KETKHUT DARONG

Apply for: Admin Officer Intern.

CONTACT

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Personal Profile

- **Name** : Ketkhut Darong
- **Gender** : Male
- **Nationality** : Cambodian
- **Date of Birth** : 02, April, 2005
- **Place of Birth** : Daun Noy Village, Chres Commune, Chantrea District, Svay Rieng Province.

Education

- **University**
- Currently pursuing a Bachelor's degree in Information Technology with a major in Programming (Software Development) at Norton University.
- **High School**
- Graduated from Svay Rieng High School in 2023, receiving a Certificate with a grade of "B."
- **Training Courses:**
- Completed short courses in English speaking and listening at the Skills Training Center.
- Completed a short English translation course at the Skills Training Center.
- Completed short C++, C#, OPP, and Algorithm courses at the ETEC Center.
- Completed a short Work-Study Training Program course at Digital Divide Data (DDD).

Skills

- **English**
- Listening: fairly good
- Writing: good
- Speaking: fairly good.
- **Computer**
- Microsoft Office: Word, PowerPoint, Excel, Google Docs, Sheet
- Photoshop, Internet, and Email
- Programming Languages: HTML, CSS, C++, C#, JavaScript, Java, Python and Version Control Git, GitHub

Volunteer Experience

- Volunteered as part of the procurement team for the **Cambodia Book Fair**, assisting in sourcing and managing resources to support event operations.

Personality

- Pay attention to detail, have integrity, and am a quick learner.
- Innovative thinker with a passion for technology.

Dear HR Department,

I am interested in the position of **Admin Officer Intern** with **Admit Unit**, as announced on bongthom.com. After carefully reviewing the requirements and role responsibilities, I believe that my core competencies, educational background, and qualifications make me a strong candidate for this role.

As outlined in my enclosed resume, I am currently studying Information Technology (Programming) at Norton University. I am eager to apply my knowledge and skills to contribute effectively to your team. I look forward to the opportunity to discuss my application further.

Thank you for your time and consideration.

Best regards,
Ketkhut Darong