

Contact

Phone

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Email

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Nationality

Myanmar

Current Visa

Engineer/Specialist in Humanities/Int'l
Services (until 2028.2.26)

Line



Education

2018 – 2021

**Pearson BTEC Level 5 Higher
National Diploma in Computing**
Gusto University

2014 – 2018

Bachelor of Arts (Japanese)
Yangon University of Foreign Languages

Language

English

Japanese (N2)

Burmese

Expertise

- Multilingual Communication
- Customer Service
- Marketing & Campaign Support
- Payment Processing & Cash Handling
- Microsoft Word, Excel, Powerpoint, Project
- Google Docs, Sheets, Slides, Forms, Drive, Classroom

Win Win Maw

Receptionist, Marketing Staff

Multilingual professional with a strong background in administration, customer service, and marketing. Skilled in adapting to challenges, and delivering actionable solutions. Fluent in English, Japanese, and Burmese, with a focus on communication and collaboration. Seeking a role to contribute to team success and personal growth in a dynamic environment.

Experience

May 2, 2024 – Feb 7, 2025

Spring Massage, Let's Relax Spa & Onsen | Bangkok, Thailand

Receptionist, Marketing Staff

- Welcomed customers, managed appointments, and handled inquiries and payments.
- Answered calls and provided information on pricing and availability.
- Supported marketing campaigns and maintained backend media accounts.
- Coordinated with agents for service advertisements and contracts.
- Generated sales reports, handled data entry, and interpreted in meeting with Japanese clients.

Sep 25, 2023 – Mar 31, 2024

Pun Hlaing International Hospitals | Yangon, Myanmar

Receptionist

- Registered patients, booked appointments, and guided them to appropriate departments.
- Managed cash transactions and issued receipts with attention to detail.
- Provided multilingual support in Japanese, English, Chinese, and Burmese.
- Trained newcomers and ensured proper document handling and filing.

June – Sep 7, 2023

Daraz or Shop App MMI Yangon, Myanmar

Commercial Intern

- Researched and created accurate, up-to-date website content.
- Captured product photos at seller shops with proper lighting and setup.
- Delivered timely uploads, reports, and presentations.
- Collaborated closely with managers and adapted to multiple tasks.

October 2022 – June 2023

Hype Think Education Academy | Yangon, Myanmar

Content Writer

- Researched to gather information and ensured the accuracy and credibility of content
- Wrote content for the company's blog, covering topics related to productivity, language skills, life advice, survival, and technology
- Edited and proofread content for errors and inconsistencies
- Participated in editorial meetings and contributed ideas for improving the publishing process