

PERSONAL INFORMATION

Name : **Aung Kyaw Minn**
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PROFESSIONAL SUMMARY:

A highly skilled and experienced Retail Hypermarket Central Cashier Office with a proven track record of managing cash operations in a fast-paced retail environment. Possess in-depth knowledge of cash management principles and procedures. Demonstrated ability to develop and implement policies and procedures to prevent fraud and theft, and accurately forecast and manage cash requirements to ensure adequate liquidity.

EDUCATION

Institution name: : Basic Education High School (9), North Okkalapa Township
Institution Location : North Okkalapa Township, Yangon, Myanmar.
Date : 1996-03-01 to 1997-03-31
Program name : High School (Matriculation)

Institution name: : The Myanmar Society Of Accountants
Institution Location : No-91/93, 49 Street, Yangon.
Date : 1998-09-01 To 1998-12-25
Program name : Book Keeping (Accountancy)

Institution name: : Yangon University Of Distance Education
Institution Location : Dagon Township, Yangon, Myanmar.
Date : 1999-01-01 To 2001-10-30
Program name : Bachelor Of Science, Chemistry

Skills:

- Strong knowledge of inventory management and logistics operations
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office and logistics software
- Ability to work under pressure and meet tight deadlines
- Strong problem-solving and decision-making skills
- 14 years management experience in a retail setting, Multi-store management experience for multi- store operation preferred.
- Excellent time-management skills and problem solving abilities.
- Strong interpersonal skills with an ability to interact with diverse personalities.
- Ability to multi-task.
- Able to lift up to 40 lbs.
- Able to stand and walk throughout the shift.

Other Skill

- Communication
- Cross-functional Collaborations
- Technical Communication
- Data Analytics
- Leadership
- Coaching
- Business Analytics
- Supply Chain
- Microsoft Office (Excel, Word, PowerPoint, and Access)

WORK EXPERIENCE

- Company name : **Majid Al Futtaim, Carrefour Bahrain.**
- Company Location : Bldg-184, Road-28, Block – 410, Sanabis, Kingdom of Bahrain.
- Date : **2017-12-01 To 01-09-2024**
- Job Title : **CCO Manager (Bahrain Supermarkets)**
- Duties :
- **Planning and Monitoring Policies/Procedures**
 - Participate with the management team to implement the store's strategic plan
 - Ensure the security procedures are implemented
 - Review the customer information collected at the cash register when required for internal analysis purposes and submit to the requesting department
 - Oversee timely and accurate transition of cash from the store to the bank and manage all related procedures
 - Monitor and ensure compliance to CCO policies and procedures
 - Monitor compliance with Key Insurance Policy
 - Implement control systems to avoid fraud and ensure the reporting of any incident, suspicion or misconduct to the concerned party
 - Guarantee strict control and proper record of all corrections, cancellations and price changes
 - Oversee the implementation of monthly inventory checks of trolleys and baskets, and ensure reports are forward to Finance Department
 - Develop and implement process to ensure accuracy of prices and barcodes
 - Oversee the reports generated through the CCO
- Customer Service**
- Support Store Manager to measure customers' satisfaction and maintain a professional image of the CCO team in delivering quality services
 - Monitor and ensure the quality of services offered to customers meets the set standards of MAF Retail
 - Provide customer service resolutions when required
- Cash Counter**
- Monitor the performance of the team at cash counters and provide solutions to increase productivity

Human Capital Responsibilities

- Assist in implementation of the performance management process by setting objectives, monitoring performance, and provide constructive feedback and provide inputs to senior management
- Provide mentorship for the purpose of developing a continuous talent pipeline for key roles
- Provide inputs on training needs and coordinate with the HC department to ensure facilitation of training requirements
- Develop and implement on the job-training for the team
- Provide inputs for the development of annual manpower plan
- Ensure the implementation of MAF Retail's corporate policies and relevant procedures.

Company name : **Fucom International WLL, Geant` Hypermarket**
Company Location : Bldg-184, Road-28, Block – 410, Sanabis, Kingdom of Bahrain.
Date : 2013-08-01 To 2017-11-30
Job Title : **Cash Manager**
Duties : Cash Manager is responsible for assisting the Country CCO Manager with the management of all cash transactions within the store. The role holder is also responsible for observing the quality of services being offered to customers in the stores.

Company name : **Fucom International WLL, Geant` Hypermarket**
Company Location : Bldg-184, Road-28, Block – 410, Sanabis, Kingdom of Bahrain.
Date : 2009-10-01 To 2013-07-31
Job Title : **Safe Supervisor**
Duties : Safe Supervisor is responsible for handling of all cashier's tenders, cash collection, checking, reconciliation, bank deposit, supervising, and coordinating the activity at the Safe Office.

Policy and Procedures Implementation

- Ensure the collection of the sale cash deposit with compliance to Safe procedure
- Check and review all the daily reports with compliance to Safe procedure
- Ensure the proper conservation, utilization and profitability of the section's assets
- Enforce the security and safety procedures
- Report any action that might interfere with the operations of the company
- Propose and implement plans to increase productivity, performance and effectiveness of the operations
- Ensure the implementation of Safe policies and procedures
- Develop relevant reports related to Safe Office.

Safe Office

- Ensure that all Safe assets are in good functioning condition

Company name : **Fucom International WLL, Geant` Hypermarket**
Company Location : Bldg-184, Road-28, Block – 410, Sanabis, Kingdom of Bahrain.
Date : 2008-08-01 To 2009-09-30
Job Title : Cash Attendant
Duties : **Vault Operations**

- Ensure all safes and main vault door keys are collected and deposited in reception safe in compliance of CCO procedure
- Ensure that all cash deposit containers are signed and sealed
- Ensure the cash collection by security with compliance of CCO

procedure

- Ensure that all main safe assets are in good condition
- Ensure that all tenders, change and relevant documents are kept in the appropriate safe
- Respect and enforce the security and safety procedures
- Ensure the proper conservation, utilization and profitability of the section's assets

Reports

- Reconcile all the deposited tenders of the previous day sale
- Ensure that the cash deposit is accounted for daily
- Ensure that all sale tenders are filled in TDR (Total Discrepancy Report) and sent on time to Finance
- Receive the cashier's tenders
- Report any action that might interfere with the proper functioning of the company

Cashier Support

- Ensure the availability of change at all time
- Ensure that each cashier has receives an accurate loan and has signed the loan form

Company name : **Fucom International WLL, Geant` Hypermarket**
Company Location : Bldg-184, Road-28, Block – 410, Sanabis, Kingdom of Bahrain.
Date : 2006-12-21 To 2008-07-31
Job Title : Cashier
Duties : **Transaction Processing**

- Scan the items, register the sales, and process transactions using the required mode of payment
- Ensure proper rates / denominations of currencies are communicated to the customers
- Conduct security checks for the currency when required

Customer Service

- Assist customer in a professional and timely manner, providing excellent customer service at all times
- Pack the customers' scanned items when needed to ensure efficient and speedy service
- Communicate all customer feedback to the appropriate channels to ensure that the necessary action is taken
- Promote add on sales and maintain an awareness of all promotions and advertisements

Cash Counter

- Install, check, and manage the cash unit and return it at the end of each day
- Take full responsibility for the security of their designated counter, cash and other valuables
- Ensure that bags, card machine and stationary are constantly available at the cash counter
- Follow the opening, closing, and cash reconciliation procedures

Company name : **The Rich Gems Jewellery Shop**
Company Location : U Wi Zaya Lane, Sanchaung Township, Yangon, Myanmar.
Date : 2005-01-15 To 2006-11-30
Job Title : Assistance Accountant

Duties :

- Assisted in the preparation of financial statements and reports
- Managed accounts payable and receivable
- Conducted audits and reconciliations of financial records, Inventory.
- Volunteer at the showroom as a salesman
- Volunteer at the factory assisting for melting gold.

Company name : **Myanmar Matsushita Electric Works, Ltd.**

Company Location : Hlaing Township, Yangon, Myanmar.

Date : 2001-01-15 To 2005-01-10

Job Title : Office Staff (Logistics Supervisor)
Shipping Department

Duties :

- Shipping and receiving, and warehouse management
- Developed and implemented logistics strategies to improve efficiency and reduce costs
- Monitored and maintained transportation schedules to ensure timely delivery of goods
- Coordinated with other departments to ensure smooth flow of goods and materials
- Trained and supervised a team of logistics personnel

Company name : **STAR LIGHT COMPANY LTD.**

Company Location : Dagon Township, Yangon, Myanmar.

Date : 1997-06-05 To 2000-12-30

Job Title : Marketing Supervisor

Duties : **Taking Orders and Distributing Materials:**

- Receive orders from customers via various channels such as phone, email, or in-person visits.
- Ensure accuracy in order details and coordinate with the warehouse or relevant departments for timely picking, packing, and delivering of the materials.
- Monitor delivery schedules to meet customer expectations and maintain customer satisfaction.

Collecting Payments from Buyers:

- Follow up with customers on outstanding payments and ensure timely collection.
- Maintain accurate records of payment transactions and update financial records accordingly.
- Address any payment-related queries or issues from customers in a professional and timely manner.

Daily and Monthly Inventory Management:

- Conduct daily inventory checks to monitor stock levels and identify any discrepancies or shortages.
- Coordinate with the warehouse team to track incoming and outgoing inventory accurately.
- Generate reports on inventory status and turnover for management review.
- Implement inventory control measures to prevent stockouts and overstock situations.
- Perform monthly inventory audits to reconcile physical stock with records and address any discrepancies.

References

Furnished Upon request

Appliance