



# SEANG LEAKHENA

Content Writer

## **CONTACT**

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096 7 455 488

EMAIL:  
Seangleakhena2@gmail.com

Seang Leakhena  
Applying for Business  
At Khmerload  
No 192, St63, Sangkat Metapheap,  
Khan 7Makara, Phnom Penh

Dear Sir or Madam,

Are you looking for a Content Writer with:

- Can type font Khmer Unicode
- Be able to use English

If so, then you need to look no further. You will see from my enclosed resume that I meet all the qualifications and more.

At the moment I have seen your job announcement, I decided immediately that I cannot let this golden chance pass because writing is the job I like.

I would very much like to discuss opportunities with you in the near future.

Thanks for taking time to review my resume. I am looking forward to talking to you.

Sincerely,

Seang Leakhena

# SEANG LEAKHENA

No 240, St128, Sangkat Metapheap, Khan 7Makara, Phnom Penh Tel: 096-7-455-488  
[Seangleakhena2@gmail.com](mailto:Seangleakhena2@gmail.com)

Hello,

The information below is about my detail background included experience, education, skills and activities. If you have any doubts related to my background, do not hesitate to contact me. Thank you.

## EXPERIENCE

**AUGUST 8<sup>TH</sup> 2016 – NOVEMBER 7<sup>TH</sup> 2016**

**HUMAN RESOURCE ASSISTANT**, AMRET MICROFINANCE INSTITUTION

As I was working there I responsible for HR management daily task such as recruiting, interviewing, and processing the document for candidates.

**APRIL 24<sup>TH</sup> 2016**

**VOLUNTEER**, JCI CAMBODIA PUBLIC SPEAKING AND DEBATING CHAMPIONSHIPS

I was volunteer to help this incredible event run smoothly.

## EDUCATION

**2014-PRESENT**

**BACHELOR**, NORTON UNIVERSITY

Graduated Business Management Field

**BACHELOR**, INSTITUTE OF FOREIGN LANGUAGES

Currently, I'm a senior at IFL majoring B.Ed.

**2014- 2015**

**BUSINESS ENGLISH PROGRAM**, CAM-ASEAN INSTITUTION

Attended many school programs such as field trip, reading club and speaking club.

**2011- 2014**

**HIGH SCHOOL**, HUN SEN BALANG HIGH SCHOOL

I have been there for 3 years there to complete my high school from grade 10 to 12.

**2009- 2011**

**JUNIOR SCHOOL**, DOMRIE CHAN KLA SECONDARY SCHOOL

I have been there for 3 years there to complete my high school from grade 7 to 9.

**2002- 2009**

**PRIMARY SCHOOL**, KAMPONG THOM KRONG PRIMARY SCHOOL

I have been there for 7 years there to complete my primary class from grade 0 to 7.

## **SKILLS**

- Microsoft Word, Excel, Power Point
- Researching
- Group Work

## **ACTIVITIES**

Most of the time I spend with school works or reading books and some information on the internet however one thing I love and always do is playing game.