



NAW HTAR HTAR WIN



About Me

"Dedicated and customer-focused professional with extensive experience in delivering exceptional service across various sectors. Seeking to leverage strong communication, problem-solving, and interpersonal skills to contribute to the success of a dynamic customer service team. Passionate about creating positive experiences and resolving customer inquiries efficiently while maintaining a high standard of professionalism."



Experience

May 2024 -
Continues

Rixos Premium Hotel JBR Dubai (5 star) | Room Attendent

1. Change bed linen and towels.
2. Making bed sheets .
3. Vacumm floors .
4. Clean and sanitize washrooms
5. Replace stocks of guest supplies
5. Re stocks drinks in mini bar
7. Identify and report the maintenance issues

February 2021
- March 2024

Zabeel Royal Family Palace Hospitality Dubai | Room Attendent

1. Cleaning and maintenance.
2. Insuring all rooms and public area cleaned and well maintained.
3. Dusting , vacuuming and mopping floors
4. Cleaning windows , mirrors and other glass surfaces .
- 5 . Sanitizing bathrooms and replenishing toilets.

June 2015 -
January 2017

International language and business center Yangon (Myanmar) | Receptionist

1. Greeting and welcome guests or clients warmly.
2. Answering and Managing calls promptly and professionally.
3. Administrative Support and schedule appointments and maintain calendars.
4. Customer Service respond to inquiries and provide information about the organization's services or products.
5. Security and Access Control

February 2017
- January 2021

Mega Grow International Company Ltd . (Yangon Myanmar) | Office assistant (Administration)

1. Data Entry: Inputting data into databases, maintaining accurate records, and generating reports.
2. Monitoring and responding to emails.
3. Managing calendars, setting up appointments, and coordinating meetings.
4. Organizing and maintaining physical or digital filing systems.
5. Document Preparation.



Education

2010 - 2013

Yangon Institute Of Economics | Bachelor Degree Of Economics

2023 -

Khalaf Al Ahmad Al Habtoor Medical Center Dubai | First Aid Certificate

Declaration and Conclusion |

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Naw htar htar win

Contact Me

- 0524164898
- nawhtarhtarwin9@gmail.com
- United Arab Emirates
- Discovery Garden ,Rixos Staff Accomodation
- Martial status = Single

Social Profile

- height = 167 cm
- weight = 57 kgs
- visa status = employment

Other Info

Skills

1. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
2. Communication Skills
3. Quickly assessing situations, finding solutions, and resolving issues efficiently and effectively.
4. Empathy: Understanding and being sensitive to customers' needs, concerns, and emotions, and responding with care
5. Attention to Detail: Ensuring accuracy in orders, information, and follow-ups to prevent errors and improve customer satisfaction.
6. Adaptability: Adjusting to different customer personalities, unexpected issues, and varying workloads.

Languages

English, Myanmar , Chinese

Interest

Music, Travelling , Read Books