

CURRICULUM VITAE



Name : Nhok Phal
Sex : Male
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WORK EXPERIENCE

- | | |
|---|------------------------------|
| PSE Institute | 2015 – 2016 |
| <i>Phnom Penh, Stengmenchey</i> | |
| ▪ <i>Summer Camp</i> | |
| ○ Coordinate the children and the foreigner for the stand out campus | |
| ▪ <i>Translator</i> | |
| ○ Coordinate and translate from Singaporeans to the residents of Smile Village . | |
| 3 Sisters Enterprise | Sept– Nov, 2015–16 |
| <i>Office Assistant Manager (Internship)</i> | <i>Phnom Penh, Chamkamon</i> |
| ○ Post database into Excel | |
| ○ Stocking raw material | |
| ○ Coordinate Manager and staff | |
| Live and learn Organization | July– Sept, 2018 |
| <i>Administration and Accounting Assistant (Internship)</i> | <i>Phnom Penh, Toul Kork</i> |
| ○ Update QuickBooks database | |
| ○ Prepares records asset, liability, revenue, expenses into QuickBooks | |
| ○ Clearance money from staff | |
| ○ Prepare files and documents | |
| ATA Telecom Cambodia | March– May, 2018 |
| <i>Accounting and HR Assistant</i> | <i>Phnom Penh, Khan 7</i> |
| <i>Makara</i> | |
| ▪ Assist HR Department to translate document relevant Interview and recruiting. | |
| ▪ Assist Finance Department to post data into QuickBooks | |
| ▪ Prepare Tax Documents | |
| ▪ Assist Finance Department to post data into Xero System. | |
| ▪ Assist Finance Department to do relevant tasks in Accounting. | |
| ○ Prepare documents and sort into category | |
| ○ Find the documents to support account | |
| Raffle Montessori School | Oct– Oct, 2018– 2019 |
| <i>Stock Controller and Logistic</i> | <i>Phnom Penh, Chamkamon</i> |
| ▪ Update maintain files checklist according existed procedures | |
| ▪ Prepare delivery reports periodic vendor evaluations | |

- Receive order from requester and check quotation forwarder price comparison
- Purchase material to support school events.
- Report Monthly Inventory list and cleaning material for accounting department.

N.C.X Co.,LTD

Account Trainee

Present

Phnom Penh, Chhom Chao

- Import and export data into Excel
- Daily Expense
- Deposit Money to the bank
- Prepare and check document from supplies of Raw-Material
- Prepare TT form for Oversea Vendor
- Prepare daily tax payment
- Prepare document for Audit

EDUCATION

PSE Institute

Administration and Accounting (Technical Vocational Diploma)

July, 2018

Phnom Penh, Stengmeanchey

- Accounting (General, Practice Quick Book)
- Intermediate Office Administration,
- Company Practice (Smart color),
- Basic Communication, Advance Computer,
- English for Business.
- Microsoft Office (Advanced Word, Excel and PowerPoint)

PUC University

Computer Science (First Year)

Present

Phnom Penh, BKK

SKILLS & INTERESTS

- **Skills :** Strategic planning; Time management;
- **Interests :** fishing; Drawing, Surfing Internet (Research); Reading books.

PREFERENCE

Mrs. Mona : 3sisters enterprise owner
 E-mail : 3sisterscambodia@gmail.com
 Mr. Seob Phally : Student Affair Officer
 Tel : 092 93 40 64/093 93 40 64
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 Ms. Ya Somary : Accountant of live and learn cambodia
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 Mrs Rina : Campus supervisor of Raffle Montessori
 Tel : 077 674 243
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