



THIDA ZIN, AYE

SALES COORDINATION & ADMINISTRATION

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Kembangan, Singapore

PROFESSIONAL SUMMARY

- Analytical, dedicated and result-oriented mature professional from Myanmar
- 10+ year of Sales, Sales Administration experiences in Singapore and Myanmar
- Looking for an exciting and challenging position to utilize my well rounded experiences as a valuable asset for the company

ACADEMIC BACKGROUND

MANAGEMENT & SCIENCE UNIVERSITY	2020 - 2022	GOVERNMENT TECHNICAL COLLEGE	2002 - 2004
MASTER IN BUSINESS ADMINISTRATION (GLOBAL MARKETING)	Malaysia	ASSOCIATE'S DEGREE (INFORMATION TECHNOLOGY)	Myanmar
NATIONAL UNIVERSITY OF SINGAPORE	2023 Sept - 2024 Feb		
ANALYTICS: FROM DATA TO INSIGHTS	Singapore		

WORK EXPERIENCE

PROJECT ADMINISTRATOR 2022 DEC TO 2024 OCTOBER

SH INTEGRATED SERVICES PTE LTD, SINGAPORE

- Responsible for quotation preparation and relevant technical catalogues, submitting monthly claims, billing for various ACMV & building projects
- Handle clients feedbacks and to make sure the supplies / services are completely done and clients are satisfied
- Collaborating with project manager, site team, consultants and clients
- Procuring and purchasing materials within the budget ensuring to make the profit
- Negotiating the terms and the price with sub-contractors and preparing sub-con contracts
- Getting involved in tender submission, taking off quantities and requesting and comparing suppliers' quotations

SALEA MANAGER 2021 - 2022

MOCA TECH

- Identified the target segments in the new market for opportunities
- Placed cold calls and set up e-meeting with potential clients for presentation, discussed the benefits
- Converted 30% of prospects into customers in telecom, F&B sectors, etc..
- Researched market trends and competitors
- Worked closely with HQ team for ads placement, media planning, technical issues, marketing activities,
- Engaged and maintained productive relationship with the existing clients
- Prepared daily, weekly and monthly report and training with HQ

ASSISTANT SALES MANAGER

2016 TO 2020

HAFARY MYANMAR CO., LTD , MYANMAR , BUILDING MATERIALS

- *Develop and execute sales plans to meet revenue targets.*
- *Identify market opportunities and customer segments.*
- *Build and maintain relationships with key clients, contractors, architects, and developers.*
- *provide product recommendations and solutions tailored to customer needs.*
- *Monitor and mentor the sales team.*
- *Conduct market research to stay updated on industry trends and competitor activities*
- *Oversee the sales pipeline and ensure timely order processing.*
- *Handle pricing, quotations, and negotiation of contracts.*
- *Prepare and submit regular sales performance reports to senior management.*

2011 TO 2015

SALES ADMINISTRATOR

C&R INTERIOR PTE LTD , SINGAPORE , OFFICE FURNITURE

- *Handled inquiries, took orders and responded customers timely and accurately*
- *Managed back office operations including preparing quotations, inventory check*
- *Co-ordinated between sales team and operation team as the main contact*
- *Generated daily invoices and delivery orders and send them to the customers*
- *Prepared weekly, quarterly and yearly sales report to MD and sales director*

2005 TO 2009

ASSOCIATE LECTURER

GOVERNMENT TECHNICAL COLLEGE, MYANMAR

- *Taught engineering subjects in Mechanical, electrical and IT to 200 students of 1st & 2nd year*
- *Created lesson plans for above subject for the year*
- *Encouraged students in critical thinking, extended learning and provided the good foundation knowledge*
- *Graded student assignments and provided feedback to students.*
- *Arranged and Conducted Lab / tutorial monthly*

SKILLS

- **CLIENT RETENTION**
- **ORGANISING**
- **IDENTIFYING ISSUES**
- **PRESENTATION**
- **CREATIVITY**
- **RESPONSIBILITY**
- **PIPELINE MANAGEMENT**
- **TECH SAVVY**
- **MICROSOFT (EXCEL, PPT, WORD)**
- **CRM SOFTWARE (HUBSPOT)**
- **DATA ANALYSIS (POWER PIVOT, SQLITE, POWER BI)**
- **ERP (ORACLE) , ARIBA (SAP)**
- **ADOBE ACROBAT, ADOBE PHOTOSHOP**