



MR.NAY THU YA OO

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Objective

A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization. I would like to enhance my technical and soft skills by taking up challenging assignments and expanding my knowledge.

Experience

- THAI GLOBAL GATEWAY COMPANY LIMITED (THAILAND)** May2024 - Sep2024
Office Staff at Export & Import Department
 - Overseeing and managing all import and export activities, including shipping schedules, transportation arrangements, and customs documentation. Ensuring timely and accurate clearance of goods through customs while complying with all regulatory requirements.
 - Handling all processes related to import/export licenses, permits, and documentation such as Bills of Lading, Certificates of Origin, and Commercial Invoices.
 - Ensuring adherence to local and international trade regulations, including customs compliance, import/export tariffs, and trade agreements.
 - Staying updated on relevant policies and procedures related to international trade and proactively mitigating risks.
 - Collaborating with suppliers, freight forwarders, and customs brokers to ensure timely delivery of materials and equipment needed for the plant.
 - Negotiating shipping terms, rates, and services with logistics providers to optimize costs and improve efficiency.
- Thompson Car Dealership Company** 2023 - 2024
Car Seller
Sells and Buys Japan Domestic Market Used Cars in Myanmar.
- Honeyland Bangsar Shopping Center, Malaysia** 2022 - 2023
Sales Supervisor cum Cashier
 - Supervise and co-ordinate sales staff and cashiers.
 - Respond to customer inquiries and Complaint.
 - Monitor the staff Shift schedule.
 - Discuss with Team Manager and monitor for promoting the items.
 - Approached and trained staff from different outlets to effectively and efficiently meet sales targets.
 - Report to Sale Manager.
- Accenture Technology Solutions Sdn Bhd Selangor, Malaysia** 2021 - 2022
Platform Experience Associate - Burmese
 - NEQ projects, Search and Integrity Projects at PDO.
 - Content Moderator for Burmese Market.
- Potato & Taro Halal Mart Yangon , Myanmar** 2019 - 2021
Sales Supervisor
 - Organize and coordinated sales team schedules, helping staff meet company and client expectations.
 - Analyzed sales data to define weekly quotas for multiple departments, assessing potential areas of growth.
 - Coached team members to reach and exceed weekly and monthly sales goals.
 - Supervised operations of Five person sales teams, achieving improvements in productivity rates by tackling process inefficiencies.
 - Updated training materials and operational procedures to deliver consistent sales growth.
- May Yu Mart Yangon, Myanmar** 2016 - 2018
Sales Assistant cum Cashier
 - Greeted customers and offered assistance with selecting merchandise, finding accessories and

completing purchases.

- Accepted and processed cash, cheque, card and mobile payments using POS systems.
- Provided service with a smile, offering courteous, helpful advice to best meet customer needs.
- Monitored and reported suspicious activity to security officer to avoid theft.
- Improved product appeal by assisting with creation and maintenance of store displays.
- Provided excellent sales services by offering bespoke product advice to meet exact customers needs.

Education

- **TECHNOLOGICAL UNIVERSITY (THANLYIN)** 2015-2016
BACHELOR OF ENGINEERING (PETROLEUM)
- **TECHNOLOGICAL UNIVERSITY (THANLYIN)** 2011-2015
BACHELOR OF TECHNOLOGY (PETROLEUM)
- **Course of Lincoln University College and European Technical & Vocational Academy, Malaysia (1st BATCH**
PROFESSIONAL EXECUTIVE DIPLOMAR IN ELECTRICAL INSTALLATION 2019-2020

Skills

- Communicate Skills,Sales,Cashier,Teamwork.
- Microsoft word,excel,power,out look
- Carried out active selling from initial customer greeting.
- Just In Time stock control
- Online sales
- Customer service
- Cash management
- Helped customers obtain specialised help for refunds and exchanges.

Languages

- English
- Myanmar

Personal Details

- Date of Birth : 23/JUN/1995
- Marital Status : Married
- Nationality : Myanmar
- Religion : Islam
- Passport : MI360205

Availability

- Immediately