**KHIN**

**Career Objective**

To be the best employee utilizing my language skills, Interpersonal Skill and Customer Service experience in the Sales Industry that offer professional growth while being resourceful, innovative and flexible.

**Work Experience**

* Worked as **Clerk** in MAF **Carrefour Burjuman – Bur Dubai**

12th April 2015 –to Present

* Worked as **CASHIER** in MAF **Carrefour Shindagha – Bur Dubai**

1st April 2012 – to 11th of April 2015

* Worked as **CASHIER** in **City Mart Supermarket, Yangon, Myanmar**

2nd Feb 2009 to 01st March 2012

* Worked as **SALES & CASHIER** in **Viva Fashion Accessories Store, Yuzana Plaza, Myanmar**

2nd April 2006 to 30th Dec 2008

**Job & Responsibilities:**

* Take caring of personal hygiene myself a cleanliness of my counter area.
* Maintain the supervisor customer service as per company expectation.
* Greet customers entering establishments.
* Check stock levels and submit report to the supervisor
* Prepare sales report and monthly inventory
* Maintain customer’s satisfaction

**Purchasing Clerk in Business Cycle Department**

 **(MAF CARREFOUR HYPER MARKET,L.L.C,BURJUMAN)April 2015 to till date**

* Ensure that all ordering documents are printed and put in pigeon holes out on time every morning.
* Capture all Local Purchasing Orders (included Home delivery) in GIMA System and ensure that it has been sent to suppliers on time according to the DOA rules.
* Ensure that all documents are validated according to DOA and filed according to Standards management filling structure.
* Conduct labeling survey on a regular basis.
* Conduct out of stock scanning.
* Control the Price Change Override labels.
* Assist BC manager and assistant under request.
* Assist IT manager and assistant under request.

**Personal Data**

Date of Birth : 16 Aug 1983

Place of Birth : Yangon City, Myanmar

Sex : Female

Citizenship : Burmese

Civil Status : Single

Languages Spoken : English, Hindi and Myanmar

**Educational Attainment**

Bachelor of Arts (Geography), Yangon, Myanmar

**Computer Knowledge**

Microsoft Word, Microsoft Excel, Advanced Excel course, Microsoft PowerPoint, Email & Internet, Adobe PageMaker 7.0, Adobe Photoshop

**Summary of Qualification**

* Excellent public relation skills having deal a variety of customers, superior, interpersonal ability to achieve immediately and long - term goals.

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 