

# SENGHAK CHHUN

## Profile

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## WORK EXPERIENCE

### VIRTUAL ASSISTANT, SALFORD & CO.

2019 – 2022

- Responding to email and Phone calls
- Scheduling Meetings
- Booking Travel and Accommodation
- Maintaining Contact use
- Conducting Market Research
- Assigned presentations Creating
- Employees Answering Administrative Questions
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### ADMINISTRATOR, THYNK UNLIMITED

2017 – 2019

- Answer incoming calls and receive message
- Handling email inquiries
- Appointment management and scheduling
- Data collection
- Stationery general office administration
- Travel arrangements and employee and customer accommodation
- Organization of internal and external events
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## CONTENT

### Phone

+123-456-7890

### Email

[Senghakchhun1414@gmail.com](mailto:Senghakchhun1414@gmail.com)

### Address

123 anywhere, phonm penh

## EXPERIENCE

- Strong organizational skills
- Time management
- Communication skills
- Good computer skills

## EDUCATIONS

BACHELOR OF SCIENCE |

**2015-2017**

University of phonm penh

**HIGH SCHOOL DIPLOMA |**

**2013 – 2015**

Triel high school