

## **EIEI SAN LWIN**

GENDER : Female  
NATIONALTY : Myanmar  
DATE OF BIRTH : 01/May/1988  
MRAITAL STATE : Single  
LANGUAGE : English (Fluent) and Chinese (Basic)  
ADDRESS : Dubai (Deria)  
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## **CAREER OBJECTIVES:**

Sales Executive offering over 6years of experience in implementing successful sales strategies and motivating highly galvanized teams to produce significant bottom-line results distinguished background in recruiting and developing “A Players” to drive revenue across multiple sales organizations. Adept at designing and executing effective sales strategies to optimize market opportunities. Exemplary communicator with the passion and drive needed to cultivate and foster professional and profitable relationships while maintaining trust

## **STRENGTH AND QUALIFICATIONS:**

- Ability to perform consistently under pressure for long hours
- Flexibility in working conditions
- Motivated and hardworking individual, skilled in problem solving, responsible, efficient with an excellent work ethics.
- Presentable, confident and enthusiastic professional
- Trustworthy, built team work, efficient and highly organized individual with excellent interpersonal and communication skills.
- Excellent customer service and public relation skills.
- Proven ability to work under pressured environment with less supervision.
- Highly organized individual with excellent interpersonal and communication skills.
- Good communicational and interpersonal skills
- Able to demonstrate proficiency in Microsoft Office suites and internet telephone operations
- Highly organized individual with excellent interpersonal and communication skills

## **EDUCATIONAL ATTAINMENT**

2005 to2008 : DAGON UNIVERSITY  
: Bachelor (Anthropology)

## **WORKING EXPERIENCE**

**POSITION** : Sales Supervisor  
**COMPANY** : Obaibi&Okaidi (ALShamsi Holding)  
**YEAR** : November 2018 – December 2019

### **Duties and Responsibilities:**

- ✓ Part of the team managing staff of 15+ employees in sales and delivery roles.
- ✓ Assign employees to specific duties to best meet the needs of the store.
- ✓ Planning and take action to achieve the store target and giving motivation to achieve the individual target to staff
- ✓ Directing, motivating, the sales team and assisting in meeting sales objectives.
- ✓ Increase profits through effective sales training troubleshooting profit loss areas.
- ✓ Examined merchandise to verify that it was correctly priced and displayed.
- ✓ Maintaining daily logs of sales operations and attending meetings with the store manager.
- ✓ Scheduling shifts and approving leaves of members of the sales team.
- ✓ Coordinate with logistics regarding the shipments and delivery.
- ✓ Achieving sales targets set each month by the senior sales management team.
- ✓ Identifying daily tasks that need to be done and delegating them through effective communications.
- ✓ Answered customer's questions and addressed problems and complaints in person and via phone.
- ✓ Opened and closed the store, including counting cash, opening and closing cash register and creating staff assignments.
- ✓ Sharing customer's feedback and retail observation , bringing forward potential solutions.

## **WORKING EXPERIENCE**

**POSITION** : Senior Sales associate  
**COMPANY** : MH. Alshaya (Claries)  
**YEAR** : November 2015 – August 2018

### **Duties and Responsibilities:**

- ✓ Provided excellent customer service while on the selling floor, fitting room and front end.
- ✓ Excellent services, suggested selling , add on sales and forcing good transaction to achieve target
- ✓ Stocked and replenished merchandise when necessary, giving excellent customer service to achieve store target Received and processed cash, check and credit payments.
- ✓ Add on sales and suggested sell to improve daily sales.
- ✓ Recommended, selected and helped locate merchandise based on customers; needs and desires Established understanding of inventory and in store placement Trained and oversaw new employees.
- ✓ Handled merchandising, cleaning, and stocking.
- ✓ Grow and ensure sales through customer service, relationship building, and product knowledge.

- ✓ Consistently hit personal sales target.
- ✓ Counted down, balanced multiple cash drawers and assisted with daily deposit.
- ✓ Performed daily store opening, closing, and clothing procedures.
- ✓ Acting as a team leader in absence of department manager (performing daily checklist.
- ✓ Covering up for audit point, updating sale to colleagues for driving motivation to them to achieve our daily department targets)

## **WORKING EXPERIENCE**

**POSITION** : Cashier  
**COMPANY** : Dubai World Trade Centre  
**YEAR** : Nov 2013– Nov 2015

## **Duties and Responsibilities:**

- ✓ Providing customers a personalised, friendly and efficient cashiering service.
- ✓ Taking payments from customers via cash, cheques and credit.
- ✓ Entering purchases into a cash register then calculating the total purchase price.
- ✓ Responsible for the accurate and timely allocation of cash.
- ✓ In charge of daily cashbook management and also bank reconciliations.
- ✓ Banking a large volume of cheques and cash daily. Identifying potential sales leads and referring them to colleagues.
- ✓ Helping to resolve customer complaints. Assisting with shelf stacking, sticking prices on items etc.
- ✓ Reconcile cash with receipts at the end of each shift and make sure that any discrepancies are managed immediately.
- ✓ Making sale report, daily target and updating all the paper which is related to cash and office documents which are important to score 100% on cash audit without fail.
- ✓ Handling petty cash, cash advance, medical reimbursement, petrol bills for management, transportation payment for staff.

I hereby declare that all the details that are furnished above by me are true and correct to the best of my knowledge and belief.

**Ei EI San Lwin**

Applicant