



Kyaw Nanda

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Date of Birth: March 30, 1998

CAREER OBJECTIVE

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally

SKILLS

- Good communication (English and Chinese)
- Excellent guest service
- Good in sales conversation
- Basic knowledge in Microsoft Word, and Microsoft Excel
- High focus on confidentiality, safety and security
- Eager to learn new skills
- Strong team work
- Able to multitask
- Fast learner

LANGUAGES

- English- Intermediate
- Chinese- Intermediate (conversational)
- Burmese- Native

WORKING EXPERIENCE

Receptionist/Gym Instructor | May 2022-January 2024

Power House Gym, Myanmar Plaza, Yangon

- Greet client and answer phone calls
- Scheduling appointments and classes
- Assisting membership sales and renewals
- Processing payment and maintaining accurate records
- Monitor client progress
- Help clients with their workouts
- Give emergency first aid if needed
- Demonstrate machines and equipment
- Maintaining a clean and organized working space

Sales Manager | June 2019-April 2022

Daw Tun Home Accessories, Linoleum and Tarpaulin, Yangon, Myanmar

- Overseeing sales
- Manage recruiting and training of staff
- Handling and resolving customer complaints regarding a product or service
- Adjust selling prices by monitoring costs, competition, and supply and demand
- Planning and managing the purchase of store products
- Interact with the customer throughout sales process
- Introduce and sell the shop's product like kitchen accessories, linoleum, and tarpaulin
- Suggest relevant product to the guests
- Ensure that the guest has a positive experience from start to finish of the sales process
- Build and maintain customer relation by assisting the guest throughout the sales experience

EDUCATIONAL ATTAINMENT

- **Major in Philosophy | 2015-2016**

Dagon University, Yangon Myanmar

- **Basic Education High School 2 | 2012-2015**

South Okkalapa, Yangon Myanmar

- **Basic Education High School 2 | 2004-2012**

South Okkalapa, Yangon Myanmar

TRAINING AND SEMINARS

- Customer Service training
- Crowd Management
- Basic Training(basic life support)
- Proficiency for Safety Training
- Proficiency for Security Training

Security Officer | October 2016-April 2019

Universal Ship Management Pte. Ltd

- Patrol premises regularly to maintain order and establish presence
- Monitoring and analyzing CCTV camera Footage
- Provide guest assistance
- Investigate suspicious activities
- Respond to any emergencies
- Coordinating security with other department
- Document all incidents or activities during their patrol