



HTET WAI YAN MOE
SALES AND CUSTOMER SERVICE
SPECIALIST

OBJECTIVE

To gain my career life goal at an international organization where I could gain intense knowledge and enhance social skills at a multicultural workplace.

SKILLS & ABILITIES

- Fluent in English, Native Burmese
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, One-note), MS Team
- Working understanding of Windows, Facebook, Twitter, IG, LinkedIn, Trello, Photoshop CS, Basecamp, Xero, Orange-HRMs, HRIS

ADDRESS

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EXPERIENCE

**METROPOLITIAN SCHOOL OF BUSINESS
MANAGEMENT , DUBAI**

2021 – SALES AND ADMISSION EXECUTIVE

Managing, tracking, and following up on leads by calling them to give them a brief about the courses being offered by the organization. Give counseling to the students, by helping them understand the functioning of the pathway institute and the worthiness of the courses being offered. Answer all the doubts that clients are having and give them a clear picture of the courses. Take and process the orders in an accurate manner. Ability to meet deadlines each month. Enter and update the clients' information on the company portal. Keep records of every conversation made and note all the possible information.

LYCHEE VENTURES GROUP, MYANMAR

2020 – SALES AND ADMIN EXECUTIVE

Myanmore Media - Collaborating with the executive team and team leaders to meet monthly KPIs for sales pitch. Monthly KPIs meet up to \$ 5000 USD in Magazine and Online website, Events.

Myanmar Project Management Center - Conduct the lead for PMP courses and reach sales target in monthly basic for online and offline classes. Communicate with clients and complete admission process for the full registration.

CDG (MYANMAR) LIMITED, MYANMAR

2017 – SALES EXECUTIVE

Sales IT related software and hardware such as printer, black box (GPS) devices and LMS software. Conduct meeting weekly basic with clients and reach the sales pitch in monthly basic. Prepare quotation, invoice, payment collection and follow up process to potential clients. Monthly target 2000 USD per month.

COMPUTER LABEL WORLDWIDE, THAILAND

2015 – CUSTOMER SERVICE OFFICER

Sending invitation email, invoice, samples and reports to

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manager or Director of Exports department, Checking Schedule concern with Graphic departments. Dealing with Clients from Overseas and answering calls, preparing for FOB and CIF shipments Preparing customer's inquiries, managing customer' POs and arranging PI

DMK SHOES & FASHION ACCESSORIES, SINGAPORE

2012 – RETAILS SALES AND PROMOTION

Sell the shoes, Bags and other fashionable products around the city all channel sales and dealing with suppliers, customers and wholesales clients. Planning promotion for upcoming seasons, check all stocks and organized all promotion area in every Mall and sales counters.

EDUCATION

SIAM UNIVERSITY, THAILAND, BACHELOR DEGREE

International Bachelor of Business Administration, GPA 3.68/4.0 with first class honored

CARDIFF EDUCATION, SINGAPORE, DIPLOMA

Diploma of Business Administration with Silver Award

COMMUNICATION

I delivered many public speaking and big presentation, training and communication with professional and expat.

NATIONALITY – MYANMAR

VISA STATUS - VISIT