

MAY KHAING SIN PHOO



CONTACT

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PERSONAL DETAILS

Date of Birth : 9. Oct. 2003
Nationality : Burmese
Passport : MG418222

SKILLS

Communication, Customer service,
Warehouse operation, Basic MS word
and excel, Basic Odoo software (ERP
system), POS system

LANGUAGES

Intermediate English, N3 level
Japanese, Basic Korean

ACHIEVEMENTS & AWARDS

N3 level Japanese language
proficiency test certificate
Front office course certificate

OBJECTIVE

To obtain a position that provides an opportunity to enhance customer service relations and upgrade my skills to meet customer expectations and satisfaction. I have the ability to be committed to my job, achieving good results with strong self-motivated skills, hands-on service, and capable of relating myself at all levels

EXPERIENCE

Junior warehouse associate at 365 Pharmacy

21. 4. 2023 - 20. 1. 2024

organizing products, checking and taking ground stocks, receiving and checking the products from suppliers, picking and packing the products for respective shops, checking inventory by using Odoo software, selling the products/ online sales

Receptionist at Asian Smile Hotel

9. 3. 2024 - 18. 6. 2024

greeting the guests
making reservations
handling bills
assist walk in guests
customer service

Cashier cum waitress at Kulfilicious

- current
greeting the guests
taking orders
basic math
cash handling
cleaning and resetting tables
customer service
checking and taking stocks

EDUCATION

High School Diploma

Front Office Course at M Hospitality and Tourism Institute

Japanese language at J Link Language School

REFERENCE

May Mu Mu Aung -

Inventory Controller/ Supervisor at 365 Pharmacy
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Bhone Nay Lin -

Control Desk at Eastin Hotel Kuala Lumpur
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