



# Ms. Yoon Me Me Pyone

## CONTACT

☎ 0569295502 (WhatsApp)  
✉ yoonmemepyone.13571@gmail.com  
📍 606, Al Rolla street, Bur Dubai

## PERSONAL DETAILS

Date of Birth : 12<sup>th</sup> Feb 1997  
Gender : Female  
Marital Status : Single  
Nationality : Myanmar

## EDUCATION

❖ **B.A (English)**  
West Yangon University

## QUALIFICATIONS

❖ **Higher Certificate in Logistics and supply Chain Management**  
❖ **Certificate in Bookkeeping & Accounting (LCCI - UK)**

## COMPUTER SKILLS

❖ Microsoft Office (Word, Excel, PowerPoint)

## LANGUAGES

❖ English  
❖ Burmese

## Skills

❖ Computer Skill  
❖ Communication Skill  
❖ Inventory Control Skill  
❖ Stock Receiving Skill

## CAREER OBJECTIVE

Seeking a challenging opportunity to demonstrate my experiences, skills and aim for simultaneous achievement of goals in a rewarding organization offering career growth and professional development.

## PROFESSIONAL EXPERIENCES

### Sales Assistant

#### MM Interplast Co., Ltd

(Jul 2019 ~ Oct 2023)

- Providing Sales Quotation and Sales contract
- Communication with customers – prices, products, invoices.
- Process customers invoices according to specific contracts and monthly activity plan
- Entering information onto business systems and keeping this up-to-date
- Develop weekly Sales report and Monthly Sales KPI
- Daily check the product and report to Manager
- Record raw material incoming and outgoing
- Filling and handling of documents

### Logistics Assistant & Stock Controller

#### Concordia Internation Co., Ltd

(Jan 2017 ~ Feb 2019)

- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS)
- Once the goods are received check for deviation if any in physical received PO and invoice
- Record all stock movement and deliveries in database
- Monthly physical stock count and report to the senior
- Damages & Expiries control / reporting
- Keep note of material inward & outward from the store.
- Handling of Processes and documents as required following established procedures.
- Other Ad hoc duties [Inventory]