



Naw Mabel Soe

Office Staff

I am a graduate student of Dagon University, Myanmar majoring in English and I have accomplished Communicative English in Hospitality from M-Hospitality and Tourism Institute . My three years of experience as a personal assistant have given me a variety of valuable skills that will be helpful in this position .Moreover, I have also experienced as data entry and receptionist. I am a humble, flexible, well-organized, self-motivated and result-oriented person with huge enthusiasm to hunt new experience and love challenging .

Contact

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Address 27B Street Al Rigga Plaza , Al Rigga , Dubai

Education

Dec 2013-Dec 2017
BA (English)
Dagon University , Yangon , Myanmar

Oct 2022 - DEC 2022
Communicative English in Hospitality
M-Hospitality and Tourism Institute

Qualifications

- La Salle English Learning Center(2014-2016)
- Microsoft Skills (Advanced)
- National Management Academy (Sales and Marketing)

Language

Burmese (Native)
English (Advanced)
Japanese (N4)

Experience

○ **2020-2022**
Joy Myanmar Agency (Japan)

Personal Assistant

- Reporting to senior management and performing secretarial and administrative duties.
- Entering data, maintaining databases, and keeping records.
- Managing internal and external correspondence on behalf of senior management.
- Scheduling appointments, maintaining an events calendar, and sending reminders.
- Preparing facilities for scheduled events and arranging refreshments, if required.
- Ordering office supplies and replacements, as well as managing mail and courier services.
- Observing best business practices and etiquette.

○ **2017 - 2019**
Ruby Hill Microfinance

Data Entry

- Communicating with customers, check the documents, dial with customers to confirm.
- Reporting to manager if find out improbable data on customer's loan applications, all of data entry to the system.
- Maintaining data entry requirements by following data program techniques and procedures.
- Keeping soft copies by scanning applications, perform other test as assign by manager.

○ **2016-2017**
IMS Travel & Tour , Myanmar

Receptionist

- Communicating with customers, make bookings and reservations according to customers' requirements, communicate with hotels, double check details of rooms.
- Planning for local tours.
- Filling Documents.
- Reporting to manager.
- Handling inquiries and complaints.

Career objectives

When a person has a will to do, there is always a way to do. Quality and experience speaks louder than talk and qualities I bring to my prospective employer are:

- Enthusiasm
- Loyalty
- Responsibility
- Postive attitude (can -do)
- Reliability
- Flexibility
- Excellent team player