



MS. LAE YIN YIN TUN

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PERSONAL INFOS

- D.O.B : 28.may.1996
- Marital Status : Single
- Nationality : Myanmar
- Gender : Female

EDUCATION

- Bachelor of Engineering
Technological University
(2016 – 2018)
- Bachelor of Technology
Technological University
(2012 – 2016)

SKILLS & ATTRIBUTES

Hard Skills (Technical Skills):

- Customer Service & Sales
- Time & Financial Management
- Reception & Front Desk Management
- Computer Operating Skills

Soft Skills:

- Problem-Solving Abilities
- Teamwork & Collaboration
- Strong Decision-Making
- Excellent Communication Skills
- Innovation & Creativity
- Quick Learning Ability
- Ability to Work Independently

ABOUT ME

Energetic and customer-focused Cashier/Sales Representative with strong skills in management, customer service, and communication. Adept at handling cash transactions accurately, assisting customers with purchases, and working collaboratively with a team to enhance efficiency. Passionate about providing excellent service and continuously learning to improve job performance. Seeking a position where I can contribute my skills and grow professionally in a dynamic retail or sales environment.

WORK EXPERIENCE

Cashier / Customer Service

Day To Day International Hypermarket LLC, Sharjah Mall, UAE
March, 2023 – November, 2024

Sales Engineer

Myo Thein Electronics Co.ltd, Mandalay, Myanmar
February, 2019 – November, 2022

Receptionist

Chan Nyein Aung Hospital, Mandalay, Myanmar
April, 2018 – January, 2019

CERTIFICATIONS

- Microsoft office(Word, Excel, PDF,Adobe Pagemaker),March, 2019
- Auto CAD (2D,3D,Isometric), Sep, 2019
- Autodesk Revit MEP Modeling Course, Nov, 2019
- Digital Skills (Digital Technology, Web / Data Analytics), Aug, 2020

LANGUAGE

- English (Fluent)
- Japanese (Intermediate)
- Myanmar (Native)

Responsibilities

Cashier / Customer Service

Day To Day International Hypermarket LLC, Sharjah Mall, UAE (March, 2023 – November, 2024)

- Processed customer transactions accurately using the POS system.
- Managed cash, credit card, and digital payment transactions while ensuring proper billing.
- Assisted customers in locating products and provided recommendations to boost sales.
- Monitored stock levels, restocked shelves, and arranged displays to attract buyers.
- Handled customer inquiries and resolved complaints professionally.
- Promoted special offers and loyalty programs to increase sales and customer retention.
- Maintained cleanliness and organization of the cashier area for efficient service.

Sales Engineer

Myo Thein Electronics Co.ltd, Mandalay, Myanmar (February, 2019 – November, 2022)

- Conducted product demonstrations and technical presentations to potential customers
- Negotiated pricing and contracts with clients to close sales deals.
- Managed and maintained relationships with key clients to ensure repeat business.
- Analyzed customer needs and recommended suitable electronic products or solutions.
- Processed sales transactions and maintained accurate records of sales orders.
- Coordinated with the inventory team to ensure stock availability and timely delivery.
- Provided after-sales support, including troubleshooting and handling customer inquiries.

Receptionist

Chan Nyein Aung Hospital, Mandalay, Myanmar (April, 2018 – January, 2019)

- Greeted and assisted patients with appointment scheduling and registration.
 - Managed cash transactions for consultation fees and issued receipts.
 - Provided information about hospital services and guided patients to the appropriate departments.
 - Maintained patient records and ensured confidentiality of medical data.
 - Handled phone inquiries and directed calls to the relevant departments.
 - Assisted in preparing daily financial reports for cash collections.
 - Ensured a well-organized and welcoming reception area for visitors and patients.
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