



PENG LYKHIM

I am a dedicated individual with experience across various fields. I value hard work, attention to detail, and collaboration. I am seeking an opportunity to contribute to a team while continuing to develop my skills and experience.

Contact

Phone

(+855) 86294990

Email

lykhimpeng@gmail.com

Address

#04 ,St4 Chumpuvorn village ,
Choam Chao Commune Por Sen
chey District , Phnom Penh.

Skills

- Microsoft office (word, excel , ...)
- Handling mail (gmail)
- Coding
- Basic graphic design(canva , photoshop.....)
- Basic networking(network cabling , config router)
- Team work
- Problem solving
- Time management
- Communication
- Driving (license)

Language

English

Khmer

Portfolio

Visit my site: www.penglykhim.site

Experience

- **Data Input** at Logistic company (family own business)
 - logistic delivery summary
- **Teacher Assistant** at Yunus Emre Institutusu at RUPP(Turkish School)
 - assisting Turkish teacher in class
- **Front desk** at Le Sky message studio
 - accept & handle customer inquiries
- **Accountant** at GPS(Genuine Properties service)
 - prepare salary for all staff
 - prepare invoice statement
- **Accountant** at Dream Dental Beauty Clinic
 - handle payment for supplier & purchase
 - tax declaration
- **Personal Assistant to CEO / General Manager** at Dream Dental Beauty Clinic
 - payroll & attendance
 - ensure smooth & efficient operation

Education

2005-2019

Newton Thilay/ Sovannaphumi school, Phnom Penh.

- FCE (First Certificate in English) from Cambridge Assessment English UK
- Certified English language from SPS

2018-2022

DPSS(Developing potential for success school), Phnom Penh

- Certified English from DPSS

2008-2021

Newton Thilay/ Hun Sen Chompu Vorn, Phnom Penh.

- Graduated highschool with grade B

2022-now

Royal University of Phnom Penh

- Majoring in Information technology engineering

Reference

Ms LY MYHOR

(Supervisor Merchandiser at
AEON Cambodia Co.,LTD)

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