San Le Naing

Mobile :+ 95 (0) 9 970 270 360

Email : [sanlenaing.94@gmail.com](mailto:sanlenaing.94@gmail.com)

EMPLOYMENT HISTORY

Position : Community Manager

Duration :10/08/2015 – 31/12/2015

Employer : Jzoo Rewards ([www.jzoorewards.com](http://www.jzoorewards.com))

DUTIES AND RESPONSIBILITIES

* Handled Jzoo official Facebook
* Managed in operations and administration of the whole company.
* Estimated marketing budget and presented plans to the CEO
* Implement up-coming marketing plans.
* Tracked Company’s expenses
* Recruited new members and promoters of the Company
* Analyzed the competitors’ markets
* Arranged the merchants’ meeting and negotiated with them coming into the agreements.
* Provided merchants aftersales services of the products

Position : Head of Content

Duration :2/12/2014 – 31/7/2014(8 months)

Employer : Kaymu Online Shopping ([www.kaymu.com.mm](http://www.kaymu.com.mm))

DUTIES AND RESPONSIBILITIES

* Helped the build-up, created and maintained all the content on the website, Kaymu.com.mm
* Uploaded products listings to the website
* Executed and managed the listings
* Maintained and improved the structure and content of the website
* Managed team performance in order to hit the daily & monthly target
* Checked all the products on the website according to standard quality control
* Served as Leader of the content team and boosted their performance

Position :Content Developer

Duration :2/6/2014 – 2/12/2014(6 months)

Employer : Kaymu Online Shopping ([www.kaymu.com.mm](http://www.kaymu.com.mm))

DUTIES AND RESPONSIBILITIES

* Helped the build-up, created and maintained all the content on the website, Kaymu.com.mm
* Uploaded products listings to the website
* Executed and managed the listings
* Maintained and improved the structure and content of the website

Position : Weekend Customer Service Agent

Duration :02/01/2015 – 31/7/2014(7 months)

Employer : Kaymu Online Shopping ([www.kaymu.com.mm](http://www.kaymu.com.mm))

DUTIES AND RESPONSIBILITIES

* Followed up new and existing orders
* Confirmed order and changed status of orders in the internal database tool
* Customer service management via facebook, phone calls, zendesk, livechat, etc.
* Resolved product or service problems by clarifying the customer's complaints

Position : Liaison Officer(for Indonesia Women’s Hockey Team)

Duration :1/11/2013 – 22/1/2014

Employer : Ministry of Sports

DUTIES AND RESPONSIBILITIES

* Communicated with the team members
* Took responsibility for the whole team

Educational Qualification

* Bachelor’s Degree of E.P.P(English for Professional Purposers) 2011-2013
* Diploma in English Language Teaching 2014-2015
* Certificate in Modern Marketing(Myanmar’s Land) 2015

Professional Qualification

- Microsoft Office Word, Excel, Powerpoint, Outlook

Personal Details

Nationality : Myanmar

NRC : 12/ KAMATA(Naing) 072206

Date of Birth : 10/6/1994

Gender : Female

Marital Status : Single

Race : Myanmar

Religion : Buddish

Personal Interests : Using computer, mobile

Social network, communication Activity

Languages : English (Fluent), Myanmar (Fluent),Korean(Basic)

Address : No.38(C5 &6), Thiri Mingalar Street , Sanchaung Township, Yangon, Myanmar.

REFERENCE

Available upon request

In view of the above I request you to be kind enough to give an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Thanking you,

San Le Naing