

Ponleu Chann

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Applying for: **Master Trainer on Front Office(Siem Reap)**

Objective

To find my dream job and to obtain a challenging opportunity as much practical experience, skills and knowledge as possible for my abilities, within the Hospitality Industry, possibly with an international standard company.

Work Experience

- Nov 2012 – Present : **Chief Operating Officer**, Sepakam Sombai, Siem Reap
- May 2012 – Nov 2012 : **Night Auditor and Concierge**, The Sothea Hotel, Siem Reap
- Feb 2011 – May 2012 : **Front of House Host**, Alila Sothea, Siem Reap
- Jul 2010 – Feb 2011 : **Personal Assistant** of Executive Director,
Sonja Kill Foundation Cambodia, Phnom Penh
- : **Coordination Assistant**, Sonja Kill Memorial Hospital, Kompot
- Apr 2009 – Jul 2010 : **Front Desk Cashier**, Prince D'Angkor Hotel & Spa, Siem Reap
- Dec 2007 – Apr 2009 : **Front Office Receptionist**, Angkor Howard Hotel, Siem Reap.

Education

- 2009 – 2014 : **Bachelor Degree of Hotel management**,
University of South- East Asia (USEA), Siem Reap, Cambodia
- 2006 – 2007 : **High School Certificate**,
10 January 1979 High School, Siem Reap, Cambodia.

Training Course

- 2012 – Present : Online Training Course; Time Management, Becoming a Thought Leader, Coaching and Developing, Delegating Tasks to Your Team, Leadership Fundamentals and others.
- Jul 10 – Nov10 : **Leaderships, MICE Management, Tour Arrangement**, and Organization Behaviour , Cambodian Mekong University (CMU), Phnom Penh, Cambodia.
- May, 2010 : **Understanding E-Marketing** (E-Commercial for Hotel industry) and Understanding Tourism Industry Workshop, USEA
- 2007 – 2009 : Ms Office, Quick Books, Internet, and E-mail, FBI and USEA
- 2005 – 2009 : Evening classes such as general **English**, newspaper translation, and Japanese, Future Bright Institute (FBI) and many schools.

Achievements/Awards

- February 2012 : I have been selected as nominee for the Employee of the Month as a best Service Provider of Front of House Department, Alila Sothea Hotel, Siem Reap

Key Skills

- Communication Skills
- Interpersonal Skills
- SOP
- Office Skills
- Organizational Skills
- Management Skills
- PMS
- Ms Office

Languages

Khmer: Mother tongue English: Advance in use Japanese: Fair

References

Up on request.

References

Joachim Heng(Mr.)

Managing Director, HENG Consulting, Bochum, Germany.

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Lionel Maitrepierre(Mr.)

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Longdy Nourn (Mr.)

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