



Chyu Po Po Naing

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Alone Township Yangon

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Objective

Any position in shipping industry with career development opportunities

Career Summary

Graduated from National Management Degree College with Business Management Major. Adept at learning new information quickly to maximize performance. Hardworking and reliable team player dedicated to business success. Offering over three-year experience in sales, marketing, customer service and B2B relationship and also performance-oriented mindset.

Work History

March 2019 – Current

Sales & Marketing Officer

Fortune Shipping Co.,ltd (Interasia Shipping Lines)

- Works at Export marketing, customer service and Import Marketing and customer service
- prepares marketing reports by collecting, analyzing, and summarizing the sales data
- Finding new customers through data analysis and maintain existing customers
- Daily sales report to Manager weekly
- Build good relationship with assigned accounts
- Make cold sales calls and sent sales lead mail to corresponding countries of IAL
- Resolve the problems when problem arises and take actions immediately
- Keep in touch with customers by visiting and calling to improve customer satisfaction
- Update weekly Feeder schedule and other services schedule
- Handling second leg vessel connection for customer satisfaction and checking with HQ

- Monitoring shipment process until it arrives to port of destination
- Weekly report of import long stayed situations and as a result, reducing long stay cases
- Collaborated with operation/documentation/finance teams and international colleagues to increase business profitability

December 2019 – January 2020

Image Annotator

Lionbridge, United States

- worked as a freelancer [part-time]
- review and annotate images, using web application

October 2017 - March 2019

Senior Sales Executive

M9 Group Co., Ltd, Yangon, Myanmar

- Work as a management trainee and promoted to sales executive at CANAL+ department (start-up business for M9) and promoted to senior sales executive again
- Keeping customers informed of new offers and updates of company's products
- implementing marketing plans into an action, developing events/promotion to increase brand awareness
- Identified customer needs by asking appropriate, open-ended questions.
- Maintained routine communication with clients to assess their overall satisfaction, resolve complaints and promote new offerings.
- Visited customer locations to determine needs, set up contracts and provide training.
- Maintained an extensive knowledge of competitors, their offerings and their presence in assigned territory.
- Contacted customers as soon as issues arose to immediately find resolution before the problems escalated.
- Building direct customer relationship
- Finding new customer by visiting new townships

August 2018 – March 2019

Social Media Evaluator

Appen Global, Chats wood, NSW

- worked as a freelancer [part-time]
- review and rate web content, using a web application to support the measurement of search data relevance

October 2016 – November 2016[two-month Internship]

Assistant [Business Development Department]

Myanmar Information Technology Pte Ltd, Yangon, Myanmar

- Researched businesses aligned with MIT's offerings to determine leads.
- Organized company files and creating support system to decrease workload and increase productivity of account managers.
- Collaborated with teammates to develop advertising collateral and sales presentations.
- Search and collect data in time. Finding relevant information quickly and effectively
- Checking, editing & approving data supplied from external sources to ensure it meets standards

January 2016 - June 2016 [Part-Time]

Researcher and Assistant Accountant

Greater Man Group of Companies, Yangon, Myanmar

- Gathered and organized information for market research purposes.
- Targeted research according to specific demographic parameters.
- Managed ticket sales records database and handled all file requests.
- Responsible for checking accounts
- Reconciled financial records and balance

EDUCATION

- Bachelor of Business Management (BBM) 2018 from National Management Degree College, Yangon, Myanmar
- London Chamber of Commerce & Industry International Qualifications (LCCI) Level I, II

SKILLS

- Client service
- Self-motivated and Hard worker

- Interpersonal skills
- Proficiency with CRM systems
- Sales reporting
- Sales analysis
- Researched sales leads
- Problem-solving
- Adaptable with others and can do well with team
- Microsoft PowerPoint/Excel/Word
- Fast learner

Language

Burmese (Native Fluency)

English (Professional Working Proficiency)