

Kingdom of Cambodia



CURRICULUM VITAE

MR. NGY SAN

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PERSONAL DATA

Date of Birth : August 08, 1980
Place of Birth : Battambang Province.
Sex : Male
Marital Status : Single
Nationality : Cambodian
Health : Excellent
Height : 1 meter, 74 centimeters

FOREIGN LANGUAGES

- English : Proficiency in oral, speaking, writing and reading.
- French : Average
- Thai : Average
- Khmer : Mother tongue

EDUCATION

- 1995 – 1997 : Monivong High School at Battambang Province.
- 2001 – Present : Bachelor Degree in Computer Science and Engineering
At NORTON UNIVERSITY (Evening Class).

OTHER EDUCATIONS

- Certificate of Cambodian English Course at Boeng Chhouk English School
- Certificate of Computer at New Idea Development Association
- Certificate of General Accounting at Education Center for Living Languages for Cambodians
- Certificate of Typing at Provincial Department of Education Battambang.
- Certificate of Advance User Skill for Computer at Khmer Computer Technology
- Certificate of Advance Repairing Skills for Computer at Khmer Computer Technology
- Certificate of English Language at COERR (C OERR Language Skills Center)
- Certificate of Internet & E-mail at Khmer Computer Technology
- Certificate of Advance Microsoft Access at BANANA CENTER
- Certificate of Management at Institute for development of education & agriculture
- Certificate of General Accounting at Institute for development of education & agriculture.

RECOMMENDATIONS

- Apr 2000 – Oct 2001 : Cambodia Plantation Development Co., Ltd.
- Feb 2000 – Dec 2001 : ATLANTA CENTER (Institute of Technology and Language)
- 01st – 8th, Feb 2002 : **EU** Election Observation Mission Cambodia Commune Elections (3rd of February 2002)
- Apr 2002 – Nov 2002 : **ABM** Advertising Co., Ltd.

EMPLOYMENT HISTORY

- 1997-1998 : Staff of Lahée Club (Battambang Province).
 - **Position : *Computer Teacher***
 - : (Office Application)
- 1997-1999 : Staff of Modern Class Computer Technology (**MCCT**), (Battambang Province).
 - **Position : *Computer Instructor***
 - : (Office Application, Designing, Accounting, Repairing)
- Apr 2000–Oct 2001 : Senior Employee of Cambodia Plantation Development Co., Ltd.
 - **Position : *Computer Manager***
- Feb 2000–Dec 2001 : Staff of ATLANTA CENTER (Institute of Technology and Language)
 - **Position : *Computer Instructor***
 - : (Office Application, Designing, Accounting, Repairing)
- 01st – 8th, Feb 2002 : Senior Employee of **EU** Election Observation Mission Cambodia Commune Elections (3rd of February 2002) at **Cambodiana Hotel**.
 - **Position : *Translator & Data Entry (Database)***
- Apr 2002 – Nov 2002 : Senior Employee of ABM Advertising Co., Ltd.
 - **Position : *Computer Designer***
- 2002 – Now : Staff of Cambodian Reinsurance Company “Cambodia Re ”
 - **Position : *Electronic Data Processing (E.D.P)***
 - **Task Responsibilities:**
 - Responsible for smoothness of company operation in data processing and computer supplies.
 - Develop computerized application system and search for information technology that useful for the company.
 - Maintenance hardware and software complaint.
 - Maintenance computer damage.
 - Maintenance program changes and fixing program's problem.
 - Searching and research for new technology that appropriate and useful for the company.
 - Produce new application and review running application.

ACHIEVEMENT AND SPECIAL SKILLS

- 1997 - Now : Computer Teacher for 6 Years
- : Repairing and Maintenance Services
- : Designing Pictures (CDs, Audio Tapes Packages)
- : **Database Services** (Ms-Excel, Ms -Access, SQL Server)
- : MP3 Software Producer (SanSoft_MP3_Vol 1, 2, 3,...)
- : Be able to type 60 words per minutes in English & 55 words in Khmer
- : Mobile Phone Solutions

USER SKILLS

- : Microsoft Windows 95, 9x, NT 4.0, Me, 2000, XP
- : Microsoft Word XP
- : Microsoft Excel XP
- : Microsoft Access XP
- : Microsoft Outlook Express v.6
- : Microsoft Power Point XP
- : Microsoft Publisher XP
- : Microsoft Front Page XP
- : Microsoft Picture It!
- : Adobe Photo Shop v.7.0 (Including Plug-In) (PC/Mac)
- : Adobe Page Maker 6.52 (PC/Mac)
- : Adobe Illustrator v.10 Final (PC/Mac)
- : Adobe Premiere v.6.5 (PC/Mac)
- : Adobe Photo Deluxe Home Edition v.4
- : CorelDRAW v.10 Final
- : Ulead Photo Impact v.7
- : Ulead Photo Express v.4
- : Ulead COOL 3D V.3.5
- : The Print Shop Deluxe v.10
- : Microsoft Access Programming (Database)
- : Macromedia Dream weaver v.7.01 MX Pro.
- : Macromedia Flash MX Pro.
- : Macromedia JRUN v.4
- : Java Script
- : HTML
- : Visual Studio
- : Namo Web Editor v.6 Full
- : Namo Web Canvas v.6 Full

REPAIRING SKILLS

- : Understanding Hardware and Software
- : Upgrade Hardware
- : Use CMOS/BIOS system
- : Microsoft Disk Operating System (MS-DOS)
- : Norton Commander (NC)
- : Link data from other computer by using LPT1, USB, And Networking, Bluetooth, Infra...
- : Connecting HDD 4 in one set.
- : Use Anti Viruses (McAfee/Dr. Solomon/PC-Cline/ D2, Norton)
- : Storage data on Zip, Smart Media Card (USB Port) And T-mobile Phone
- : Classification of Multi-Partition on HDD (C :) to (Z :)
- : Remove **Bad Sector** on HDD by the easy way.
- : Setup Networking
- : Network Administration
- : Correct Problems on HDD or Windows
- : Setup and Install Software
- : System Utilities
- : CD-RW Utilities & HDD Utilities

HOBBIES

- Researching of soft code the program relate with database
- Exploring the main key for increasing my problems on computer.
- Reading the English Newspaper and Magazine...
- Listening the English Radio on FM 97.5 MHz (LOVE FM)

REPERENCES

1. **Mr. Kim Song**, Staff of KPMG Co., Ltd.
Mobile: (855) 012 833 095
2. **Mr. Seang Dara** , General Admin at Cambodian Reinsurance Company
Mobile: (855) 012 659 909
3. **Mr. Vong Bunintreavuth** , General Director of Cambodia Re
Mobile: (855) 012 854 104

#255, St. 107, Sangkat Boeung Prolith,
Khan 7 Makara, Phnom Penh.
Mobile: 012 479110

Date: Nov 21, 2003

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#111111, St.111111, Khan 11111,
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Dear Sir or Madam:

I am writing to apply for the position of **XXXXXXXXXXXXXXXXXXXX** in your xxxxxxxxxxxx.

I think I am well qualified for this position as I possess totally relevant degree and experience in this field, Linguistics, Foundations of Education, and Training Methodology. Also, I possess some other certifications, and I have had many-year experience in teaching at some Private Computer Institutes and working for a group of design within my own business. In addition, during EU Election Observation Mission Cambodia (Commune Elections) mandate I have just finished my work as a translator and data-entry operator; I am a Computer Manager at Cambodian Plantation Development Co., Ltd. Furthermore, I am presently working as Computer Designer at ABM Advertising Co., Ltd. Now I am working at Cambodian Reinsurance Company (Cambodia Re) as the position of E.D.P (Electronic Data Processing). I understand that my willful misstatement describes heroin may lead to my disqualification or dismissal. If employed.

Working in your institute particularly interests me, as it would afford to use my skills and experience.

The enclosed curriculum vitae with this cover letter will give you some more information concerning my work experience, skills, and education.

I am looking forward to hearing from you and to being granted the opportunity of an interview.

Faithfully yours,

MR. NGY SAN