

CURRICULUM VITAE

Name : BY KIMHY
Address : #19C St36SONY, Sangkat Tek Thla
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Apply For :



PERSONAL DATA

Sex : Male
Date of birth : 25 March 1999
Place of birth : Phnom Penh
Nationality : Cambodian
Marital Status : Single

EDUCATION

2022-2025 : Graduated Management Information System at SETEC Institute.
2025 : Completed short course 'Cyber Security Essentials' at IT Academy
STEP Institute Cambodia
2019 – 2021 : Studied Bachelor degree major International business at The University
of Cambodia
2018 : Studied at National Tax School
2017 : Graduated at Hun Sen Borey 100 Khnong High School
2017 : Graduated English New Headway Advanced at Golden bridge American
School
2017 : Graduated IEP program at The University of Cambodia
2015 : Graduated Chinese at Duan fa Chinese School

ACHIVEMENT AND SKILLS

Language Skills

- Khmer : Native Language (Mother Tongue)
- English : Medium (Basic Communication)
- Chinese : Good (HSK6)

Computer Skills

- Proficient in Microsoft Office applications
- Familiar with Windows system installation and basic maintenance
- Basic knowledge of web development, with experience in:

- **Frontend:** HTML, CSS, JavaScript, jQuery, Bootstrap
- **Backend:** PHP, Laravel

WORK EXPERIENCE

- 2017 – Jan-2019 : Work as Accounting and Tax at KAF TAX AGENCY
- Prepare and submit, monthly tax declaration
 - Prepare document for tax auditor
 - Assist clients with tax-related issues, ensuring compliance with regulations
- 2019 : Work as Assistant Manager at Yeung Shi Group
- Organize contracts and administrative documents for Chroy Changvar brand
 - Assist the department in managing showroom operations, introducing and selling agricultural machinery products to visiting clients
 - Coordinate internal team workflows to support sales and operational tasks
- 2020 – April-2023 : Work as Customer Service at Ontime Express Cambodia
- Chat with Customer on telegram
 - Organize customer packages arriving from China, ensuring delivery information is accurate
 - Assist clients in tracking logistics orders and update them on shipping status
- 2023 – 2026 : Work as Customer Service at HomeTime Property (Cambodia) Co., Ltd
- Chat with Customer on telegram
 - Assist clients in scheduling room cleaning and repair services, arranging property maintenance
 - Handle clients' daily requests, including repair reporting, issue coordination, and on-site support
 - Record and organize cleaning, CCTV, water supply, and maintenance documents, tracking progress and result
 - Compile and consolidate all documents at the end of each month for submission to the finance department

PERSONAL CAPABILITY

- Strong responsibility, Flexible, patience
- Good at communicated
- Good at solving problem
- Good at work as a team

HOBBIES AND INTERSTED

- Reading
- New technology
- Coding
- News