

Sereyodam Chek

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Objective

Detail-oriented and dedicated professional seeking an engaging job that combines administrative services, IT, graphic design skills, and human resource functions. Interested in utilizing good organizational, visual communication, and interpersonal skills to support team efforts and enhance work productivity.

Personal Information

Age: 21

Gender: Male

Marital status: Single

Date of birth: 13 November 2004

Nationality: Cambodian

Height: 177cm

Weight: 61kg

Education

Bachelor of Networking – National Meanchey University

Banteay Meanchey, Cambodia

2023-Present

- Relevant Courses: Cloud Computing, Big Data Analytics, Network Administrator, Cryptography and Network Security, Network Design and Implementation.
- Achievements: GPA 3.5/4.0; Dean's List (2023-2024)
- Project: Student Information System, Research Methodology of E-Commerce.

Bachelor of Community – National Meanchey University

Banteay Meanchey, Cambodia

2022-2023

- Relevant Courses: Foundation of Environment, Economy and Population Geography.
- Achievements: GPA 3.0/4.0; Dean's List (2022-2023)
- Projects: Community Development.

Preah Monivong High School – High School

Battambang, Cambodia

2017-2022

- Relevant Courses: Social Science.
 - Achievements: Certificate 2nd excellence student of the year (2021-2022)
 - Grade: D
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Skills

- **Technical Skills:** Microsoft Office, Adobe Photoshop, Photocopy Machine, Email.
 - **Interpersonal Skills:** Teamwork, Problem Solving, Attention to detail, Effective communication, Management, Presentation Skills, Computer Coding Skills.
 - **Languages:** Fluent in Khmer; Good in English; Normally in Thai and Russian.
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Work Experience

Administration Assistant - Department of Agriculture, Hunting and Fisheries
Banteay Meanchey, Cambodia

January 2024 – Present

- Improved document management efficiency by streamlining the filing system.
 - Contributed to the successful coordination of departmental outreach events and training programs.
 - Recognized for reliability, accuracy, and maintaining confidentiality in handling sensitive government documents.
 - Communicated with stakeholders, farmers, and partner agencies to coordinate events, workshops, and field visits.
 - Assisted with data entry and recordkeeping for program activities, compliance documentation, and government reporting.
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Achievements and Awards

- Dean's List for academic excellence student in 2022-2023, 2023-2024
- Course Certificate of Network (Nvidia Training)
- Course Certificate of Digital Marketing Analytics in Theory (University of Illinois)
- Course Certificate of Digital Marketing and E-commerce (Global Director of Google)
- Course Certificate of Brand Management (London University)
- Course Certificate of Stress Management (CEO of Lectera)
- Course Certificate of Design-Led Strategy (The University of Sydney)
- Course Certificate of Cybersecurity (Global Director of Google)
- Course Certificate of Technical Support Fundamentals (Google)
- Certificate of Administrative level

Hobbies

- **Research & Learning** – Passionate about exploring new topics, especially in technology, design, and organizational development. Regularly read industry articles and participate in online courses.
 - **Coding & Web Development** – Enjoy building small web projects and exploring new programming languages and frameworks.
 - **Strategic Thinking & Problem Solving** – Engage in strategy-based games and puzzles that enhance critical thinking and planning skills.
 - **Digital Creativity** – Interested in graphic design, digital content creation, and exploring new tools for creative expression and communication.
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References

Available upon request.