**Job Seeker First Name / CV No:1815402**

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**Mr. Soe Moe Naing**

**Personal Profile:**

**Nationality : Myanmar**

**Religion : Muslim**

**Sex : Male**

**Date of Birth : 14th February, 1990**

**Marital Status : Single**

**Weight : 70Kg**

**Height : 5’8”**

**Language : English (Fluent), Myanmar (Mother Tongue)**

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**Details of ProfessionalExperience:**

**Market Supervisor**

**Carrefour,**

**Al Matajar Mall, Al Khan,**

**Sharjah, UAE.**

**From February 2012 –03 April 2016**

* **Provide customers with necessary information about the company products and prices**
* **Manage selling and customer service activities, so as to optimize and sustain sales**
* **Follow through promptly to resolve customer complaints**
* **Making the planogram**
* **Managing and motivating staff**
* **Making the order and trying to hit all financial targets.**
* **Controlling the monthly inventory**
* **Take directions and guidance from managers.**

**Supervisor**

**Innwa (cold drink and confectionary)**

**From January 2010 – January 2012**

* **To lead the team on each shift and ensure the company service standards are upheld.**
* **Check customers are enjoying their meals and take action to correct any problems.**
* **Work closely with other team members to ensure excellent service is provided to all customers.**
* **Take directions and guidance from managers.**
* **Stock service areas with supplies such as coffee, food, tableware, and linens.**

**Sales assistant**

**MK Co., Ltd**

**From May 2008 – January 2010**

* **Ensure that the products in the store are well organized as per their category.**
* **Assist customers to find what they need.**
* **Advise customers to choose the best product.**
* **Handle payments for the goods purchased.**

**Academic Qualification:**

***A G T I*(Mechanical Power)**

**University of Technology**

 **Thanlyin, Myanmar**

 **from 2006 To 2008**

**Special Knowledge/Skills:**

* **Food & Beverage Service**
* **Certificate of completion from human resource**
* **Certificate of competence in English language ( speaking for hotel staff )**
* **Certificate of computer (Microsoft Excel, Windows Operating system, Microsoft Word, Software Installation, Hardware Trouble shooting).**
* **Keep aneat record of cash, and different receipts, and bills.**
* **Handle payments for the goods purchase**
* **Making arrangements for the customers needing a refund, or replacement of their products.**
* **Order products running out of stock, and then receive deliveries.**
* **Being up to date with the latest promotional schemes on various products, and informing.**

**Professional Efficiencies:**

* **Proficient in computer**
* **Excellent written and oral communication**
* **Disciplined and exceptional interpersonal skills**
* **Energetic, sharp and committed**
* **Reliable, conscientious, who can handle direct and indirect supervision**

**Strengths:**

* **Highly motivated and ambitious**
* **Ability to manage several assignments simultaneously**
* **Flexible in learning and energetic**
* **I am loyal, hardworking and energetic**
* **I am optimistic and can be adjust in any dynamic environment**
* **I believe in myself and will be responsible towards the job and responsibility given over me**
* **Excellent interpersonal skills**
* **Believe in team work and co-operation with colleague**

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