



Tila Maya Kharka

Bachelor of Arts in Media Studies

Experience

11/03/2024 - Bhutan Centre for Media and Democracy

Assistant Communications Officer

Plan, create, coordinate, and execute the communication strategies, with the objective to increase public awareness of BCMD's programmes and objectives.

- Creating content, such as publications, website content, press releases, annual/ monthly reports and newsletters, and other promotional materials of relevance to the organisation.
- Lead /assist in organising and coordinating conferences, meetings, seminars and events of BCMD.
- Manage the job-portal system and assist the office during recruitment drives (planning, shortlisting, finalisation, preparation of TOR, announcement strategies, etc.,).

01/02/2023 -29/02/2024 EducationPro Education & Placement Firm

Case Processing Officer

- Responsible for the review, amend and finalize student Statement of Purpose. -Assist student with their research, prepare them for the possible interview by RTO or DoHA.
- Responsible for the review of the financial and other documents, advise and assist clients with preparation of such documents where applicable.
- Preparation and lodgment for student/student dependent visa applications.

20/07/2022- 31/01/2024

EducationPro Education & Placement Firm

Case Processing Associate

- Greeting Clients, counseling on career and further study options, and migration options where applicable.
- Act as a contact for the client.
- Assessment of Genuine Temporary Entrant, Statement of Purpose of prospective clients.
- Ability to extract all the relevant information concerning their enrolments and visa application during the consultation stage.

07/12/2021- 07/01/2022

Bhutan Media Foundation

Intern

- Manage logistics for Projects and awareness projects
- Writing and compiling reports
- Assist Admin and Program Officer to carry out projects
- Manage Social Media accounts linked to Communication

Academic Certifications

- Certificate of Academic Excellence - XII Arts
- Certificate of Academic Excellence - CRP Examination
- Certificate of Academic Excellence - IX Certificate of Academic Excellence - VIII Certificate of Academic Excellence - VII Award of Academic Excellence - VI Award of Academic Excellence - IV Certificate of Merit - CRP Examination

Contact

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Babesa Thimphu, 11001

Education

2019-2022

Sherubtse College, Royal University of Bhutan

B.A in Media Studies

2018

Bhutan Higher Secondary Education Certificate

2016

Bhutan Certificate of Secondary Education

Knowledge

- Adobe PremierePro
- Visual Design
- Adobe Illustrator
- Canva Designs
- Adobe Audition
- DaVinci Resolve

Language

English

Dzongkha

Lhotshamkha

Tshangla

Trainings and Workshop Certifications

- Certificate of Appreciation- Class Representative for the academic year 2021
- Certificate of Appreciation-Nominated as Vice Councillor
- Certificate of Appreciation- Volunteering during Forum Eraser Campaign
- Certificate of Appreciation- Attending the talk show on Stress Management
- Letter of Acknowledgement- Assisting in data punching and cleaning for research, *"Prevalence, Behaviour and Attitudes Towards Menstrual Taboos"*
- Certificate of Participation- two-day workshop on Comprehensive Entrepreneur Development Course.
- Certificate of Participation- Workshop on Writing Qualitative Research
- Certificate of Membership- Member of YPEER UNIT from 2019-2022
- Certificate of Membership- Member of UN Club from 2019 to 2022
- Driglam Namzha Certificate - Completed Driglam Namzha Course (July 2020 till December 2021)

Reference

Tshering Yangdon

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Anju Chhetri

Program Leader, Media Department

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