

AUNG HTET AUNG

Sales and Cashier

+971 50 568 0763

aunghtetaung1098@gmail.com

Al Rigga Road Dubai, United Arab Emirates



ABOUT ME

Proven ability to provide exceptional customer service manage tables and handle cashier duties efficiently in fast-paced environments. Strong interpersonal skills, attention to detail, and a commitment to delivering memorable dining experience. Additional experience in kitchen assistance, contributing to overall restaurant efficiency.

EDUCATION

Victoria University College

Higher National Diploma In Civil Engineering

June 2015 - Jan 2019

CERTIFICATE

Certificate in Understanding the Capital Market

SFUX Yangon, Myanmar
Mar 2019 - Sep 2019

Certificate in Business Essentials and Employability Skill

SFUX Yangon, Myanmar
Oct 2019 - Apr 2020

SKILLS

- Proficient in Microsoft office
- Strong numerical
- Analytical skills
- Excellent attention to detail
- Effective communication
- Interpersonal Skills
- Upselling and Promotion
- Payment Processing
- Teamwork

PROFILE

Date of Birth : 13.3.1999

Nationality : Myanmar

Gender : Male

Marital Status : Married

Hobbies : Swimming, Reading

LANGUAGE

English - Intermediate

Japanese - N4

Myanmar - Native

PROFESSIONAL EXPERIENCE

Junior Accountant

City Mart Group LLC, Myanmar

Mar 2022 - Jan 2024

- Managed accounts payable and accounts receivable functions, ensuring accuracy and timeliness in processing invoices and payments.
- Prepared financial reports and statements, analyzing data to identify discrepancies and ensure compliance with regulatory requirements.
- Assisted in budgeting and forecasting activities, providing insights to support strategic decision-making.
- Conducted reconciliations of bank accounts and credit card statements, resolving discrepancies in a timely manner.
- Collaborated with cross-functional teams to streamline processes and improve efficiency in financial operations.

Sales, Cashier

City Mart Supermarket, Myanmar

June 2020 - Jan 2022

- Greeted customers warmly and provided assistance in locating products, answering inquiries, and processing transactions accurately and efficiently.
- Operated cash registers, processed cash, credit, and digital payments, and balanced cash drawers at the end of shifts.
- Maintained cleanliness and organization of checkout area, ensuring a pleasant shopping experience for customers.
- Monitored inventory levels and restocked merchandise as needed, contributing to effective inventory management.

Customer Service Assistant

The Lord Restaurant, Myanmar

Mar 2019 - April 2020

- Assisted with customer inquiries and resolved issues promptly.
- Managed cash register and processed payments efficiently.
- Cleaned and set up tables for the next set of guests.
- Collaborated with team members to maintain a smooth workflow.

AUNG HTET AUNG

Waiter and Cashier

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Dearing Hiring Manager,

I am writing to express my interest in the position . With a diverse background in sales, cashiering, and accounting, combined with my customer service experience, I am confident in my ability to contribute effectively to your team.

From 2020 to 2022, I worked at City Mart Supermarket in Myanmar, where I excelled in roles as a sales associate and cashier. I greeted customers warmly and provided assistance in locating products, answering inquiries, and processing transactions accurately and efficiently. My responsibilities included operating cash registers, processing various payment methods, and balancing cash drawers at the end of shifts. I ensured the checkout area was clean and organized, contributing to a pleasant shopping experience for customers. Additionally, I monitored inventory levels and restocked merchandise as needed, supporting effective inventory management.

In 2022, I transitioned to a junior accountant position at City Mart Group LLC in Myanmar, where I managed accounts payable and accounts receivable functions, ensuring accuracy and timeliness in processing invoices and payments. I prepared financial reports and statements, analyzing data to identify discrepancies and ensure compliance with regulatory requirements. I also assisted in budgeting and forecasting activities, providing insights to support strategic decision-making. My role required conducting reconciliations of bank accounts and credit card statements, resolving discrepancies promptly. Throughout my tenure, I collaborated with cross-functional teams to streamline processes and improve efficiency in financial operations.

My diverse work experience has equipped me with a strong set of skills, including excellent communication, attention to detail, and the ability to manage multiple tasks efficiently. Whether assisting customers directly or supporting back-end financial operations, I have demonstrated a commitment to excellence and a proactive approach to problem-solving.

I am eager to bring my unique background and skills to your company and contribute to your team's success. Thank you for considering my application. I look forward to the opportunity to discuss how my experience and abilities align with your needs.

Warm regards,
Mr. Aung Htet Aung