

CHEA SREYSEAP

No: #107,

Dongkou Commune

Dongkou District, Phnom Penh.

Tel : 086 810 566

Email : cheasreyseap@gmail.com

Dear, Manager

I am particularly interested in applying for the position as **Account Receivable Supervisor**.

Currently I work at **RHB Bank (Cambodia) Plc**. I Study Bachelor Degree of Accounting in years 4th at **National University of Management**.

I consider myself to be punctual, hard-working, honest and friendly, especially I would like to work with all kinds of situation and people and I have good relationship and interpersonal skills. I am also an enthusiastic and friendly person, and I enjoy working with people, and team work.

I may also be contacted through my address and mobile phone below. I am available for an interview to come and discuss this application personally at any time convenient to you. I am looking forward to hearing from you.

Yours faithfully



Chea Sreyseap

CHEA SREYSEAP
No: #107, Dongkou Commune,
Dongkou District, Phnom Penh.



PERSONAL DATA

Name	: Chea Sreyseap
Sex	: Female
Date of birth	: 04-August-1995
Place of birth	: Phnom Penh
Marital status	: Single
Nationality	: Khmer
Phone	: 086 810 566
Email	: cheasreyseap@gmail.com

EDUCATION BACKGROUND

2014 - 2018	: Bachelor Degree of Accounting at National University of Management
2008 -2014	: Toul Ampil High School
2002-2008	: Wat Ha Primary School

PROFESIONAL EXPERIENCES

From Jan 2019 - Present

Employer	: RHB Bank (Cambodia) Plc.
Position Held and Description of Duties	: Specialist, Procurement & Services

- Preparer
 - Daily reconcile GL Expense
 - Journal Voucher Payroll
 - Monthly Tax Declaration (Working and Upload Tax E-filling)
 - Monthly Closing
 - Western Union (Daily, Monthly, Other charge & PSD)
 - Cash Balance (Insurance)

- Inventory
- Accrual Interest (FD & NCD)
- Signboard Tax
- Road Tax (Bank's car)
- Checker
 - Payment (Local and Overseas)
 - Journal Voucher (CBC, Branches Expense & Other adjustment)
- Approval amount USD up-5K
 - CBC
 - Branches Expenses
 - Other adjustments
- Authorized AS400 (After Posting Journal Voucher)

From July 2017- June 2018

Employer : **Sambat Finance Plc**
 Position Held and
 Description of Duties : **Accounting Officer**

- Prepare
 - Payment Voucher
 - Payment Petty Cash
 - Journal Voucher
 - Journal entry
 - Journal list for upload to Tri3 system
- Extract TB from system
- Print journal list from BI report
- Filling JV, PV, PC and Fixed Assets
- Filling Letter In and Out
- Filling Borrowing agreement, Payment on borrowing and Borrowing paid off
- Payment to lender
- Record account lender (GL) for payment interest and Prin.
- Payment by Issue bank's check
- Staff Claim on per diem and travelling
- Upload all Journal to Tri3 system
- Process transaction of fund transfer

From July 2015 - July 2017

Employer : **Asean International School**
 Position Held and
 Description of Duties : **Receptionist**

- Report the information to all staffs when meeting
- Calculate the income and expense of school (Branch)
- Resolve the problem with unpaid students
- Check the teachers' invoice which get from students
- Check expire date of students who paying school fee late
- Record daily, monthly and yearly report to Boss
- Control material and database from system
- Resolve with the problems with the customer's complaints
- Receive a phone call and make a phone call to customers
- Receive cash from student pay school
- Have high responsibility to keep money

2014-2015

Employer

: **3D Art Museum**

Position Held and

Description of Duties

: **Service**

- Take a photo for customer with 3D pictures

OTHER TRAINING

2018-2019

: Studying Chinese at Toun Fa School

2017-2018

: Training Accounting Bookkeeping on Cycles Accounting.

2015-2016

: Has successfully Completed General English Program Intermediate.

Computer

: Ms. Word, Excel, Power Point, Internet, and Email.

LANGUAGE

Khmer

: Mother Tongue

English

: Good

REFERENCES

Name

: Ms. Sao Dara

Position

: Unit Head, Procurement F&S at RHB Bank (Cambodia) Plc.

Tel

: 087 915 445

Name : Ms. Y Darya
Position : Treasury at DGB Bank
Tel : 010 623 632