

CURRICULUM VITAE



Name : **TENG SEREY**
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I'm very quality orientated and used to dealing with a lot of challenging tasks and being able to work with a complex working environment and diversity of people. I have gained many skill sets such as presentation, communication, critical thinking and teaching, and especially ICT skill which can be the good contributors to my career. I am honest, hardworking and ambitious to get the job done.

I- PERSONAL DATA:

Nationality : Cambodian
Sex : Male
Marital Status : Single
Date of Birth : March 01, 1994
Place of Birth : Prey Veng Province

II- EDUCATION BACKGROUND:

- 2017-2018 : Finished semester 1, year 1 of **Master degree in Business Administration** from **National University of Management**, Phnom Penh, Cambodia
- 2012-2016 : Graduated Bachelor's degree of **Education, in Teaching English as a Second Language** from **BELTEI International University**, Phnom Penh, Cambodia
- 2009-2012 : Graduated **high school** at **Prash Angdoug Hihg School**, Prey Veng Province, Cambodia

III- WORKNG EXPERIENCES:

☐ **CIA FIRST INTERNATIONAL SCHOOL | Cambodia (Office Phnom Penh) Feb 19, 2018 to Present**

Position: ES Library Assistant

The Librarian Assistant is responsible for the daily maintenance and organization of the school's libraries.

- Check in/out of books to students and teachers
- Maintain library catalog/edit catalog records
- Assist teachers and students using the library catalog
- Assist teachers and students locating books on shelves
- Communicate with teachers regarding inventory of textbooks.
- Maintain discipline/enforce library rules (e.g. no food in the library)
- Perform Shelf reading
- Provide additional assistance to students with particular learning needs or abilities, and to students.
- To monitor and report student progress constantly.
- To promote safety and well-being of all students.
- Do weekly report (problem happened, materials needed, homerooms in schedule,...etc) to librarian and coordinator.

☐ **Context Translation Service | Cambodia**

Dec 6th, 2017 to Feb 17th, 2018

Position: Translator

The translator is responsible for the daily tasks as the mentioned above.

- Read through original material and rewrite it in the target language, ensuring that the meaning of the source text is retained;
- Use translation memory software, such as SDL Trados, Xliff, LEAF and Open office to ensure consistency of translation within documents and help efficiency;
- Use dictionaries and reference books to find the closest equivalents for terminology and words used
- Use appropriate software for presentation and delivery research legal, technical and scientific phraseology to find the correct translation liaise with clients to discuss any unclear points proofread and edit final translated versions provide quotations for translation services offered consult with experts in specialist areas retain and develop knowledge on specialist areas of translation follow various translation- quality standards to ensure legal and ethical obligations to the customer.

□ BELTEI INTERNATIONAL SCHOOL | Cambodia (Office Phnom Penh)

July 23, 2016 to Dec, 2017

BELTEI International School is a private educational institution, was established on August 04, 2005 through the Sub-degree N° 97 and it was transformed into BELTEI International University through the Sub-decree N° 138, dated September 06, 2012 and which was formally announced the inauguration on August 21, 2014 by Samdech Akka Moha Sena Padei Techo HUN SEN, the Prime Minister of the Kingdom of Cambodia.

Position: Student Center Coordinator (Promoted) Roles and

Responsibilities:

- Producing daily student information report by extracting all data from system regarding all student information (student movement such as student transfer, drop out, newly registered etc.) and submit this report to accounting department.
- Providing supporting service regarding all student information to all campuses to ensure that all data is timely tracked and accurate.
- Designing ID Cards, advertising, banner, logo, name card as required by the school.
- Providing strong techniques support to manage system processing in need.
- Organizing and producing documentary and printing supplies as required by the school.
- Controlling server and software and make sure it is safe and updated
- Producing weekly report to Accountant Manager.

□ BELTEI INTERNATIONAL SCHOOL | Cambodia (Phnom Penh) February 18, 2016 to July 23,2016

Position: Teacher of English Roles and Responsibilities:

- Developing lesson plan and providing a great teaching to students through school's books.
- Developing student homework's and other school project.
- Structuring to classroom environment in deep closely.
- Attending Weekly Meeting and Producing Report to Campus Director

□ CHAMREUN PAGNA SCHOOL | (Prey Veng Office)

February 01, 2010 to September 30, 2012

A private school in Prey Veng Town that was establish in 2002 at No. 195, Street 15, village #4, Sangkat Kompong Leav, Prey Veng Town, Prey Veng Province and the well-known in technical training, short course, and pre-school with quality of education and knowledge that most people especially parents recommended to enroll the course at there.

Position: Teacher of Computer Roles and Responsibilities:

- Providing a methodology and share a new experience to student
- Providing techniques to a group of students
- Developing a new lesson for student
- Repairing and Maintaining in Computer Lap
- Printing service preparation
- Keeping data
- Work with supplier to get quotation and report to campus director. ▪ A minute taker and prepare a presentation in a meeting.

IV- TRAINING COURSE:

- ✓ 08, October, 2017 : Attended a course of KPI Setting at HR Share Club
- ✓ 18-19, February, 2017 : Completed a course of CamTESOL.
- ✓ 30-31, August,2011 : Completed a course of Communication and Presentation Skill
- ✓ 13-16, August,2011 : Completed a course of Operacy
- ✓ 15-16,January,2011 : Completed a course of Great Teacher
- ✓ 09-oct-2009 to 20-nov-2010 : Completed a course of Pre-Intermediate

V- LANGUAGE SKILL:

LANGUAGE	Speaking	Writing	Reading	Listening
Khmer	Excellent	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good	Very Good

VI- OTHER RELEVANCE SKILL:

- Excellent Skills in Microsoft Program such as: Words, Excels, Power Points, E-mail, etc.
- IT Network, basic software and system development
- Creative Design with Adobe Photoshop, Illustrator etc.

VII- HOBBY AND INTEREST:

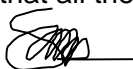
Reading book, newspaper, magazine etc.
 Doing general research and social networking
 Listening to music and playing sports

VIII-REFERENCES:

- **Mr. TENG SENGHONG** : **School Director**
 Chamreun Panga School, Prey Veng, Cambodia
Mobile: 016 557 408
- **Mr. Chi Phalla** : **HR Manager**
 GANZBERG BEER Co., Ltd, Phnom Penh, Cambodia
Mobile: 017 717 333
- **Mr. MOK SONGHA** : **Student Center**
 BELTEI International School, Phnom Penh, Cambodia
Mobile: 070 91 2222

I hereby declare that all the information provided in this resume is correct and accurate.

Applicant's signature.....



Date: January 09th, 2019