

## Pot Sithoeun

#41, Phum Tuol Rakar, Sangkat Chak Angre Krom, Khan Meanchey, Phnom Penh, Cambodia.

Hand phone: 077 51 51 54 / 086 662 182

E-mail: potsithoeun@hotmail.com



Applied position of : **Audit Manager**  
Expected Salary : **1,700USD**

### **Personal Data :**

Sex : Male  
Date of birth : July 31, 1981  
Place of birth : Sangkat Chak Angre Krom, Khan Meanchey, Phnom Penh.  
Marital status : Married

### **Professional experiences:**

#### **Present *Internal Audit Manager @ Taiwan Cooperative Bank.***

- Creating Audit Policy, regulations and Procedures.
- Identifying business process risks.
- Developing testing methodologies to evaluate the adequacy of controls.
- Planning and performing operational and financial audits
- Documenting the results of the evaluation.
- Developing recommendations and reports based on audits and presenting these ideas to senior management.
- Developing Audit plans and budget.
- Formulating professional development and educational plans for junior staff members
- Planning and allocating resources and individuals in accordance with skills and schedules
- Reporting to CEO, BOD and Audit Committee (if applicable).
- Others.

#### **Sept 2015 to Jan 2017 *Kookmin Bank Plc. (KBC) as FX or Trade Finance Manager***

- Establishing the FX Policies and Procedures for bank.
- Inward Remittances
- Outward Remittances
- Export L/C and L/C Advising
- Import L/C ( L/C Opening, Amendment and so on)
- BA or Reimbursement Claim
- Approve and Route all Swift Messages
- Control Nostro NBC & KBC & DEUTSCHE BANK
- Bank Guarantee ( claiming and processing documents)
- Approve and checking all documentary of credit to be sent by DHL to Destination Bank and Reimburse Bank
- Preparing ITRS & BSRS Reports for NBC
- Preparing C.E.O Reports related to FX Team
- Negotiate Rate with Customers
- Others as assigned by Manager

#### **Jan 04th 2013 to Sept 2015 *Khemarak Microfinance Institution Limited as Audit & Compliance Manager***

- Establishing the Audit Policies and Procedures for the company.
- Training Staffs on AML and all related to compliance tasks.
- Collaborate with top management to set the responsibilities to achieve the internal audit objectives & scope.
- Having the relationship of any/all external consulting resources that are engaged to assist in- the performance of any/all auditing activities.
- Being the member of the internal audit committee
- Oversee the execution of other tasks such as due diligence reviews, fraud investigations, etc.
- Approve on the audit reports and communicate status and results of audits and internal investigations.
- Having two subordinates such as Finance auditor and Operation and admin auditor.
- Review the execution and completion of audit fieldwork, recommending control improvements- including operational enhancements or efficiencies, and prepare audit workpapers.
- Provide assistance to external auditors during annual or interim reviews.
- Risk-Prevention on System ( Mbwins System) relating to Operation & Finance
- Stay abreast of changes in professional standards, laws, guidelines, audit requirements,
- Accredited as Audit Manager from National Bank of Cambodia " NBC".

#### **Aug 1st, 2011 to Jan 04th, 2013 *RHB OSK Indochina Securities Limited as Licensed Senior Associate Operation (Investment Bank)***

- As Securities Representative License issued by SECC
- Ensure and verify applicants' details of account opening, updating, closing and authorization forms...

- Control investor ID for Individual clients and institutions.
- Control and manage all accounts opening.
- Support brokerage account opening process for clients
- Initiate and manage correspondence with clients regarding on their inquiries
- Maintain repository of statements & documents related to securities transactions of clients
- Manage settlement, depository and clearing of securities
- Prepare contract notes for notifying clients on trade done.
- Scan clients' specimen signature card to the system and print the relevant reports.
- Control client's ledger and share movement reports.
- Translation all documents from English to Khmer and vice versa.
- Prepare daily/monthly/quarterly reports for the relevant authorities and the Management.
- Contact SECC (Securities & Exchange Commission of Cambodia) & CSX (Cambodia Securities Exchange).
- Using CSX's system called Power Screen and Depository System.
- Inter-relationship with Securities operators (Cash Settlement Agent).
- Ensure compliance with relevant Acts, Laws, Rules of Exchange(s) and Depository, directives and guidelines...
- Prepare procedures, guidelines, policies for internal usage purpose.
- Helping in all Admin and Finance Departments.
- Display teamwork and work closely with other colleagues and other personnel at all times.

Aug 16th, 2010
to Aug 1st, 2011

**OSK Indochina Bank Limited (OSKIBL) as Operation Officer (Commercial Bank)**

- Attend to customers' needs and queries on the Bank's products and services.
- Promote/ cross selling of various products and services of the Bank.
- Manage the overall operation department including loan disbursement planning, collection - and strategies to reach the profit abilities.
- Helping in conduct survey and research in close relation with marketing and product - development unit to ensure appropriate assessment and competition analysis and consultation - with management for business expansion.
- Take part in reviewing, development and updating the business plan, strategic planning and - operational planning.
- Translate documents from Khmer to English language.
- Ensure compliance with relevant Acts, Laws, Rules of the Exchange(s) and Depository - directives and guidelines issued by the regulatory bodies and the Bank's internal policies...

Jan 04th, 2010
to Aug 16th, 2010

**Appointment as Management Trainee (KL), OSK Investment Bank Berhad in Malaysia**

(Oversea worked and trained)

**I. Credit Control and Supervision Department (CCSD):**

- Opening of Margin Trading Facility Account/Increase of Margin Limit
- Credit Write-ups for New Margin Accounts/Increase of Margin Limit
- Preparation of Security Documentation for Margin Accounts
- Margin Call, Force Selling and Contra Losses daily reporting
- Approval for trading limit for new account/upward revision of trading limit
- Evaluation & Recommendation for Management's approval on branches' applications - (Exceeded approving authority of branches)
- Familiarization with Back Office System (BOS) and Broker Front End System (BEF)
- Contra losses and bad debts Write-Off/Waiver

**II. Operation Department:**

- Account management, collection & transfer of Securities, Settlement for retail and - corporation clients, Contract Notes, Nominees and Future and Option...
- Others.

Jun 2nd, 2008
to Jan 04th, 2010

**Senior Loan Officer at Union Commercial Bank PLC. (UCB)**

- Operation with TIFA System (Loan Payment)
- Disbursement new loan
- Prepare all kind of Loan documents
- Report to NBC (Credits by Industry and ownership and others)
- Prepare files for Auditors
- Involved in formulate and implement the various credit marketing and credit control.
- Daily Accrued Checker
- Pay and collect interest income for loan
- Analyzed Client Information
- Helping in Write-up.
- Effectively engage in promotion products and services for bank's business

- Seek prospective customers and solicit for loans and other business of the bank.
- Others as assigning by Manager

Feb 23rd, 2006 to Jun 2nd, 2008	<b>Finance Assistant at Habitat for Humanity® (Phnom Penh)</b> <ul style="list-style-type: none"> <li>- Sun system (new program for Accounting)</li> <li>- Look after petty cash and cash payment</li> <li>- Prepare C.A.R.D.S Vouchers in all expenses for Finance Unit</li> <li>- Prepare and lodgement tax form for government tax department</li> <li>- Check outstanding cash advances and follow up with all HFHI-C staff for collecting cash - advanced vouchers and cash settlements from day to day work</li> <li>- Ensure all accounting and supporting documents kept in appropriate files.</li> <li>- In cooperation with Finance Officer to provide orientation on basic preparation of C.A.R.D.S Vouchers and Finance manual to HFHI-C staff.</li> <li>- Coordinate to withdraw and deposit money from/to bank.</li> <li>- Receive cash collection from Credit Agent and then deposit.</li> <li>- Auditing the prices and contracts with suppliers</li> <li>- Being the committee of the quotations.</li> <li>- Helping design job announcements for hiring manager</li> <li>- Upload and send job ads to both local and international advertising websites, agencies - and other NGOs; and update as needed;</li> <li>- Helping an coordinate candidate responses to advertisements-collate, screen and shortlist - responses for presentation to the recruiting manager;</li> <li>- Translate HR documents and correspondence between English and Khmer as necessary</li> <li>- Helping to provide education to managers and individual staff members on the interpretation - and application of HFHI-C HR policies;</li> <li>- Produce regularly monthly statistical summary report, narrative management report and - recruitment report;</li> </ul>
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2000	<b>Teacher of English (Full-time) @ Monyroth Center (Koh Kong)</b> <p>Books: Book I, II, III, Headway and New person to person...</p>
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**Education :**

2011-2013	<b>National University of Management</b> <p><b>Master Degree of Finance (M.F.I). In the field of (Finance)</b></p>
2005-2008	<b>Build Bright University</b> <p><b>Bachelor of Administration Business .In the field of (Management)</b></p>
2003-2006	<b>SITC International Institute of (SII)</b> <p><b>Bachelor of Administration Business.In the field of (Accounting)</b></p>

Management Trainee	<b>(OSK Investment Bank Berhad in Kuala Lumpur) Jan-Aug 2010 (Kuala Lumpur)</b>
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**I. Technical Training:**

16-Jan-10	Fundamental of Money Market (by Yeo Chin Tiong)
6-Feb-10	Corporate Finance Techniques (by Eugene Lam)
6-Mar-10	Economic and Capital Markets 1: Forces Shaping Global Capital Markets (*certification attached)
17-Apr-10	Financial Statement Analysis and Asset Valuation (by Gan Kim Khoon)
22-May-10	Equity Portfolio Strategy & Global Market Moving Events (by Ahmad Sherhan)
26-Jun-10	Application of Equity Valuation Methods (by Jeremy Goh)

**II. Soft Skills training:**

3-Feb-10	Anti-Money Laundering Act (*certification attached)
6-Mar-10	Effective Communication Skills
31-Mar-10	Discover the Star in You
8-May-10	Putting Service First

**ADDITIONAL TRAINING :**

26th September 2014	Joined the Seminar at NBC ( on Risk Assesement )
9th September 2014	Joined the workshop at NBC ( National Bank of Cambodia) on NCD ( <b>Negotiable Certificate of Deposit</b> )
15/Feb/14 to 17/Feb/14	Attended a <b>17-hour Contiunuing Professional Education (CPE) Training</b> on Securities Business Knowledge: " <b>Financial Statement Analysist for Investment Decision &amp; Customer Analysis for Investment Planning</b> " at Phnom Penh Hotel , conducted by The Stock Exchange of Thailand and SECC of Cambodia.
11-May-13	Workshop with Regulatory Impact Assessment Project (RIA): <b>Public Awareness on Regulatory Impact Assessment.</b>
Dec 11 to Dec 17, 07	Workshop with UNESCAP, UN Habitat, and Habitat for Humanity International in - Cambodia at SUNWAY HOTEL ( <b>Urban Development in Cambodia</b> )
Feb 26, to Mar 26, 07	ICC (INTERNATIONAL CHRISTIAN CONCERN): <b>How to improve the Administration of office Management</b>
Jun 09, to Aug 09, 06	ASSOCIATION FOR DEVELOPMENT OF HUMAN RESOURCES: <b>Access-Database</b> (1)

Jan 26, to Feb 23, 04

9-Apr-04

May 10 to Jun 04, 04

May 04 to Sept 02, 04

5-Dec-02

INSTITUTE OF EUROPEAN UNION: **Speaking Method and Looking for work to success**

MILLENNIAL INTERNATIONAL SCHOOL (MIS): **Personal Selling**

INSTITUTE OF EUROPEAN UNION: **Promotion and Advertising**

ASIA EURO INSTITUTE: **General Accounting; Secretarial & Administrative Affairs**

Paññāsāstra University of Cambodia (PUC): **Diploma (Intensive English for Academic Purposes)**

**Skills:**

Driving License ( Mittepheap Driving School)

**Languages:**

	Written*					Spoken*					Misc.		
Mother Tongue	<input checked="" type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input checked="" type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	
English	<input checked="" type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input checked="" type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	
Chinese	<input type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input checked="" type="checkbox"/>	Poor	<input type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input checked="" type="checkbox"/>	Poor	
Others	<input type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>	Fluent	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	

**Computers:**

Ms-Word, PowerPoint, Excel, Access, QuickBooks, Photoshop, Adobe Photo Express, Adobe acrobat, Outlook Express, internet and E-mail.

**REFERENCES:**

1. Mr. Kai Bunnhan

Senior Chief Accountant @ Cambodiana Hotel; Tel: 012 24 4 447
2. Mr. Pich Thea

Human Resource Officer @ Habitat for Humanity International, Phnom Penh; Tel: 016 860 678
3. Miss So Channy

Country Manager @World Watch, Phnom Penh; Tel: 012 715 151

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