



MAUNG MAUNG OO

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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.
- Facebook Group Admin (Have Job Searching Group 5 GP) and Well Handle Face-book Page and Customer Support. (Marketing Knowledge).
- Have Experience with Cloud Software using.
- Customer well communicate.
- Telephone Recruitment skill, CV resume Candidate Qualify lead generation skill, Talent Researching skill.

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.(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 (Project Base)
- Translation to Burmese language at <http://www.jeenlinguatranslation.com/> Jeenlingua Translation company. (Project Base)
- Translation Experience at Myanmar Language Consultant Agency (from January 2018 to 2020 April) (Full Time)
- EPG staff working in UiTV Media Company (4 months)
- 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

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