**SENGHAK CHHUN**

**Profile**

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.

**WORK EXPERIENCE**

**VIRTUAL ASSISTANT, SALFORD & CO.**

**2019 – 2022**

* Responding to email and Phon calls
* Scheduling Meetings
* Booking Travel and Accommodation
* Maintaining Contact use
* Conducting Market Research
* Assigned presentations Creating
* Employees Answering Administrative Questions

**ADMINISTRATOR, THYNK UNLIMITED**

**2017 – 2019**

* Answer incoming calls and receive message
* Handling email inquirles
* Appointment managnent and scheduling
* Data collection
* Statonery general office administration
* Travel arrangements and employee and customer accommodation
* Organization of internal and external events



**CONTENT**

**Phone**

+123-456-7890

**Email**

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

**Address**

123 anywhere, phonm penh

**EXPERIENCE**

* Strong organlaztional skills
* Time managment
* Communication skills
* Good computer skills

**EDUCATIONS**

BACHELOR OF SEIENCE

**2015-2017**

Unitversity of phonm penh

**HIGH SCHOOL DIPLOMA**

**2013 – 2015**

Triel high school