



SABAI TUN

Supply Chain | Front Desk | Admin

Details

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Education

**Bachelor of Arts in Business Management (B.A
BBM) | National Management College, Yangon**

Certifications

- Certificate in Project Management | IIM Ahmedabad
- Certificate in Vocabulary Enrichment | Success Language Academy
- Certificate in Computing | KMD Institute
- Transcript of Academic Records | Yangon Institute of Economics

Skills

- Business Development
- Sales & Marketing (Online & Offline)
- Supply Chain Management
- Office and Administration Work
- Excellent Customer Service
- Leadership and Team Work
- Organized with Attention to Detail
- Positive Personality and Confident
- Reliable, Motivated, and Hardworking
- Social Media, Emails & Digital Marketing
- Microsoft Excel, Word, Paint & Pivot

Languages

- English - Fluent
- Hindi - Fluent
- Burmese - Fluent

SUMMARY

I am a motivated person with 10 years of experience in business development, brand marketing, sales, supply chain management, and administration. I have successfully worked with well-known brands in pharmaceutical products, as well as others like L'Oréal and Nivea, where I developed skills in managing customer service, handling administrative tasks, sales, and operations work. My background includes preparing reports, coordinating work activities, and providing excellent customer service. I am confident in my ability to handle multiple tasks efficiently and work well both independently and as part of a team. I can communicate fluently in English, Hindi, and Burmese. I am currently looking for an opportunity in Supply Chain, Front Desk, or Admin, where I can contribute positively to a reputable company and grow in my career.

WORK EXPERIENCE

Office Accountant Cum Sales Supply Coordinator | Hetero Labs Ltd | July 2023 to Present

- Preparing secondary sales reports, financial reports, and pricing and stock reports, and sharing them with the head office according to the timeline.
- Maintaining and reporting rep-wise and monthly secondary sales data trackers to monitor sales performance.
- Checking inventories and planning order placements through distributors, considering timelines of 90–120 days.
- Communicating with the India Supply Team to confirm stock availability as per the planned timeline.
- Following up on shipping documents, including purchase orders (POs), proforma invoices (PFIs), invoices, packing lists (PL), air waybills (AWB), certificates of analysis (COA), certificates of origin (COO), and Form AI, and getting approval from distributors for shipments.
- Tracking open orders and pricing with the head office team for smooth processing.
- Checking and following up on POs, agreements, and payment statuses with distributors.
- Raising and delivering purchase orders, invoices, and other shipping documents accurately and on time.
- Coordinating with the Regulatory Team regarding DRC, DIAC, and arranging IL applications and extensions with the distributor.
- Informing the head office supply chain about DRC updates and handling issues or complaints related to cargo or shipments.

Business Development Manager | UAS Pharmaceuticals | February 2022 to June 2023

- Led and managed the sales and business development of dental and dermatologist products, as well as supervising the performance of the respective teams.
- Responsible for driving sales growth through ethical channels and modern trade channels.
- Met and negotiated with dentists to develop sales strategies for dental products.
- Planned, implemented, and trained the team to achieve sales targets effectively.
- Met with modern trade merchandisers for sales development of dermatologist products.
- Prepared sales reports to track performance of products and decide on future sales plans.
- Guided distributors to deliver products on time to customers.
- Addressed and solved customer any complaints
- Provided excellent customer service to maintain high customer satisfaction.
- Planned and reviewed monthly and quarterly sales performance to identify areas for improvement.
- Calculated and arranged the sales budget to meet company goals.

WORK EXPERIENCE

Marketing Executive | Maybelline New York Myanmar (L'Oréal Group) | November 2019 to March 2020

- Calculated and analyzed monthly market share and provided detailed reports to the management team.
- Reviewed sales data and gave feedback to improve product performance and address any issues.
- Identified changes in market share for each brand category and provided insights on the reasons, such as new product launches, TV commercials, pricing changes, or competitor activities.
- Visited markets and analyzed competitors and market trends, including digital presence.
- Worked with an agency to adapt TV commercials (TVC) for the local market, discussed ideas with the internal team, and finalized the recording.
- Supervised and led the development of assigned TV programs and made sure of successful delivery.
- Assisted with FDA documentation and supported regulatory compliance efforts.
- Worked with the marketing manager to carry out quarterly and monthly marketing plans.
- Developed ideas and arranged PR gifts for key opinion leaders (KOLs) based on brand direction.
- Coordinated with the merchandising manager to provide required artwork and assets for point-of-sale materials (POSM).
- Monitored product and price information usage and made sure digital posts are uploaded as planned.
- Prepared campaigns with creative ideas based on the brand plan to successfully increase sales.

Marketing Executive | NIVEA Men at Beiersdorf | July 2017 to November 2019

- Calculated and analyzed monthly market share and reporting findings to senior management.
- Checked in-market sales data and provided feedback to improve sales performance.
- Identified changes in brand category shares and provided information on new product launches, pricing adjustments, and competitor activities.
- Carried out market visits to analyze competitors and market trends, including digital aspects.
- Worked closely with the agency to create TV commercials for the brand.
- Worked with the designer team to develop marketing material for Facebook, POSM, and flyers.
- Translated packaging information and followed up on FDA registration processes.
- Managed NIVEA's Facebook page by posting activities, campaigns, and announcements, and responding to customer questions.
- Created selling stories for modern trade, beauty advisors (BA), and sales teams for new product launches.
- Trained and presented new products to the sales team and BAs.
- Supported the modern trade listing process by providing samples and preparing PR gifts.
- Raised SRM and created purchase orders for all marketing activities.
- Participated in and analyzed market research sessions to gain insights.

Marketing Executive | Red Dot Network | May 2016 to June 2017

- Created purchase orders (POs) based on requisitions and ordered necessary items for promotional campaigns and events.
- Submitted POs, invoices, vendor validation, and petty cash forms to finance within set deadlines.
- Maintained mobile usage records for the marketing team and submitted them to finance, along with refilling balances for marketing needs.
- Negotiated with suppliers to secure quotations and obtain high quality products.
- Coordinated with suppliers to meet delivery timelines, provided brand guidelines, and made sure they followed company policies.
- Calculated marketing costs and managed the budget to stay within financial targets.
- Checked costs with product managers and emailed weekly and monthly cost reports to the marketing head.
- Maintained stock reports and ensured product availability.
- Sent promotional SMS messages to merchants and consumers to improve engagement.
- Managed the production of marketing materials, arranged and delivered promotional prizes, and organized events.
- Provided strong support for the administration of the entire marketing department.
- Managed communication channels such as IVR and SMS portals.
- Offered excellent customer care support to both merchants and consumers to solve any issues.

Project Coordinator and Translator | GTL | May 2014 to May 2016

- Updated site status information and reported each update to the project manager through mobile and email communication.
- Assisted in coordinating between vendors and the project manager.
- Prepared, maintained, and updated trackers and reports using Microsoft Word and Excel.
- Reported site information directly to the managing director and kept all records up to date.
- Prepared trackers for invoices, purchase orders, and accounts using Excel.
- Checked and submitted invoices and purchase orders to customers accurately.
- Sent quotations to customers via email and followed up on their responses.
- Found suppliers, obtained quotations, and negotiated with them to support sales development.
- Assisted with meetings between customers, vendors, and suppliers, providing translation support when needed.
- Collected and organized documents and site photos from hunters, and prepared site acquisition reports using Microsoft Word, Excel, and Paint.
- Made sure lease payments to owners were made on time to avoid any delays.
- Checked and submitted documents to customers and followed up on daily site status with hunters.
- Coordinated with hunters and reported any issues to the customer, making all site trackers were kept up to date.
- Used Google Earth to justify non-acquirable sites or sites outside the search ring, and negotiated rental terms with owners when necessary.