

CURRICULUM VITAE

MISS. HENG CHANSOTHEARY

#25, St25 BT, Sangkat Boeng Tampoem Khan

Mean Chey, Phnom Penh

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Personal Data

Nationality	:	Cambodian
Religion	:	Buddhism
Marital Status	:	Single
Height	:	1.59 m
Sex	:	Female
Date of Birth	:	04 -Oct-1994
Place of Birth	:	Prek Thoun Village, Prek Thmey Commune, Kon Thom District, Kandal Province.

Education/ Training Background

2012-2016	:	Graduated Bachelor Agree at Chenla University Major : (English Literature) & Royal University Of Law and Economics Major : (Accounting)
2009-2012	:	Has completed National Baccalaureate II at Koh Thom High School
2007-2009	:	Has completed Diploma at Prek Thmey Secondary School

PERSONAL TRAINING

10, Jul, 2012	:	Life Preparations for Success After High School
12, Aug, 2012	:	Have been attending Seminar at Koh Pich

Work Experiences

Present	:	Work at CCDA MICROFINANCE + Responsibilities: <ul style="list-style-type: none">- Provides Account Service to Customer by Receiving- Cashing Check (Saving Withdrawals)- Preparing Currency Transaction Reports- Cross – Sells Bank- Completes Special Request by Closing Entry
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- Control System with Disbursement Loan
- Teller Function Deposit Withdrawals
- Fund Transfer System

03, Mar, 2013 : Worked as a Ministry of Health (Floating Staff)

01, Oct, 2012 : Worked as a English Teacher (Part Time)

Language

Khmer	:	Mother tongue and Writing
English	:	Good Speaking, Writing and listening
Chinese	:	Poor

COMPUTER SKILLS:

- Microsoft Word (Good)
- Microsoft Excel (Good)
- Microsoft Power Point (Good)
- Internet and E-mail (Good)

PERSONAL SKILLS

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|----------------|---|--|
| ➤ Initiative | : | I always have new and effective processes of workflow to organize my responsibility. |
| ➤ Hard-working | : | I am possible to stand or speak for so long time because I am passionate to complete work on time and in a good way. |
| ➤ Flexible | : | I am able to find the solution immediately for any circumstance. |
| ➤ Punctual | : | I come early to work. Work hour is crucial for me. |
| ➤ Respectful | : | I respect myself and respect the differences of people. I speak and behave in humble way to all levels of people to show my respect. |

Additional Skills

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|---|--|
| : | Well Coordinate and flexible with difficulties |
| : | Inter-personal Communication Skills |

Hobbies

Interests	:	Watching, Reading, Travelling, Searching, listening and Speaking English and Chinese
	:	Public Communication
	:	Making Group with my Friends

References

Mr. Meas Vishnu: Working in Ministry Major ((Technology of Air Conditional))

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Mr. Heng Ngoungleang: Father

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