



Ami Kyaw

Office Girl

I am writing to express my interest in the position of Office Girl.

Motivated to contribute my expertise and dedication to an organization that values integrity, excellence, and continuous improvement. Passionate about finding a vibrant and teamwork-oriented work environment where I can leverage my skills to make significant contributions to the team's success. I want to develop my carriers and I want to learn new things.

Thank you for taking time to consider my application. I'm available for contact and interview at any time.

Contact

Phone

+971 559067857

Email

amikyaw137@gmail.com

Address

Room 333, Nesto building, Near Islamic
Information Center - Al Bada's - Al Satwa -
Dubai - UAE.

Education

2016-2020

Co-operative University (Thanlyin),
Yangon Region, Myanmar

**Bachelor of Business Science
(Regional Development)**

Information

- Age : 25
- Gender : Female
- Birthday : 23.5.1999
- Status : Single
- Religion : Buddhism
- Race : Myanmar

Language

Myanmar (native)

English (4 skills)

Other Qualifications

- LCCI Level 1,2 (Uk) (2015)
- LCCI Level 3 Diploma in Accounting and finance (Uk) (2023)
- Acca part 1 (Studying Present on online)
- Diploma in Business English (Abe-Uk) (2023)
- Computer (Microsoft Word, Excle, Power Point, Internet &Email)

Working Experience

Company Name : Global Treasure Bank (Public) Co.Ltd

Company Location : Lower Minhla Branch, Bago, Union of Myanmar

Job position : Junior Clerk (2022-2023)

Job Responsibilities

- Department of Account (Opening Customer Account, Income & Expenditure and General Ledger Return)
- Department of Remittance (Daily Drawing, Daily Encash, Monthly Drawing and Monthly Encash)
- Department of Loan (Borrowing Government Staffs loan)
- Department of Cash (Cash receive, Cash withdrawl, Cash Flow and Cash Daily Closing)

Objective

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

Key Skills

- Easy to learn
- Good obedience skill
- Good communications skill
- Excellent Customer Services skill
- Ability to work under preasure
- Ability to learn from mistakes