

# HTUN KYAW LIN

## CASHIER /SALE ASSOCIATE



### EDUCATION

🎓 **Bachelor of Science (Chemistry)**  
Dagon University (2012- 2015)

🎓 **Diploma in Business Management**  
University of Co-Operative and Management, Myanmar (2015)

🎓 **Diploma in Banking**  
Myanmar Institute of Business College (2021)

### Language Skill

- English (Fluent)
- Thai (Beginner )
- Burmese (Native)

### Professional Skill

- Account Reconciliation
- Cash Handling
- Retail Sales
- Cash Register Operations
- Accounts Payable & Receivable
- Verbal/Written Communication
- Cashiering & Finance

### Technical Skill

- Point Of Sale (POS) System
- Mobile Wallet Payment
- Office Equipment Management (printers, copiers, etc.)
- Microsoft Team, SharePoint
- Database Management
- Microsoft Office (Word, Excel, PowerPoint)

### Other Info

- Availability : Immediately
- Expected Salary : Negotiable
- Work Location : Able to relocate

✉ [officialhtunkyawlin@gmail.com](mailto:officialhtunkyawlin@gmail.com)

☎ +971 50 7696 109

🌐 [www.linkedin.com/in/htunkyaw](http://www.linkedin.com/in/htunkyaw)

📍 Al Rigga, Dubai, U.A.E

## CARRER SUMMARY

Dedicated and well-expert **sale associate and cashier** with 7 years of experience in retail, showroom, and bank delivering exceptional service. Skilled in advising customers on product features and benefits to meet their needs. Proficient in managing inventory and cash transactions accurately. Proven track record of exceeding sales targets through effective up-selling, cross-selling, excellent customer service, complaint resolution, and enthusiasm for the latest product launches and promotions.

## WORK EXPERIENCE

### Cash Teller

📍 Myanmar

#### Siam Commerical Bank

( Oct 2022 – Aug 2024)

- **Greet customers professionally and assist** with transaction history, account balances, and bank service inquiries.
- **Safely and securely handle large sums of cash** and balance cash drawer at the end of the day
- **Promoted product specifications**, ensuring a clear understanding of banking product quality and standards to premium customer
- **Process customer transactions** accurately and efficiently, including cash, credit cards, and digital payments.
- **Utilized upselling and cross-selling** techniques to promote banking products, helping to achieve and exceed sales targets.

### Cash Admin

📍 Myanmar

#### ATOM Myanmar Show Room

( Jan 2020 – Oct 2022)

- **Process customer transactions (POS)** accurately and efficiently, including cash, credit cards, and digital payments.
- **Maintained effective commutations** and relations with Customers, Banks & Government Office
- **Handled account reconciliation, cash collection** and prepared financial reports for management review.
- **Processed customer transactions**, including cash, card payments, and digital wallets, ensuring accuracy and efficiency in money handling and invoicing
- **Balancing cash registers** at the beginning and end of shifts, preparing daily sales reports, and reconciling cash drawer discrepancies as needed.

### Retail Sales Cahier

📍 Myanmar

#### Premium Distribution Retail Shop

( Feb 2016 – Dec 2019)

- **Sales: Upsell or cross-sell products** during transactions when appropriate, informing customers of promotions or store cards.
- **Transaction Processing (POS):** Operate the cash register, handle cash, credit, and debit transactions, process returns and exchanges, and issue receipts accurately and securely
- **Monitoring and replenishing** stock levels, conducting regular stock checks, and ensuring accurate inventory records to prevent stockouts and minimize shrinkage.
- **Customer Service:** Greet customers as they enter and leave the store, answer questions, and provide information on products, services & promotions.
- **Checkout Area Maintenance:** Keep the checkout area clean, and organized, ensuring supplies like bags, receipts, and other necessities are fully stocked