

CURRICULUM VITAE

PERSONAL INFORMATION:

Name: Prem Maya Rai
CID No. 10209002494
Date of Birth: 01/01/1998
Gender: Female
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Dzongkhag: Chhukha
Gewog Logchina
Village: Jachu
Nationality: Bhutanese

CAREER OBJECTIVE:

An adaptable, motivated and responsible employee, which will utilize the required experience and interpersonal versatile skills to give best service to the whom I work for it. I think in terms of results and objectives, I am enthusiastic, and I work with decisiveness and conviction which will help to promote the organization's or company mission and exceed the team goal.

EDUCATION:

- BHSCE, Rinchen Higher Secondary School ,Thimphu, Bhutan, (2017-2019).
 - BCSE, Kamji Central School, Phuentsholing, Bhutan, (2015-2016).
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EXPERIENCE:

- Assistant Manager in in Tourism Resort at Bumthang
- ✓ Management and optimization of overall resort operations
 - ✓ Maintained/Maintaining scheduling and inventory
 - ✓ Evaluating employee performance
 - ✓ Bridges the gap between upper management and staffs
 - ✓ Ensuring high quality hospitality services to the guest etc
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SKILLS:

- ✓ Communication both in English and Dzongkha
 - ✓ Management skills
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I hereby declare that the above information furnished by me is true to the best of my knowledge.

Prem Maya Rai