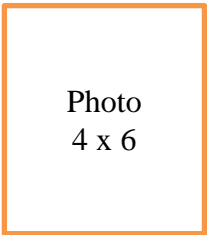


Ms HENG xxxxxx

N°....., St., Sangkat BeoungKokl,
Khan ToulKork, Phnom Penh, Cambodia.
Mobile: 016 xxx xxx / 012 xxx xxx
Email: xxxxxxx@gmail.com



Profile Summary:

- Over 2 years of working experience with Administrative work,.....
- Good communication with friendly and hardworking personality
- Ability to negotiate with customers
- Ability to learn new things quickly

Personal Data:

- Sex : Female
- Nationality : Cambodian
- Marital status : Single
- Date of Birth : 1x-July-199x
- Place of Birth : Takeo Province

Educational Background:

- Jul 2011 – Jul 2014 : Bachelor degree (year 3, semester 3) of English Literature, majoring in Teaching English (TESOL) at University of Kampuchearadh
- Feb 2010 to Mar 2011 : Completed Intensive English for Academic Purposes (IEAP) at University of Kampuchearadh
- July 2010 : Finished Bac II at Low Group High School

Work Experience:

- Feb 2013 – Present : **XXXX Cambodia Co., Ltd.**
Position : **Administrative Assistant**
Responsibilities :
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- Perform other duties assigned by the supervisor

Feb 2013 – Present : **XXXX Cambodia Co., Ltd.**

Position : **Administrative Assistant**

Responsibilities :

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- Perform other duties assigned by the supervisor

Training Courses:

- May-2011 to Dec-2011 : Completed the Special Primary of English Laboratory (SPEL) Program at English Institute for Cambodia
- Jan-2011 to Apr-2011 : Completed Ms Word, Excel, PowerPoint and Internet-Email) at Multi-Skill Center

Languages:

- Khmer : Native
- Chinese : Good at Speaking, Listening & writing
- English : Good at Speaking, Listening & writing

Reference:

- **Mr. Full name**
- Marketing Manager at Myfone
- Tel: 093 xxx xxx
- Email: xxxxxxx@gmail.com
- **Mr. Full name**
- Professor at Pannasatra University of Cambodia
- Tel: 012 xxx xxx
- Email: xxxxxxx@gmail.com