

To 2C2P/ HR department,

I would like to submit with my application “Cover Letter & Resume” to you for your kindly consideration for “**Executive, Operations**” of job opening vacancy at 2C2P.

I am 28 years old, holding Bachelor Degree in B.B.A (Global Management of Tourism & Hospitality Industry), graduated with first honor from Suratthani Rajabhat University, International School of Tourism in Thailand. I also got another degree as “Diploma in English” at Yangon University in Myanmar.

I have more than (6) years’ work experiences in customer services and sales department with strong airline business industry background. I had oversea experiences of strong communications with foreign colleagues and different cultures. During my working years, I handled and performed with different types of customers, handled various types of complaint, built a good relationship with people externally and internally, supported customers request via phone, email and face to face, reservation & ticketing operation process and performed administrative related jobs. I can speak Burmese, English, Thai. I confidently believe that if I am appointed to work for this post, it will have a good opportunity to create my future career and gain and share valuable knowledge with you all and it will be great pleasure for me to be small part of your organization.

Personally, I have strong communication skills and I am always flexible to work with team members and others. I am active, hardworking and quick learner and self-motivated. I am quite good at multitasking and problem solving in different ways. I hope my qualifications and knowledge would be advantaged and suitable as per requirement in this position. Thank you in advance for your kind consideration. I am looking forward to have a great chance to work in your organization.

Best Regards,

Hnin Wint Naing

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