

# SANDAR WIN

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## **OBJECTIVE:**

Desire a position utilizing my organizational, educational, research and communication skills. A position at your company would be an ideal setting to fulfill these goals, and serve my professional career. This position would provide a challenging and invaluable experience



## **QUALIFICATIONS & STRENGTHS:**

- \* Possess a professional experience as Sales Executive and Customer service specialist.
- \* Comprehensive written and verbal communication skills in English.
- \* Possess sound judgment with excellent problem solving skills.
- \* Ability to work independently as well as part of a team.
- \* Good motivator with excellent sales and customer service skills.
- \* Possess exceptional administrative and organizational skills



## **CAREER SUMMERY:**

***-GMG GROUP, GEANT HYPERMARKET (CASHIER)  
2023 – TIL PRESENT,***

***- Lego land Dubai Park and resort (RETAIL & CASHIER)  
2021 – 2022 UAE, DUBAI***

### **Job description & duties**

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

**- *CARPISA COMPANY, (LAND MARK Group) (RETAIL & CASHEIR)***  
**2016- 2018 UAE, DUBAI**

**Job description & duties:**

- Focus to achieve the individual monthly target.
  - Responsible for back up inventory ordering and shelf stocking.
  - Reporting to Manager daily sales.
  - Handling customers complaints.
  - Helping with promotional event
  - Maintain customer services and facilities
  - Handles store revenue, including cash handling with (Embed) system, pity cash, deposit reconciliation and delivery of deposits to bank.
  - Arranging the shop by looks, colors ordination, and according to the new arrivals so the items will be accessible and well organized to make the shopping experience easier to the customers.
  - Assisting customers with high quality service.
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**- *Global Yangon School (Main Teacher) Representative***  
**2019 to December 22: (GYS- Kindergarten)**  
**(BURMESE -YANGON - MYANMAR)**

**- *Ipanema shop Sales Associate From 2014 To 2015 (Myanmar – Yangon)***

**Job description & duties:**

- \*Responsible for day to day operation, opened/closed store properly.
  - \* keep store well maintained, clean and presentable and organized merchandise.
  - \* Attending guests
  - \* Focus to achieve the individual monthly target.
  - \* Assisting customers with high quality service.
  - \* Handling customer's queries and reservations.
  - \*Reporting to Manager daily sales.
  - \*Good motivator with excellent sales and customers service skills.
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**- *SES Clinic Receptionist From (2011 To 2013)***  
**(Myanmar – Yangon)**

**Job description & duties:**

- \*Welcoming patients and visitors, answering the telephone and answering any inquiries.
- \*Scheduling appointments and keep those appointments on time.
- \* Assisting patients with completing necessary forms and documentation.
- \* Keeping a clean and calm reception area.
- \*Booking and organizing staff and doctor meetings.
- \*Maintaining information confidentiality at all times.
- \*Monitoring and ordering stationery and clinical supplies.

\*Processing billing and payments , using medical software.

## **CAREER HISTORY**

***Horizon International Kindergarten School (BURMESE -YANGON - MYANMAR) April 2005 to May 2010 : (Main Teacher) Representative***

### **Job description & duties:**

- . Planning & delivering well-structured lessons which engage & motivate students
- . Planning and organizing visits, field studies and special activities connected with the teaching of the subject
- . Supporting the school in delivering the curriculum effectively
- . Managing resources effectively and ensuring appropriate value for money
- . Organizing and supporting a range of extra-curricular activities
- . Achieving and maintain high standards of care and education
- . Planning, preparing and reviewing the school curriculum with other staff
- . Ensuring all Health & Safety policies are implemented and adhered to at all times.

### **Professional attributes:**

- Assisting with the planning and evaluating of learning activities
  - Able to effectively manage pupils with difficult behavior whilst encouraging them to highly achieve
  - Highly organized with excellent preparation.
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## **EDUCATIONAL QUALIFICATION:**

B.A ( HONS ) INTERNATIONAL RELATIONS

M.A INTERNATIONAL RELATIONS

## **PROFESSIONAL COURSES:**

- Attended 12th annual ELT conference  
learning and teaching from British council
- Certificate of preschool teacher in Service training
- Attended a course of communicative Spoken English
- Attended computer course
- Attended musical learning for young children
- Certificate of Completion English language Course Intermediate Level
- Certificate of In – Service Training (Horizon international School)
- Certificate of early childhood care and development (ECCD)

## **COMPUTER SKILLS:**



*MS OFFICE (Word)*

**PERSONAL DETAILS**

Name	Sandar win
Place of birth	Yangon - Myanmar
Marital status	Married
Languages know	Fluent in English
Mother tongue	Myanmar

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