



SOE SANDAR AUNG (Ms.)

SKILLS & ABILITIES

- 8 years of hands on experience working in bulk terminal and trading industries
- Well-rounded in customer service, resilient and detailed oriented
- Possess strong communication skills, negotiation skills, teamwork, data supervision and problem solving skills
- Trilingual: Speak fluent Japanese, English and Burmese

EXPERIENCE

INTERNATIONAL BULK TERMINAL (THILAWA) CO.,LTD, YANGON, MYANMAR

Assistant to Operation Director & Operation Control Officer

2019 May to Present

- Mainly assist to Japanese Operation Director.
- Meeting arrangement, interpreting, instructing and searching information.
- Co-planning and Co-Managing (Bulk) Vessel Operation.
- Data controlling, monitoring of Silo and Warehouse.
- Storage charges calculation and Invoicing.
- Liaise closely with customers and logistic companies to ensure smooth operation.
- Customer complaints handling and deal with any encounter cases.
- Co-manage Dump Truck Team.

J-SAT CO.,LTD, YANGON, MYANMAR

Officer

2018 October to 2019 January

- Administrating for event supplies and staff.
- Translation for in-house seminar and video subtitling.
- New staff orientation data, room and training preparing.
- Administration, purchasing and event assistant.

PYAI SONE WIN AUNG CO.,LTD, YANGON, MYANMAR

Senior Manager

2017 March to 2018 September

- Manage sales team and office staff members.

LANGUAGES

Burmese (Native)

Japanese (Professional)

English (Professional)

NATIONALITY

Myanmar

CONTACT

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Ward 6, South Okkalarpa
Township, Yangon, Myanmar.

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- Workforce planning and recruiting.
- Supervising of any purchasing.
- Customer complaints handling and after sale service.
- Scheduling, reminding and reporting daily performance of organization to MD.
- Handling of confidential documents, company properties and assets documents.

PYAI SONE LIN TRADING, YANGON, MYANMAR

Assistant account, Cashier, Storekeeper, Staff

2006 September to 2010 October

- AP payment arrangement in accordance with payment terms and conditions.
- Summarizing expenses and income for each project.
- Monthly aging report of AR and AP.
- Data entry of sales, purchase, AP, AR, petty cash and cashbook.
- Chasing payment for overdue customers.
- Monthly report document arranging.
- Reporting customer complaints and working environment problems to Manager.
- Recording, checking of stock in/ out and monthly ground check.

EDUCATION

- BBA, ASIA UNIVERSTIY, JAPAN (2017)
- BA (ENGLISH STUDIES), DAGON UNIVERSTIY, YANGON (2010)

CERTIFICATIONS

- Certificate of completion (gnowbe)
 - FINANCE FOR NON-FINANCE MANAGERS
 - CORPORATE RISK MANAGEMENT (Temasek Polytechnic)
 - CORPORATE INVESTMENT (Temasek Polytechnic)
 - GLOBAL TRADE
- Logical Thinking & Writing Online Training
- TOEIC
- JAPANESE LANGUAGE PROFICIENCY TEST (JLPT) N-1 level
- LCCI LEVEL 3 COST ACCOUNTING & ACCOUNTING (IAS)
- Driver License (Myanmar)