



MS HAY MAR NYEIN HARIKA

CONTACT

+971526570461

bobbychu91@gmail.com

Al khaleej Murjaneet
building, Al Rigga, Dubai
U.A.E

PERSONAL INFO

Date Of Birth: 5.Nov.1993
Visa Status : Visit Visa
Passport no : MI436388
Nationality : Myanmar
Height/weight: 168cm/68kg
Marital Status: Single

EDUCATION

2011 - 2015

YANGON UNIVERSITY OF ECONOMICS

- Bachelor's degree of Business
Development Studies

SKILLS

- Excellent sales support
- Excellent communication
(internal & external)
- Excellent customer service
(CRM system)
- Excellent data entry & able to
use SAP, ERP, WMS software

LANGUAGES

- English (Intermediate)
- Chinese (Basics)
- Burmese (Native)

PROFILE

Experienced Sales Administrator with +7 years of experience in customer service and sales. Proficient in CRM systems, order processing, and data entry.

WORK EXPERIENCE

Global Silk Road Distribution
Sales Administrator

APR'2022-JUL'2024

Order Processing (sales order, delivery, sales invoice).

Assisted in the preparation of data and reports for weekly sales meetings.

Implemented an efficient process for tracking customer accounts and payments.

Making cold call to attract potential customers.

Preparing and presenting sales reports to the higher management.

JAPFA COMFEED MYANMAR PTE. Ltd

Sales Representative

AUG'2020-APR'2022

Developed a comprehensive system for tracking customer orders to ensure accurate and timely delivery.

Collaborated with the Marketing team for promotion activities.

Searching for new customers and maintaining relations with current customer.

Daily phone call order. Preparing sales reports to the higher management.

UMG GROUP OF COMPANIES (Spare Part's Department)

Sales Administrator & Sales Representative

MAR'2017-DEC'2019

Maintaining an accurate and detailed record of all sales.

Collected competitor products and prices.

Served customer queries and solved customer complaints.

Presented and prepared sales reports to higher management.

Arrange part delivery on time cooperation with Logistic team.

Prepare for ISO (Equipment and document maintenance).

REFERENCE

RAY FRANCISCO

Global Silk Road Distribution

General Manager

Phone: +959882549550

Email: general.manager@gsrdistributionmm.com