



# LUCY GRACE LIM

## About Me

I am a motivated professional with 7 years of experience in customer service, accounting, and administration. Skilled in managing operations, financial records, and delivering excellent client experiences. I am eager to contribute and grow in a dynamic environment.

## Education

- B.A (English) | 2008 - 2012 | Yangon University, Myanmar

## Other Qualifications

- Advanced Excel | 2016 | NWCC Computer Training Center
- Computer Basic Course | 2012 | New Technology Access Computer Center
- Third Level Group Diploma in Accounting | 2002 | LCCIEB

## Work Experience

**Accountant** 11/2017 - 05/2024  
Aquapark Office, Bahrain

- Calculated staff salaries and prepared payroll.
- Managed petty cash and tracked monthly expenses.
- Maintained accurate debit and credit records for the office.

**Receptionist** 11/2017 - 12/2023  
Aquapark Gym, Bahrain

- Welcomed and assisted customers with memberships and bookings.
- Managed reservations for sports facilities, including football and basketball courts.
- Provided excellent customer service and addressed client inquiries.

**Florist** 09/2016 - 10/2017  
21 Floral Studio, Myanmar

- Design and create flower arrangements for various occasions.
- Assisted customers in selecting flowers and arrangements.
- Handle payments and manage floral orders.

## Contact

- 09 791628621
- lucygracylg@gmail.com
- YayAyeKwin, Taunggyi, Myanmar

## Personal Data

Date of Birth : 05/04/1992  
Gender : Female  
Marital Status : Single  
Height : 5'4"  
Weight : 116 Lb  
Passport No. : MJ627403  
Expire Date : 27 Nov 2029

## Skills & Abilities

- Customer Service
- Cash Handling
- Floral design and arrangement
- Accounting and Budgeting
- Proficient with POS Systems
- Excellent interpersonal and communication skills
- Team Collaboration
- Eagerness to learn

## Languages

- English (4 Skills)
- Burmese (Native)