

MAY

Yangon, Myanmar

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[Power BI Project](#)

Profile

Accountant and Administrative Officer with 2 years of experience in optimizing internal workflows and Sales officer with years of experience in the real estate and education industry. Colleague who maintain strong collaboration with team and stakeholders by delivering accurate results under urgent deadlines

Skills & Tools

- **Data Entry & Management:** Google Sheets, HubSpot, Zoho CRM.
- **Administrative Support:** email, meeting and travel management
- **Basic Accounting:** Trial Balance, Balance Sheet, P&L statement
- **Research & Reporting:** Microsoft Presentation, Power BI
- **Certificate:** LCCI Level 2, Cash Flow Analysis (Coursera)
- **Clients International Exposure:** Thailand, Singapore, China
- **Attention to Detail:** data processing, error checking, data integrity

Software Tools

- Quickbook, Microsoft Excel, Microsoft Word, Microsoft Teams / Zoom
- Google Sheets, Docs
- CRM software (e.g., Salesforce, HubSpot)
- Dropbox / Google Drive/ Trello / Asana

Professional Experience

Sales Lead

ACE Development Limited - Real Estate (Feb 2025 - August 2025)

- Called to potential sales from sales pipeline proactively and followed-up loyal clientele
- Resulted up to 25 interested customers and 5 clients in the first month
- Foresee the company's potential clients according to sales tunnel

- Built strong customer relationship with existing customers and succeeded in cross-selling the short-term stay services
- Resulted in 20-25 qualified leads and at most 7-10 paying clients per month
- Organized the virtual and in-person meeting and communicated efficiently to the foreign clients from China, Singapore

Senior Accountant & Administrative

“Thrift” Store - Clothing (Dec 2024 – May 2025)

- Developed and standardized financial systems (invoice preparation, payroll, cost-earning ratio, balance sheet, monthly & yearly financial statements)
- Initiated inventory control by creating accurate over 600 product listings and order tracking in databases and spreadsheets
- Implemented the cash flow financial statement and guided the information to the team

Administrative & Business Associate

Success Admissions Center - Education (June 2023 – November 2023)

- Implemented administrative support (scheduling international travel, putting meeting notes in system, scheduling in-person meetings with partners from Singapore and Thailand)
- Foresee in partnership contracts and external collaborations business receipts.
- Updated client data in CRM systems, and added data of the partnered schools, service fees in SOP system

Languages

English: IELTS 7

Burmese: Native

Korean: Beginner