



MRS. GRASI THEIN

PERSONAL INFORMATION

- Dath of birth. - 28May 1990
- Religion. - Islam
- Nationality. - Myanmar
- Gender. - Female
- Passport. - MG896897

EDUCATION

Bachelor of Engineering Civil (2006 – 2011)

Hinthada Technological University

CERTIFICATES

- ▶ Quantity Surveying Course with Singapore Standard
- ▶ Autocad Intermediate course
- ▶ Service Joining Training Course
- ▶ English Speaking and Listening
- ▶ Computer Basic Course Microsoft office and general

SKILLS

- Honest and Trustee
- Creativity and adaptability
- Active listening
- Good Teamwork
- Effective communication
- Flexible and Adaptable
- Ability to work under pressure
- Good Cooperation
- Quality Customer Service

LANGUAGES

- Myanmar (Native)
- English (Intermediate)
- Tamil (Fair Speak&Listening)

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👤 +971 552187226 (Whatapp)

🏠 Al Ghurair Building, 4thfloor,Room 3,
Union ,Dubai.

Career Objective

To seek a suitable position in a leading organization and to achieve an excellent career opportunity.I have a creative mind and always up for new challenges.Young and energetic person who is dedicated to the work and be able to collaborate with functional teams effectively and efficiently.

Working Experience

Sale

Feb 2013 - Dec 2015

City Express, Yangon

- Greets and receives customers in a welcoming manner and Responds to customers' questions and inquires
- Offering assistant by providing customer with right informationand regards the products
- Documents sales by creating or updating customer profile records.
- Handling incoming phone calls and other communications about clients and visitors
- Updating paperwork and other documents, and performing other general office clerk duties and errands.

Cashier

Feb 2016 – May 2019

Marketplace Supermarket, Yangon

- Greeting customers in a friendly and courteous manner, assisting with their purchases
- Accurately processing cash, credit card, and other payment transactions using a cash register or point-of-sale (POS) system.
- Scanning or manually entering the prices of items being purchased, ensuring correct pricing, and providing receipts to customers.
- Processing returns, exchanges, and refunds following the store's policies and guidelines.
- Ensuring the cash register's balance at the beginning and end of each shift, and reporting any discrepancies to management.
- Applying promotional offers, discounts, and loyalty program rewards accurately during checkout.

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Sales Assistant

July 2019 – May 2023

Fashion Store Junction City Center, Yangon

- Ensure the product knowledge and including targetproduct range and selling arguments
- Collaborate with the inventory control team to monitor product availability and stock levels at the cash register.
- Prepare and submit daily, weekly,monthly and yearly reports on cashier transactions, sales target, and other relevant metrics to the management team.
- Participate in the organization of the store,making sure that store,the back office or other workspace and stock are always clean and tidy
- Check the delivered product with good and damage
- Provide efficient services at the cash warp,offer gift carts,maintain cash wrap cleanliness and captures customer information database
- Participate in stock control and internal inventory
- Ensure a continuous update and styling of the showroom to optimize sales,space management and prepare for promotion counter