

# NGY RATTANAK KESEY

CT Street, Mondul 03, Sangkat 02, Preah Sihanouk Province, Cambodia

E-mail: keseylu@gmail.com/ tel. 093-352-523



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## Personal profile

I am a high responsible person and very interested in the field of business, politics, and especially, nicely communication with the customers and good at using social networks. Accustomed to work outside the country and enjoy with international group working.

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## Career Objective

To use my major skill and experiences for the position I apply for, I will do all my best to work for the university and willing to experience new things which help me to increase capability as well. Especially for helping the university gain more profits and image.

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## Education

**2008 – 2010:** *Bachelor's Degree in English Literature major* (Junior), Life University in Shihanokville

\* *Skill Details:* Book writing, language translation, professional English teacher, language in global network research and communication.

**2010 – 2013:** *Bachelor's Degree in Global Cooperation major* (graduated), Sookmyung Women's University in South Korea.

\**Skill Details:* Business Administration, Business Reporting and Researching, Global Politics for Developing Countries, Relationship building with foreign countries and finding solution for increasing developing progress...etc.

**During the years:** Computer training; communication technologies and languages proficiency.

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## Key Skills

- Communication: Be able to use foreign languages widely.
- Reporting and researching: Preparing official papers for all reports.
- Language teaching: Also be able to advice or persuade people as a teacher.
- Computer access: MS. Word, Excel, Power Point, Internet and E-mail...etc.
- Advertising and Marketing planning: Created thinking in any business projects.
- Group Project Management: Work in group of many people in any environment.
- Conference arrangement: Preparing for any business meeting places and processing.

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## Work Experience

2006-2007	Coordinator and Health Consuler:	CARE Organization, Koh Kong
2007-2008	English Teachers:	Language Centre, Koh Kong
2008-2009	Library Manager Assistance:	Life University, Shihanokville
2009-2010	Hotel Receptionists:	King Gold Hotel, Shihanokville
2010-2012	Foreign Affairs teams' member:	Sookmyung Women's University
2012-2013	Sookmyung Media broadcasters:	Sookmyung Women's University
2013-2015	Product quality manager assistance:	Sumsung Shinherng Chongmil
2016-2018	Inter- Affairs Coordinator	Life University, Preah Sihanouk province
2019-Current	Head of Administration office	Life University, Preah Sihanouk province

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## Language Ability

- Cambodian : Mother Language (perfect)
- English: Foreign language (Advance)
- Thai: Border language (intermediate)
- Korean: Foreign Language ( Intermediate)
- French: Foreign Language (Beginner)

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## Hobbies & Interests

I am a busy life taking woman who is always enjoy with activities of decoration and creating something in a new way look. I also enjoy taking pictures and playing some sports as my beauty and health tips.

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## Reference

- Bachelor's Degree Certificate
- Awarding Certificate
- Language course certificate
- others