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**SU MYAT HTET**

**Applied Post:**

No.20( Building-A) 6th Floor – B Zalun Street, Sanchaung Township, Yangon.

Tel: (+95) 09421121817/ (+95) 09970000200

Email: moon.sumyat@gmail.com \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Working Experience**

1. Nov 2011 to Jan 2014 Team Leader (Int’l Team & Ticketing Account)

Blue Ocean Operating Management Co., Ltd. (Yatanarpon Call Center)

*Job Description*

* Tele sales and marketing for express car ticket and entertainment tickets
* Telephone Operator duties and responsibilities
* Manage and train the team members
* Attendance report
* Keeping and checking the cash balance
* Handling and answering in English Speaking
* Assist to the manager and supervisor

1. Feb 2014 to Up to now Senior Customer Service Representative

Ooredoo Myanamr Co., Ltd.

* Answering incoming calls.
* Provides information about Ooredoo Myanmar Services

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**II. Education Background and Other Qualification**

University/College Degree : B.C.Sc (Bachelor Of Computer Science )

Certificate : Computer Basic, Internet & Email, Microsoft Word, Excel.

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**Other Qualification**

### Language English (Fair)

### Certificates Computer Basic, Internet & Email, Microsoft Word, Excel

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**Personal Details**

Date of Birth Aug 7, 1990

Marital Status Single

N.R.C No 12/KaMaTa(N) 065435

Race & Religion Myanmar & Buddhism

Height & Weight 5’ 4’ & 120 lbs

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Signature

Su Myat Htet

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