



SAW YAN, NAUNG

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PROFILE

Motivated final-year International Business student with a 3.83 GPA and a background in Computer Science. Skilled in data analysis, digital tools, and cross-cultural communication. Proven ability to work independently and collaboratively in diverse teams. Passionate about supporting business operations, problem-solving, and delivering results in fast-paced environments.

EDUCATION

■ Jan 2023 - Current

B.B.A. (International Business) | Final Year

Rangsit University (Thailand)

- Learned various skills about marketing, management and international markets.
- Cumulative GPA: 3.83/4.00.

Expected Graduation Date: Dec 2026

■ Dec 2016 - Mar 2020

B.C.Sc. (Embedded System) | 4th Year

University of Information Technology (Myanmar)

- Attended computer science technologies classes in junior years and specialized in Embedded System in senior years.
- Could not continue education due to complex political circumstances in Myanmar.

WORK EXPERIENCE

■ Guest Relations Officer Intern (Oct 2025 - Jan 2026)

Sofitel Bangkok Sukhumvit, Bangkok, Thailand

- Welcomed guests and provided personalized escort services
- Assisted with check-in and explained hotel facilities
- Handled guest requests and coordinated with departments
- Managed VIP lists, room alerts, and special amenities
- Supported concierge and front office operations

SKILLS & COMPETENCIES

- Microsoft Office & Google Workspace
- Data analysis and numerical skills
- Marketing & international business fundamentals
- Digital platforms and online business operations
- Problem-solving and adaptability in fast-paced environments

SOFT SKILLS

- Team collaboration and effective communication
- Strong time management and ability to work under pressure
- Customer-focused and service-minded attitude
- Active listening and interpersonal skills
- Cross-cultural awareness

- Available for full-time / internship
- Legally eligible to work in Thailand

LANGUAGES

- Burmese (Native)
- English (Fluent)
- Chinese (Basic)