

Resume

Ms. Heng Leakhena

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Personal Information

Sex	Female
Date of Birth	20th August 1995
Place of Birth	Battambang, Cambodia
Residence	Phnom Penh, Cambodia
Nationality	Cambodian
Marital Status	Single

Qualifications

- Bachelor's degree of Accounting from Vanda Institute of Accounting, 2018
- Chinese HSK 3&4 Qualification, 2014
- Freelance translator for English to Khmer, English- Chinese, Chinese- Khmer

Specializations

-Banking, Account, Finance, Banking, Insurance, General, Tourism, E-learning, Marketing, Legal, Business, Tele-communication, Environment, History, Education, Human Resources, E-commerce, Retail and Others

Key Competencies

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| -Coordinating, multitasking, detail oriented | -Microsoft office (word, Excel, Outlook) |
| -Problem solving | -Mate Cat; SDL |
| -Customer service oriented | |

Experience

-Company: Deloitte Cambodia

Role: Secretary & Accounting Assistant

Year: 2019/March-Current

- Proof-read, translate, review prepare proposals/contracts/financial statements other deliverables.
- Translate other documents accounting/auditing/finance fields other technical documents required.
- Prepare correspondence, reports materials.
- Formatting, casting, cross-referencing, printing binding report.
- Archiving process monitoring
- Provide assistance Audit Directors terms managing client portfolio; schedule, logistics/admin works.
- Perform other tasks assigned by Audit Directors/SEA Team leader.
- Bookkeeping
- Issue Invoice and monitor AR & AP
- Make payment to vendor, collecting cheques from clients
- Petty Cash, Staff Claim
- Monthly tax prepare
- General enquiries from stakeholders.

-Company: ANZ Royal Bank

Role: Customer Service Consultant

Year: 2017-2019

- Handle cash including deposit, withdrawal, transfer (local transfer or oversea transfer),
- Check deposit, check withdraw, foreign currency buying and selling, exchange money.
- Provide superior banking service by exhibiting a friendly and professional manner at all times
- Understand bank products and respond appropriately to customer inquiries regarding product and policy
- Ensure the accuracy and completeness of customer transaction recording and postings

Resume

- Performing daily cash balancing and investigate for all any discrepancies
- Receive and answer phone call from customers and stakeholders
- Resolve complaint from customers and internal complaint and report to supervisor
- Petty cash back up: support for preparing the withdrawal for petty cash to use a whole month with approval from BM and do monthly report of expense in branch if the custodian has long leave or absent
- Key custodian, PIN primary, ATM custodian
- Upload OTT/DTT and help to check special rate with market team for customer
- Minute taker when meeting branch and do summary report after meeting to send to related members
- Support supervisor and team multi-tasking with multi deadlines
- Assist in cash transfer from and to NBC and record accurately in system
- Assist in check clearing if needed
- Other tasks as supervisor assigned

-Company: **CCT (Cambodian Children's Trust)**

Role: Accounting Volunteer

Year: 2016 (July-October)

- Prepare payment voucher, journal voucher and receipt voucher with supporting documents.
- Prepare and process payments to suppliers
- Control staff cash advance and settle cash advance
- Cash count and cash exchange
- Perform basic filling, copying, scanning
- Data entry as required
- Other tasks as required

REFERENCE

Mr. Hem Nissay : Accounting Lecturer at Vanda Institute of Battambang

Tel: +855 70 808 116

Mr. Roeun Sarorn : Former Finance Officer at Cambodian Children Trust Organization
(Current Admin and Account manager at Atsolution)

Tel: +855 10 882 727

Ms. Sem Thyna : Senior Customer Service Consultant at ANZ Royal Bank (Battambang)

Tel: +855 12 382 388