

KHIN MAUNG HTWE

*Sales assistant/ Customer Service
Office assistant*



ABOUT ME

To be as a good work partner, I accomplish short term goals well and smoothly. To fulfill my dream by working with a big company and wants to be a great team player. Proficient looking for an opportunity to use my knowledge and experience to help grow the company.

CONTACT ME

☎ +971521125954

✉ Ismail.kmh97@gmail.com

📍 Dubai, United Arab Emirates

EXPERTISE

- Customer service
- Management Skills
- Digital Marketing
- Communication Skills
- Problem Solving
- Customer Reports Building
- Interpersonal Skills
- Upselling Techniques

➤ WORK EXPERIENCE

**mDrive APPLE AUTHORIZED RESELLER
(SALES ASSISTANT)
YANGON-MYANMAR**

2021-2023

Experienced sales assistant at an Apple authorized reseller store. Skilled in providing customer and promoting Apple products. Proven track records of sales targets and sales enhancing the customer shopping experience in a dynamic retail environment.

**2BGREAT LOGISTICS (OFFICE ASSISTANT)
YANGON-MYANMAR**

2020-2021

Overseeing clerical tasks such as sorting and sending mails. Keeping an inventory of office supplies and ordering new materials as needed. Maintaining files. Welcoming visitors to the office. Answering phone calls. Taking and delivering messages. Ensure office runs smoothly.

➤ LANGUAGE

English (intermediate)
Hindi (intermediate)

➤ EDUCATION

University of east Yangon
Bachelor of Law
2017-2020