

APPLICATION FORM



Date: 28th NOV 2018

1. Position Applied : Customer Services
2. Name : Mr.Thawda Htun
3. Father's Name: U Tin Hlaning (12/ Oo Ka Ma (N) 118629)
4. Mother's Name: Daw Htay Myint (14/Wa Kha Ma (N) 088737)
5. Date of Birth: 23rd May 1996
6. Place of Birth: Wa Khe Ma Tsp, Ayeeyawaddy Division, Delta Region.
7. Age: 22 yrs.
8. Gender: Male
9. Nationality: Myanmar.
10. Race: Burma.
11. Religion: Buddhism.
12. Height: 5' 4".
13. Weight: 105 lbs.
14. N_R_C Number: 14/Wa Kha Ma (N) 285443
15. Marital Status: Single.
16. Educational Qualification: Third Yrs, (Mathematics @YUDE)
17. Other Qualification: Web Professional Foundation 36 @ Myanmar Link.
18. Language Skills: UK English (Basic);
19. Computer Skills: Web Frontend (HTML5; CSS3; JS; jQuery; Bootstrap 4);
MS Office;

20. Work Experiences:

E. **MERCHANDISER (01ST APRIL 2018 – PRESENT)**

Duty Free Yangon @Terminal 1 (Royal Golden Sky)

RGS have 32 of retail shops. I mainly merchandiser for Local Confectionery. And, I analyzing many sales report with excel. I have good communication with many suppliers. I was helping my teammate when they are busy by encoding to the POS (Point of Sale). Sometimes, I had the stock count and check on the shop floor. And Often, I was supporting some book fairs with KINOKUNIYA Book Store's Yangon Members at International School in Yangon.

D. **DATA ENTRY (01ST JUNE 2017 – 31ST MARCH 2018)**

Duty Free Yangon @Terminal 1 (Royal Golden Sky)

Royal Golden Sky had opening many shops at Yangon International Airport, Terminal 1. I encoded the Data to the POS such that SKU, Description, RSP, Barcodes, etc. I created the Category and Sub Category in the many POS of RGS. And I prepared the sales reports for the Weekly and Monthly. Next, I supported for custom clearance team.

C. **CUSTOMER SERVICE (18TH AUG 2016 – 13TH MAY 2017)**

Host Myanmar Software Solution (www.hostmyanmar.net)

Daily, I checked the domains of clients for customer care. I phoned and mailed to the clients and customers for any inconvenienced caused and feedbacks. I contracted with customer for project. I collected the data from client and I did planning and assigning the dev-step for the developers. I reminded the developers every steps and I explained to the clients. I reminded the clients for website, domain and any services extensions. Mainly I solved the Customers' Complains and feedbacks to the Office.

B. **SALE PROMOTER (12TH OCT 2015 – 17TH AUG 2016)**

Host Myanmar Software Solution (www.hostmyanmar.net)

I call to the customer and make the appointment. I met, explained and discussed with the customers. And then follow up for contract.

A. **REPORTER (03RD NOV 2013 – 08TH MAY 2015)**

Oasis Media Group (Oasis Entertainment Journal)

First, I joined as external. As External, I delivered The Journals to the advertiser (client and customer) weekly. And then, I transferred to reporting department as a Reporter after Two Months.

21. Home Address: 5/2/26; Shwe Phone Shain St, Shwepyithar Tsp, Yangon. 11411.

Contact Phone Number: +959 2530 92311; +959 7766 46260;

E-mail: reporterlayhlaing@gmail.com;

22. Names of Your references :

- a) Name : Mrs. Kha Yae Wah
- Position: Buyer (09 9633 77771)
- Company Name : Duty Free Yangon @ Terminal 1 (Royal Golden Sky)
- Company Address : Yangon International Airport, Terminal 1
- b) Name : U Kyaw Swar Thant
- Position: Operation Director (09 7955 22100)
- Company Name : Host Myanmar Software Solution
- Company Address : Dana Theik Di St, KaBar Aye, Mayan Gone Tsp, Yangon.

Expected Salary: 350USD (Nego:)

I certify that all above statements given in this application form are true.

Signature: _____

Name: Thawda Htun (Mr.)