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|  | **MAUNG MAUNG OO**  No. 1010, 104th Street, SouthDagon Township, Yangon.  Phone: 09 965714248  Mail: [maungmaungoo13@gmail.com](mailto:maungmaungoo13@gmail.com)  LinkedIn: <https://www.linkedin.com/in/maung-maung-oo-536131156/> |

**Summary of Objective and Skills**

* To continue my professional career with an organization that will utilize my development, Project Management, collaborative skill to benefit mutual growth and successfully.
* Strong exposure to analysing, problem solving and decision-making skills due to involved various kind of business.
* Dedicated to keeping up with new technologies and applying them to solve business needs.
* Sale Plan, Sale Management, Event occupy, Schedule Lead Management.
* Cold Call and lead generation and analyst etc.
* Translation experience using smart cat tools
* Using CRM Software for getting Follow up call and Making Lead approach call, customer relationship approach.
* Have knowledge in digital Marketing like Boots, Promote Face-book page etc.
* Have Experience with Cloud software usages.
* Face-book Group Admin (have Job Searching Group (5 group)) and Well Handle Face-book Page and Customer Support. (Marketing Knowledge).
* Customer well Communicate.
* Telephone Recruitment Skill, CV resume Candidate Qualify Lead generation skill, Talent Researching skill etc.

**Education**

**Diploma**

Major : Diploma in IT (Diploma in Information Technology)

Institute/University : KMD/NCC Yangon University of Myanmar

Graduation Date : 2013

**Other Qualifications**

* Microsoft Office Certified (2010) (KMD Education)
* PHP, JavaScript, AJAX, jQuery, Java Programming, MySQL, Microsoft SQL Database Server Certified (KMD/NCC Education)
* YES (ENGLISH ADVANCE LEARNING FOR IELTS)
* A+ Hardware Certified (2014)
* Adobe Dreamweaver CS5, JavaScript, CSS, PHP & MySQL with XAMPP(Certificated)
* Inbound Sale Certified (Hub Spot Academy)
* The Fundamentals of Digital Marketing Certification (Google Digital Garage)

**Working Experience**

* Accenture Technology Solution as Content Reviewer Analyst. (1 year) In Malaysia.
* Just-login HR management Software Company (6 months) as Sale and Onboarding.
* Recruitment consultant in ALTA Language Interpreter Company (US base) (Present Working) as freelance recruiter
* Edition and translation experience at <https://www.wpsgp.com/> word publishing General Partnership company
* Translation Experience at Myanmar Language Consultant Agency (from January 2018 to 2020 April)
* Worked in B360 Digital Marketing and Branding (4 Month)
* Ooredoo Internet Service sale on own Page (1-month Project).
* Group Admin of Yangon Job and 10 others.

**Participated Projects**

* English to Myanmar Translating at Appen Job (2 month).
* Book Group project in KMD Project Name Hidden Record (2 month) 2013.
* Charity group projects with web developing with HTML, CSS, and JavaScript.

**Personal Particulars**

Date of Birth : 17 Oct 1996

Nationality : Myanmar

Gender : Male

Marital Status : Single

Address : No (21), 134th Street, Tamwe Township, Yangon.

NRC : 12/TMN (Naing) 118343