

**Chantheavy Lim**  
90 Light Street, Apt 2  
Lynn, MA 01905  
781-606-4669  
[chantheavylim@gmail.com](mailto:chantheavylim@gmail.com)

## **EDUCATION**

### **Salem State University, Salem, MA**

Bachelor of Science in Business Administration

Expected: September 2018

Concentration: Accounting

GPA: 3.858

## **COURSES**

Federal Taxation

Auditing Theory and Practice

Advanced Accounting

Forensic Accounting

Accounting Information Systems

Intermediate Accounting I & II

## **WORK EXPERIENCE**

### **7-Day Convenience Store, Revere, MA**

March 2012- Present

*Cashier/ Store Clerk*

- Handle cash transactions with customers using cash registers and collect payments.
- Issue receipts, refunds, or change
- Conduct orders, invoices, and maintain inventories.
- Resolve customer complaints, guide them, and provide relevant information.
- Pleasantly deal with customers to ensure satisfaction

### **Siam Cement Group Co., Ltd, Phnom Penh, Cambodia**

*Accounts Receivable Accountant*

September 2007- August 2011

- Worked with spreadsheets to process daily cash receipts and journal entries.
- Reviewed and applied credits and took care aging statement.
- Followed up payment and worked with customers to ensure their account deducting properly.
- Worked with Sales team to set up new customer and checked their credit worthiness.
- Calculated and checked to make sure payments, amounts and records were correct.
- Performed bank reconciliation.
- Prepared sales document for taxes purpose.

## **COMPUTER SKILLS**

PC, MC, Web Design with HTML5 & CSS3, Microsoft Word, Excel, and Access

## **LANGUAGES**

Cambodian (fluent)

## **HONORS**

A member of International Honor Society in Business: Beta Sigma Chapter Salem State University

A member of the Honor Society of Phi Kappa Phi