

Sean Sav

(+358)0442455967 • seansav899@gmail.com • Kerava, 18 04200

Summary

Adept at leveraging expertise in account reconciliation and financial management to drive accuracy and efficiency in financial reporting. At CAMBOPAY CO., LTD, significantly enhanced cash flow processes through meticulous management and strategic vendor communications. Renowned for exceptional time management and Microsoft Excel proficiency, consistently delivering results that exceed employer expectations.

Skills

- Microsoft Word
- Microsoft Excel
- Quick Book
- PowerPoint
- Data inputting
- Cash flow management
- Time management
- Cashflow processes
- Administrative support
- Accounts payable and receivable
- Account reconciliation

Work Experience

03/2019 - 01/2025

Accountant, **CAMBOPAY CO., LTD**, Phnom Penh, Cambodia

- Collected cash payments from customers or charged purchases to credit cards.
- Responded to questions about local area and company services.
- Prepared bank deposits by verifying and balancing receipts and sending cash and checks to banks.
- Handled accounts payable and receivable, including invoicing and payment processing.
- Received and recorded cash, checks and transfers.
- Contacted vendors to follow up on late invoices.
- Provided support to the Accounting Manager as needed.
- Processed invoices and reconciled accounts payable transactions.
- Managed daily operations, including scheduling personnel, assigning tasks, and monitoring progress.
- Resolved customer complaints or answered customers' questions.
- Communicated with vendors and clients to facilitate timely payments and reduce outstanding accounts receivable.
- Created customized financial reports based on management requirements.
- Performed reconciliations for monthly and daily reporting.
- Recognized by management for providing exceptional customer service.
- Updated financial systems with recent transactions and maintained digital and paper records.

02/2017 - 02/2019

Assistant/General Affair, **Kdragon Products and Engineering Co., Ltd**, Phnom Penh, Cambodia

- Received and distributed mail, letters and packages.

- Answered incoming calls and directed them to appropriate personnel or departments.
- Handled incoming calls and directed callers to appropriate department or employee.
- Answered phones and routed voicemails to respective employees.
- Reviewed and approved vendor invoices.
- Assisted organizational efforts by filing, entering data and answering phones.
- Used filing systems to improve document management and organization.

01/2015 - 02/2017

Assistant Accountant, **Van's Restaurant**, Phnom Penh, Cambodia

- Managed daily banking transactions, including deposits, withdrawals, and transfers.
- Edited raw voice recordings, added sound effects, and mixed to format.
- Reviewed and verified invoices for accuracy and completeness.
- Processed and sent invoices, adjustments, and credit memos to customers.
- Contacted vendors to follow up on late invoices.
- Matched orders with invoices and recorded required information.

Education

12/2017

Fourth year, Finance and Banking

National University of Management (NUM), Phnom Penh

Studying Fourth year of Finance and Banking at National University of Management (NUM).

12/2013

General English as a Second Language Program

International Language Center (ILC) OF (PPIU), Phnom Penh

Studying Fourth year of Finance and Banking at National University of Management (NUM).

10/2013

High School

Bak Touk High School, Phnom Penh

Graduated from Bak Touk High School, Phnom Penh.

11/2010

Secondary School

Bak Touk Secondary School, Phnom Penh

Graduated from Bak Touk Secondary School, Phnom Penh.

Given name

Sean

Mobile phone

(+358)0442455967

Personal Information

- Date of Birth: 04/10/92
- Gender: Female
- Nationality: Cambodian

- Marital Status: Single

Other training courses

- 2011, English summer course of Reading and Speaking
- 2010, Short course of Young Leadership, Bak Touk Center
- 2010, Intermediate Level, Bright Future Kids Home
- 2009, 2010, Japanese, Bright Future Kids Home
- 2009, Gender Terminology, AAFC center

Languages

Khmer
English

Personal hobbies

Music, Travel, Internet, Workout, Sport