

CHANTHOU MET

HR & ADMIN SUPERVISOR



ABOUT ME

I am flexible, reliable, self-motivated and hard-working person with 3 years of experience and understanding of recruitment, payroll, NSSF & Private insurance from financial industry. Plus, I have practical experience in general administration. I am seeking dynamic working environment with challenges

CONTACT



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096 961 3024



St. 371, Phum Tropeang Chhuk
(Borey Sorla) Sangkat Toek, Kha
Russey Koe, Phnom Penh



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PROFESSIONAL SKILL

- Effective communication
- Teamwork
- Open-minded
- Adaptability
- Problem-solving

LANGUAGE

Khmer : ★★★★★

English : ★★☆☆☆

Korea : ★☆☆☆☆

EXPERIENCE

• HR & Administrative Officer

ABC Microfinance Plc. (October 2017 -Present) Handling recruitment, Payroll, personnel filing, NSSF & Private Insurance, General administrative tasks.

• HR & Administrative Assistant

ABC Microfinance Plc. (January 2017) Handling recruitment, Payroll, personnel filing, NSSF & Private Insurance, stationary control, attendance consolidation.

EDUCATION

- 2019-Present : studying at PNC
- 2018-2019 : Diploma of Pursat High School
- 2017-2018 : studies at Pursat secondary School

HISTORY WORK

- May-2019 : Introduction of IT skills from PNC
- August-2019 : Hospitality workshop and got a certificate.
- June-2019 : Volunteering and help foreigner to build new school for poor children
- May-2019 : Presentation to my young junior about hygiene.
- November-2020 : company visited such as Suramitsu and Ione cloud.

IT SKILLS

- Program skills : Python , HTML, C++....
- Application software: Microsoft office, E-mail, Oracle virtual box

FEAVORITE

Travelling Social works Reading business new

REFERENCE

You can put someone Tui

hat teacher or who (not family)