To Yangon	
Purpose for Travelling	Sole support to Gyo Bin Gyuk Branch.	
Travel Date	Activities	Remark
26.5.2025	Yangon to Pyay	Orders.
27.5.2025	Visit in Pyay Downtown with GBK Br ABOH and Sales Team. 1. Trade Ji Aung (PCMO Shop) 2. AC (PCMO Shop) 3. 3-Star (Spare parts Shop) 4. U Yar Ma (I) (Spare parts Shop) 5. Ko Han Win (PCMO WS) 6. U Hmore Gy (MCO WS) 7. Pyae Soan Aung (PCMO Shop) 8. Bo Tyre (PCMO WS) 9. Mu Don Mg Mg (PCMO Shop) 10. Ko Yar Zar (MCO WS)	Valvoline 692249 (5) cases 692053 (5) Cans

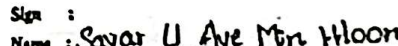
Reported by

Checked by

Approved by

Sign :   
 Name : Joe Pyae Bo  
 Position : R 9 M

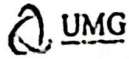
Sign :   
 Name : Aung Ko Latt  
 Position : NSM

Sign :   
 Name : Sayar U Aye Min Hloon  
 Position : VCM

(DIV/AGM/CM)

(COO)

03-C11L-HRM-FRM-051-01



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
District		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
28.5.2025	Visits in Ray, Paung Tel, Nat Ta Lin - Trip with ABOH and Team 1. U Yar Ma (II) (Spore parts Shop) 2. La Kabar (PCMO Shop) 3. Aung Baw Go (PCMO Shop) 4. Mi Ba Myint (PCMO WS) 5. Shwe Nan Myint (MCO Shop) 6. Ayawaddy Hotel (con. cus) 7. Union (PCMO WS) 8. Oscar (MCO Shop) 9. Khit Test (PCMO WS) 10. CM (PCMO Auto Service)	Orders Matador ADV1001 2 Cases ADV1002 3 Cases MTD.102 1 Case ADV1004 1 Case ADV 1216 5 Bats ADV 1198 6 Bats

Reported by : Soe Pyae Bo      Checked by : Aung Ko latt      Approved by : Sayar U Aye Mtn Hloon  
 Position : RSM      Position : NSM      Position : NCM  
 (DH/AGM/GM)      (COO)

03-CIL-IRM-FRM-064-01

Date: .....

Report To		
Employee Name		
Position		
Department		
Address		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
29.5.2025	Visit in Lot Pa Don, Thone Sal, Toraywaddy with GBK Br ABOH, MAC Sales man and Unit Sales Team. (Collab w/ Unit Sales team) 1. Sun Star (PCMO Shop) 2. Kung Thant (PCMO Shop) 3. U Htay Khing (PCMO Shop) 4. Thao Family (Rice mill) 5. Shine (MCO Shop)	Orders. Valvoline 892052 (1) Drum 844573 (2) Cases. 891553 (3) Bots  Total MAC Sales Achievement GBK Br may-25 = 78%.
30.5.2025	Visit in Oak Koa, Min Hla, Sit Quin Tsp with GBK Br Team.	


Reported by: [Signature] Name: Soe Ras Bo Position: RSM

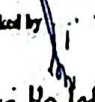
Checked by: [Signature] Name: Aung Ra lat Position: NSM (DRACM/GM)


Approved by: [Signature] Name: Soya U Aye Mtn Hloon Position: VCM (COO)

05-CIL-IRRM-FRM-064-01

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
30.5.2025	1. Ma Ka Yin Ma (MCO Shop) 2. Daw A San (PCMO Shop) 3. KZZ (MCO Shop) 4. Shwe Sin (PCMO Shop) 5. Ko Kyaw Swar (MCO Shop)	Orders Valvoline 888770 1 Case 889084 1 Case 844579 1 Case motador
31.5.2025	- Closing meeting at GBK Br - Ground Stock Check - Comeback to Yangon :	ADY 1215 1 Case ADV 1217 1 Case  GBK Br MAC Sales for May 25 = 78%

Reported by:   
 Name: Soe Boe Bo  
 Position: RSM  
 (DHAGM/GMO)

Checked by:   
 Name: Aung Ho Latt  
 Position: NSM  
 (DHAGM/GMO)

Approved by:   
 Name: Soyar Li Aye Min Htoon  
 Position: NCM  
 (COO)

05-CIE-11RM-FRM-064-01