



# POE EI PHYU

## Retail Administrator

✉ 21poeei@gmail.com

☎ +9595418786

🏠 No. 14/16, 53rd Street (Lower Block), Botahtaung Township,, 11661 Yangon

📅 August 21st, 1994

📍 Myanmar

♀ Female

🇇🇲 Myanmar

## SKILLS

Microsoft office



Secretarial management



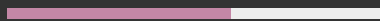
Teamwork



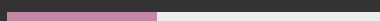
Retail Sales



Jewelry Design



Adobe



## LANGUAGES

English



Burmese



Hindi



## HOBBIES

■ Arts and crafts

## EDUCATION

**Bachelor of Arts in Journalism**

Dec 2010 – Sep 2013

National Management Degree College, Yangon

**Master of Business Administration**

Jun 2014 – Aug 2016

University of Business and International Studies, Geneva

(Studied through Myanmar Metropolitan College MMC, Yangon.)

## EMPLOYMENT

**Administrative Assistant**

Mar 2015 – Feb 2016

Embassy of the Czech Republic, Yangon

My responsibilities include:

- \* responding emails and phone calls,
- \* communicating with government officials,
- \* arranging meetings, and courtesy calls,
- \* help diplomats with travel accommodations,
- \* help diplomats get stay visa, and other permits
- \* documenting & filing
- \* organizing events, business seminars and workshops
- \* multitasking
- \* supervising basic workers of the embassy

**Retail Administrator**

Apr 2016 – Present

21 Family Silver 92.5% Jewelry Store, Yangon

My responsibilities include:

- \* Managing the store with display,
- \* Supervising sales,
- \* communicating with suppliers from Thailand, restocking, and managing logistics
- \* designing new jewelries and contacting manufacturers
- \* checking product qualities
- \* preparing price tags using Bartender software
- \* preparing invoices, inventory listing, book keeping and filing
- \* managing sales from Facebook page, preparing packaging and arranging deliveries
- \* managing customer complaints and maintaining relationships

## INTERNSHIPS

### Journalism Training Intern

Sep 2013 – Mar 2014

National Management Degree College 6-months Intern Program,  
Yangon

The training programs were at:

- G.T.C (Graphic Training Center) for 1 month,
- Photo-Litho Press Industry for 1 month,
- The Mirror Newspaper for 1 month,
- New Light of Myanmar Newspaper for 1 month,
- MRTV (Myanmar Radio and Television) for 1 month, and
- MITV (Myanmar International Television) for 1 month.

## CERTIFICATES

### Diploma in Communicative English

Jul 2013

(Stamford City Business Institution – SCBI)

### Certificate in competence of Liaison

Oct 2013

#### Officer for 27th SEA Games

(Ministry of Sports Myanmar)

### Certificate in Jewelry Design

Mar 2017

Asian Institute of Gemological Science (AIGS – Thailand)