



SENG CHANLEAP

Graduated in Finance & Banking

Work Experience

Student Affairs

University of South-East Asia | July 2023 – Present

- Oversee class management and student profile generation using the university's administrative system.
- Enforce school discipline policies, particularly regarding uniform compliance and punctuality.
- Assist in administrative tasks to ensure smooth office operations.
- Monitor student attendance, maintain statistical records for each class, and provide counseling for frequently absent students.
- Manage student suspensions and facilitate credit repayment processes to support academic continuity.

Education

- **Banteay Chey Secondary School**
- Lower Secondary School Start in 2014 – End in 2017
- **Hun Sen Wat Svay High School**
- High School Start in 2017 – End in 2020
- **University of South-East Asia**
- College Start in 2020 – End in 2024

Skill

- Microsoft Word
- Microsoft Excel
- Google Form

Languages

- Khmer ★★★★★
- English ★★★
- Chinese ★★

Date of Birth

22, July, 2002

Address

Prolay Village, Siem Reap Commune,
Siem Reap District, Siem Reap
Province, Cambodia.

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Portfolio

<https://sengchanleap.vercel.app/>

About Me

I am committed, reliable, self-motivated and hard-working person, however I haven't some experienced, but I'll try with my own skills to complete it. Plus, I have strong communications and problem-solving skills. I am seeking a work to related with my skill which is information technology to improve my skill and my livelihood to be stronger.

Personal Skill

- ❖ Communication
- ❖ Attention to detail
- ❖ Self-motivated
- ❖ Problem-solving
- ❖ Share knowledge
- ❖ Collaborate as a team