



DUONG PISEY

FINANCE AND ADMIN ASSISTANT

(+855) 10 354 142 - 97 953 2531

duongpisey.kh@gmail.com

#18F, St.K4A, Sleng Roleung
Village, Sangkat Oubek Kam, Khan
Sen Sok, Phnom Penh

PERSONAL DATA

| | |
|----------------|----------------|
| Name | DUONG PISEY |
| Date of Birth | 10-10-2001 |
| Place of Birth | Takeo Province |
| Gender | Female |
| Nationality | Cambodian |
| Marital Status | Single |

KEY SKILLS

- CUSTOMER SERVICE
- TEAMWORK
- PREPARE PAYMENTS
- PROBLEM-SOLVING
- OUTLOOK & E-MAIL
- MICROSOFT WORD, EXCEL & QUICK BOOK

LANGUAGES

| | |
|---------|--|
| Khmer | Mother Tongue |
| English | Good "Speak, Listening, Reading, Writing" |
| Chinese | Normal "Speak, Listening, Reading, Writing" |

INTERESTS

| | |
|---------|--|
| Hobbies | Listening Music, Reading, Learn New Skill, Re-Searching. |
| Spot | Swimming, Running, Yoga, Gym. |

REFERENCES

- DUONG SARAK
IT Officer at Amber Trade Co. LTD
(+855) 97 71 22 2345

EDUCATION

- **2024**
ASIA EURO UNIVERSITY
 - Study 1st year of Chineses
- **2019 – 2022**
VANDA INSTITUTE
 - Bachelor Degree of Accounting
- **2019-2020**
IFL INSTITUTE
 - Studying Chineses
- **2015-2019**
AMERICAN BRIDGE INTERNATIONAL SCHOOL
 - Graduated English
- **2014-2019**
HUN SEN BOREY 100 KHNONG HIGH SCHOOL
 - Diploma High school

JOB EXPERIENCE

- **Mar, 2021 – CURRENT**
FWF FULL WELL AND NISSHIN LOGISTICS CO.,LTD
POSITION – FINANCE AND CASHIER
 - Create Invoice
 - Prepare Voucher
 - Prepare Payment
 - Issue check
 - Received Payment
 - Issue receipt
 - Posting AR/AP in Quick Book
 - Control Petty Cash
 - Control list Bank transactions
 - Deposit money/cheque into bank
 - Call customer, collect check/cash payment
 - Update Cheque Control listing
 - Voucher Filling and review
 - Call suppliers for payment collection
 - Other tasks assigned by manager.
- **Oct, 2020 – Mar, 2021**
CHICHASANCHEN
POSITION – CASHIER AND BARISTA
 - Close daily report (cash report)
 - Prepared schedule for staff
 - Checked stock inventory
 - Make summary lists stock movement, stock variation stock balance
 - Perform physical stock count every month close stock the end month
 - Hospitality to customers
 - Making drink

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#18F, St.K4A, Sieng Roleung Village, Sangkat Oubek Kam, Khan Sen Sok, Phnom Penh

Dear Sir / Madam

My name is DUONG PISEY, I found your post that you are seeking for Finance and Admin Assistant, and I am interested in applying for this position, I am very happy to find my favorite job. This is the best opportunity that I have been finding. Now it is my chance I found your announcement. I am hoping that you will be able to help and offer this to me to accomplish my future plans to perform in this position.

Now I am studying Chinese in year 1 at ASIA EURO UNIVERSITY and graduated in Accounting Bachelor degree on 2022 at VANDA INSTITUTE.

I also have some experience about Create Invoice ,Prepare Voucher, Prepare Payment, Issue check, Received Payment, Issue receipt, Posting AR/AP in Quick Book, Control Petty Cash, Control list Bank transactions, Deposit money/cheque into bank, Call customer, collect check/cash payment, Voucher Filling and review, Call suppliers for payment collection

Other tasks assigned by manager. As I working before I never get complain by my manager or boss because all my work that I handle, I do it perfectly and I take responsibility for it. Moreover I have been very active with my working, I strongly hoping that you interested in it.

I would love to get an interview and elaborate further on the way I can immediately contribute to your team. You can contact me via Email or Phone Number, In the last, I would like to thank for your kindness considerate my qualification and requirements in order to become a professional and well train staff for you to enhance the human resource and the prosperity in your company.

Sincerely,

DUONG PISEY