

Ms.**THIV CHANTARATY** , 22 years old, Cambodian

Address: #9E,St.598,Sangkat Chrang ChamresII Khan Russey Keo Phnom Penh

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Email : chantaratythiv@gmail.com

Dear sir/madam:

Subject: Position Apply to Administration.

How do you do. Currently, through visiting your announcement, I am interested in one position among yours. That is the Administration. As seeing the requirements and responsibility on the announcement.

I graduated from Don Bosco Vocational Training Center for Girls of Computer-Secretarial Course for 2 years in 2017. I am presently studying Bachelor Degree of **Finance & Banking at Vanda Institute of Accounting**. In my experience, I finished the training course at Cambodia Institute for Cooperation and peace, and I worked at Ly Hour Exchange Money.

I would like apply to Administration. The reason that I want to work there is because your Organization has good Policies, Management, Processing and also good development.

I am a hardworking, helpful, dependent, confident and oriented person. I am a person who love team work and creation the new thing and also find the opportunity in order to improve the society more developed. I am willing to help, share the others what I have learnt. I absolutely want to work in your organization to gain more experience, so I will try my best to involve to help yours more grow and as well as myself to be stronger.

I would like to say thank you very much for spending time considering my curriculum vitae .The meantime, please do not hesitate to contact me If you want more information relevant to me. I would be pleased to discuss with you more detail in the interview. Finally, I wish you healthy and successfully in your life. I look forward to hearing from you.

Respectfully yours.

Thiv Chantaraty



Thiv Chantaraty

Address : #9E, St. 598, Songkat Chrang Chamres II
Phnom Penh, Kingdom of Cambodia
Tel : (+855) 98 965 959 / 99 698 480
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Personal Background:

Nationality	Cambodian
Date of Birth	10.March.1996
Place of Birth	Banteaymeanchey Province, Cambodia
Marital Status	Single
Sex	Female

Personal Statement:

I am hardworking, creative, lively, cheerful, determined and helpful. I have good self-control and able to work as a team. With my education and trainings at Don Bosco Vocational Center for girls, I am confident that my secretarial typing and accounting skills will be an asset to your good organization. I believe I can reach both goals as a good employee and also improve my family life.

Education Background:

2018-Present	:	Studying Bachelor Degree at Vanda Institute of Accounting Major: Finance & Banking (Year III Semester II)
2015-2017		Computer- Secretarial Course Don Bosco Vocational Training Center for Girls Toul Kork, Phnom Penh
2013-2015		Somdach Orv High School

Other Courses :

12 th -16 th , December 2016	“Getting Ready for Work” Enrichment course in English with a Singapore Organization “ ACTS ” This covered the following topics: <ul style="list-style-type: none">• Body Language• English Proficiency• Curriculum Vitae Writing• Job Interview• Go Green• Tourism• Conversational Mandarin• Internet Research and Cyber Wellness
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14th-18th, December 2015 “Getting Ready for work” enrichment course in English language
Organized **ACTS** on the following topics:

- The World Around Us
- Telephone Skill
- Setting up a Small Business

Skills :

MS Office (Word, Excel and Power Point and Publisher)
Adobe Photoshop
General Accounting (QuickBooks)
General Office Procedures
Marketing

Languages :

Khmer Mother Tongue.
English (Spoken, Written, Understanding and Listening)

Work Experience :

June – July 2017 Training of Cambodia Institute for Cooperation and peace
August – January 2018 Worked at Lyhour Exchange Money

Interests :

Reading books, decorating the house, Travelling, Listening
To music, Watching TV, Shopping and Cooking

Reference :

Sister Leeza John Principle of the Don Bosco Vocational Training Center for Girls
Tel 016 458 256 / 092 381 905
E-mail **leezajohnk@gmail.com**

Teacher Vorn Vleak Teacher at the Don Bosco Vocational Training Center for Girls
Tel 086 84 30 35
E-mail **vornvleak@yahoo.com**