



SUN VIRITH

Address : #16, Street 46BT, SangKat Beng Tompun ,
Khan Man Chey, Phnom Penh, Cambodia.
Date of Birth : January 01, 1991
Nationality : Cambodian
Marital Status : Married
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EDUCATION BAKGROUND

- 2010-2014 : Graduate Bachelor Degree of Accounting at Human Resources University
2009- 2010 : Finish Studying of Accounting at **CARITAS** Cambodia Organization
2006-2009 : Study at Kom pong Trobek High School

TRAINNING COURSE

- Jan-Feb 2016 : Has successfully completed the **Taxation of Cambodia** at LBC Consultancy
24-25 Oct 2015: Has Successfully completed the **Thought of Development** at Human
Resource University (HRU).
25-26 Jan 2014: Has successfully completed the **Annul Tax Return** at Labor and
Economic Development Agency (LEDA).
Jan- Mar 2010 : Has successfully completed the computer training course of
MS. Word, Excel & Power Point at **CLARY** Organization.

WORK EXPERIENCE

September 2014- Presently: Work at KREPO the position Senior
Accounting and Finance officer

Main Duties:

- Recording Transition to accounting system (Quick Book)
- Consolidated Financial Statement
- Controller Expenses, Revenue, Petty cash all Branch
- Controller Fixed Asset
- Monitoring Report Cash Flow by branch
- Prepared Daily Monitoring Report to management
- Checked Incentive For CO
- Checked Purchase request with invoice
- Control Cash in Banks HQ and By Branch
- Control and Support Credit System
- Monthly Prepared staff payroll
- Make and Update Policy Account & Finance
- Prepared Budget Plan for Finance Department
- Prepared Report to NBC
- Adjustment Entry

Jul 2013 - Sep 2014: Work at **LEDA** the position Senior **Accounting and Finance Unit.**

Main Duties:

- Record transition to accounting system (Peachtree)
- The Prepared of Consolidation Financial Statement.
- Checked financial statement all Branch Before closing Entry
- Prepared Monthly Report
- Prepared BOD Report
- Prepared Cash for support All Branch
- Closing Entry
- Control all Branch Report
- Support technical of Account & Teller
- Inspection work Branch Every Month
- Updating policies of Account & Finance
- Prepared Budget Plan
- Control system error
- Trainer New Staff accountant and Teller
- Adjustment entry
- Control Fixed Asset, Expenses, Revenue, Petty Cash.

OTHER INFORMATION

Languages : English (Reading Writing fares) and Khmer (Native)

Interests : Reading the Book, Reading Newspaper and listening to music.

REFERENCES

- Mr. Sok Sambath
Finance Manager at KREPO Rural Credit Operator
Tel: 012 837 597
Email: s_sambath888@yahoo.com
- Mr. Choun Sina
Finance Manager at LEDA Rural Credit Operator
Tel: 087 767 966, 077 767 966
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