# CURRICULUM VITAE

**PERSONAL PROFILE**

**Name: : EI TIN ZAR**

**Sex: : Female**

**DateofBirth: : 10th FEB 1991**

**Nationality: : MYANMAR**

**Religion : Buddhism**

**Phone: : 09-444701877**

**Emailaddress: :** [**eitinzar128@gmail.com**](mailto:eitinzar128@gmail.com)

**Marital Status : Single**

**Address: : No(38)Anawmar (17)Street, 2/North Qtr,Thaketa Tsp,Yangon.**

**Expected Salary : negotiable**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CAREER OBJECTIVE**

To work in a reputable organization both national and international where organizational objectives are well defined and my abilities and skills are efficiently utilized with or without supervision, meet diverse people with different backgrounds who will enhance my learning and sharing information for the growth and development of the company.

**PROFILE**

Result problem solver with Specific important communication skills (customer handling) ,detail-oriented, disciplined and resourceful professional candidate with exceptional skills, flexible personality and adaptability to new working environments combined together; give me a foundation for an excellent team player.

**Educational Background**

Graduate in Economics (2013), Diploma in Information Technology, Certificate in Business Management,Certificate in Project Management.

**PROFESSIONAL EXPERIENCE;**

***Auto Motion Myanmar Co*.,*ltd*** , ***Yangon*** , ***Myanmar*** .

K***ey Account Sales Executive(Jan 2021 – Present)***

* A***c***quire a thorough understanding of key customer needs and requirements.
* Serve as the link of communication between key customers and internal teams.
* Play an integral part in generating new sales that will turn into long-lasting relationships.
* Expanding the relationships with existing customers by continuously proposing solutions that meet their objectives.
* Developing trust relationships with a major clients to ensure they do not turn to competition.
* Prepare regular reports of progress and forecasts to internal and external stakeholders.

**Marga Landmark *Co*.,*ltd*** , ***Yangon*** , ***Myanmar*** .

***Customer* *services Executive***(Jan 2020 – June2020) (5 Months)

* Follow the complaints procedures and receive, log and attempt to resolve complaints received from customers with a view to the continuous improvement of customer services.
* Deal with enquiries from customers and visitors to properties, providing appropriate advice and information, through email, website, telephone and in person.
* Ensuring that landlords comply with current and relevant legislation.
* Dealing with any property maintenance requirements.
* Undertaking regular property inspections.
* Providing advice and assistance to letting agents and potential clients.
* Providing great service to clients.
* Making preparations for the start of a landlord and a tenancy.
* Dealing with general tenancy related queries.
* Delivering reports to the senior management on any findings.

**ovSolar *Myanmar* *Co*.,*ltd*** , ***Yangon*** , ***Myanmar*** .

***Customer* *services Officer***(May 2017 – Dec 2019)( 2 Years & 7 Months)

* Assess customers needs and provide assistance and information on product features
* Managing service, product and complaints
* Make appointment and meet with clients, promote ours sales.
* Scheduling and following up on installations.
* Conducting customer satisfaction surveys and generating business through follow up
* Interacting with diverse customer base in person and telephonically
* Providing detailed information on services and products to customers
* Achieving performance objectives in all areas consistently
* Maintain daily update sales,weekly ,monthly and report

**Wine Set Kyar Company(Lubricants),*Yangon , Myanmar***

**Sales & Marketing Supervisor,Customer care** (june 2014 – February 2017) (3 Years )

* Directing, managing and motivating the sales team members that can together achieve the sales targets
* Make appointment and meet with clients, promote ours sales.
* Scheduling the ways for my teams.
* Managing services, products and complaints.
* Conducting customer satisfaction surveys and generating business through follow up
* Supervised planning for the sales teams
* Planning to promote products such as exhibitions, product launches and roadshow

**Blue Ocean Company (1876 Hotline) Yangon , Myanmar**

***Customer* *services Representative*** (January 2012 - March 2013) (1 Year )

* Obtains client information by answering telephone calls
* Resolving the problem as some clients eg.MPT,
* Maintains communication equipment by reporting problems.
* Search datas on FAQ ,Internet and other applications.

**COMPUTER SKILLS**

Microsoft Office (Word, Excel, PowerPoint, )

**Hobbies;**

Willing to meet new people, Travelling, Reading and Listening songs