**Rin Phanith (Miss.)**

Address : Ronass village, SangkatKohDach, Khan Rusey Koe, Phnom Penh.

(+855) 81 736 666 /093 22 09 78 / phanith6666@gmail.com

**** **FIGIX Industry**

**Address :** #09 A1 A2, St 163, Sangkat ToulSvayPrey I,  
 Khan Chamkamorn, Phnom Penh, Cambodia.

**E-mail :** [y.figix@gmail.com](mailto:y.figix@gmail.com)

**Tel :** **855-17 681 618 / 70 681 618**

**Position apply for : Junior Accounting Officer**

**28-Feb-2017**

**Dear Sir or Madam:**

I was very pleased when I read the announcement which posted in the website [www.aseanhr.com](http://www.aseanhr.com) about **Junior Accounting Officer** Requirements. I was so interested with this job vacancy. So, I would like to apply for this positioning your bank.

I believe that my skill-sets, education, experiences and my unique personality are suitable with your job requirements. I have worked as waitress for Kolarb Penh Chit Restuant and worked as customer service officer and receptionist for HGB Auto Co., Ltd (Mazda Showroom) for more than two years. As waitress, customer service officer and receptionist, I handled all of customer need and matters in the company.

I have more than two years experiences in customer service officer and receptionist for customer need. I am capable for problem solving in various fields and excellent presentation skills that make me able to deliver the information properly. I am also able to use English language. So I hope that I can do this job well if you give me this great opportunity because I am very active, creative, hardworking, open minded person, quicklyand willing to learn new thing, pleasant, flexible especiallyhonesty person and friendly, good at preparing and good communication and work well in teamwork and can work under pressure.

I attached my resume along this letters to describe my detailed abilities and experiences for you. Please kindly contact me at (+855)81 736 666 or (+855)93 22 09 78 or by e-mail: [phanit6666@gmail.com](mailto:phanit6666@gmail.com) in your convenience times for interviewing me. I am looking forward to hear from you. Thank you for considering my application.

Yours sincerely

 **Rin Phanit**

  
**CURRICULUM VITAE**

**Miss. RIN PHANIT**  
Address : Ronass Village, SongkatKohDach,Khan Russeykeo, Phnom Penh

Tel : 081 736 666 / 093 22 09 78

E-mail : Phanit6666@gmail.com

**PERSONAL INFORMATION**

-Name and Surname : **RIN PHANIT**

-Sex : Female

-Date of Birth : February/ 05th /1990

-Nationality : Khmer

-Marital Status : Married

**EDUCATIONAL BACKGROUND**

-Oct-2013 - Present : Studying Bachelor of Accountingat PanhaCkiet University(PCU)

-2011-2013 : Graduated Bac II at Prek Leap High school.

-2008-2011 : Graduated Diploma at Preak Leap high school

**WORK EXPERIENCES**

- May 2014-Present : Working as accountant for Hyundai Exteer Co., Ltd  
-Apr, 2013 – 2014 : Worked as customer service officer and receptionist for HGB Auto ., Ltd  
 (Mazda Showroom)

-2008-2011 : Worked as a waitress for Kolarb Penh Chit Restaurant

**TRANING SKILL AND COURSE**

-English : Speak, Read, Listen, Write

-Computer course : Microsoft word and Excel

**HOBBIES**

**-**Free time: Like doing homework, reading book, watching TV.

**REFFERENCE**

-Mr. Lok Sony : Admin and HR manager at K Four Group Ltd.   
H/P: 095 666 716

-Mr. RinRamo : The lecturer of English concept at (HRU)

H/P: 016 53 86 48

-Mr. TepSophea : The lecturer of Project management at (HRU)

H/P: 017 33 5363