



HOEUN RATANAKRAINSEY

Apply for:

I am a proactive, organized, and responsible individual with strong ICT and interpersonal skills. I stand out for good teamwork, quick decision-making and good pressure management. I am seeking a challenging role that will allow me to continuously learn and grow.

CONTACT



+855 90 444 239 (Telegram)



hoeunratanakrainsey@gmail.com



No.51, Street 77BT, Chomreun Phal Village, Sangkat Boeung Tumpun, Khan Mean Chey, Phnom Penh.

COMPUTER SKILLS

Ms. Word	Advanced
Ms. Excel	Advanced
Ms. Power Point	Advanced
Adobe Photoshop	Good
Adobe Illustrator	Good
WordPress	Good

LANGUAGE SKILLS

Khmer	Native
English	Advanced (IELTS 7.0)
Thai	Beginner
French	Beginner

TRAININGS

April 2024 – Dec 2024

Completed Website Development Course at Step IT Academy.

Oct 2024 – Dec 2024

Completed 6 Certified Anti-Doping (ADEL) Course.

PERSONAL DATA

Sex	: Male
Nationality	: Cambodian
Marriage Status	: Single
Date of birth	: 13 March 2005
Place of birth	: Phnom Penh, Cambodia

EDUCATIONS

- 2024-Present:** Bachelor of Public Administration (BPA) at Royal Academy of Cambodia
- 2022-2024:** Grade 12 Diploma, The Westline School
- 2013-2022:** Grade 9 Diploma, Western International School

EXPERIENCES

Working / Internship Experience

July 2025 – Present

Cambodia Water Security Improvement Project (CAWSIP), MAFF

Internship

- Assist in draft preparation of bidding documents of goods, works and the document for the recruitment of the consultant service, REOI for advertisement, and bid evaluation reports in accordance with the Annual Work Plan and Budget (AWPB).
- Support administrative tasks, organizing and maintaining project documents, handling correspondence, and managing records.

June 2014 – June 2020

Completed Young Learner's (YL), General English Program (GEP) and English Diploma from ACE.

HOBBIES

- Listening to Podcasts
- Watching movies and documentaries
- Following international news
- Learning new languages
- Conducting online research
- Exploring technology and digital tools

INTERESTS

- Global Economy
- Model United Nation (MUN)
- Debate and Public Speaking
- Political Science and Diplomacy
- Global Affairs and International Relations
- Human Rights and Social Justice

REFERENCES

- **Mrs. Loeung Sophanareth**
Director of Cambodia Anti-Doping Agency
Tel: 012 92 95 93
Loeung.sophanareth@moeys.gov.kh
- **Mr. Kuch Poralin**
Project Procurement Specialist
Tel: 011 78 04 46
poralinkuch@gmail.com

January 2024 – July 2025

Cambodia Anti-Doping Agency (CADA), MoEYS

Internship

Public Relations

- Developed and managed all CADA's social media platform and designed content to promote CADA's initiatives and anti-doping awareness.
- Developed and managed CADA's website, updating website content and monitoring audience engagement.
- Assisted in planning and executing public education campaigns targeting athletes, coaches, and youth.
- Supported coordination with the World Anti-Doping Agency (WADA) and the Southeast Asia RADO (SEARADO) on compliance matters.
- Assisted in preparing official correspondence, reports, and documentation for international stakeholders.
- Facilitated translation and communication between English-speaking stakeholders.

Administration & Procurement

- Assisted in preparing official letters and documents following government administrative formats and procedures.
- Support administrative tasks, organizing and maintaining project document and respond to incoming and outgoing official mail to ensured timely delivery.
- Assisted in preparing and updating CADA's annual procurement plan and supported procurement of goods, civil works and consultant services in line with government SOP and guidelines.
- Supported drafting bidding documents of goods, works and the document for the recruitment of the consultant service, REOI for advertisement, and bid evaluation reports under the supervision of the procurement officer.
- Helped maintain procurement and contract records, ensuring compliance with administrative and audit requirements.
- Contributed to the preparation of monthly and quarterly procurement reports and assisted in monitoring implementation progress.
- Coordinated communication between CADA, the Ministry of Economy and Finance (MEF), and international partners such as WADA and SEARADO.
- Demonstrated strong organizational, documentation, and bilingual communication skills in both Khmer and English.

Volunteering Experience

September 29th 2025

12th Annual Conference (RAC-LASES-VASS-KEI), Royal Academy of Cambodia

Organizer

- Assisted in preparing official letters and documents following government administrative formats and procedures.
- Helped manage, record and respond to incoming and outgoing official mail to ensured timely delivery.
- Helped prepare invitation letters, and official documentation for delegates and speakers.

- Coordinated airport reception, transport, and luggage assistance
- Welcomed international delegates upon arrival at Phnom Penh International Airport.
- Provided on-site assistance to international guests, including interpretation support and cultural guidance.

May 5-17th 2023

2023 Southeast Asean Games, Cambodia

Chaperone

- Liaison between CADA and IDCs and guided athletes from competition venues to sample collection areas.
- Provided interpretation between international DCOs and Cambodian athletes/team officials to ensure clear communication.

