



## KINLEY LHEMDUP

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+97517555146  
18/01/1998

### OBJECTIVE

I am a highly driven recent business college graduate seeking a full-time position in the business areas where I can lend my knowledge of market analytics and economic conditions to help your organization improve profitability.

To seek challenging responsibility and assignment with an opportunity for growth and career achievement and earn job satisfaction and help me achieve personal as well as organisational goals.

### SKILLS

IT skills (Familiar with MS words, Excel, Database), Familiar with Python, HTML and CSS, Presentation Skill, Communication, Leadership Skill, Adaptability, Multitasking, Interpersonal Skill, Driving Skill, Empathetic

### INTERESTS

Reading, Travelling, Watching Documentary and series, Cooking, Taking Online classes, Playing Online Games, learning new languages/Dialects, learning to code

### LANGUAGE

Sharchop (mother tongue), Dzongkha (Fluent), English (Fluent), Nepali (intermediate), Kurtoep (intermediate), Hindi (Basic), Japanese (Basic)

### ACTIVITIES

Participated in Aspire Camp  
Participated in Online COVID 19 awareness  
Participated in Intellectual Property Day 2014  
Participated in Extempore Speech Competition  
Certificate of participant in Unlocking Organization Potential  
Certificate of Participant in Managing Project

### EXPERIENCE

#### Department of Intellectual Property intern

02/08/2021 - 31/08/2021

Learned about all aspects of Intellectual Property subjects covering Trademark, Industrial Design, Patent and Copyright.

#### Gedu College of Business Studies trainee

03/08/2020 - 15/08/2020

Completed training on accounting in computerized environment.

#### Media Club (College) member

2017 - 2019

#### GESEC (College Club) member

2017 - 2019

#### Social Service Club member

2017 - 2019

### EDUCATION

#### Gedu College of Business Studies Bachelors Degree in Commerce (Financing)

2020

Grades - 64.4

#### Rinchen Higher Secondary School 12 Commerce

2016

Grades - 72

#### Loselling Middle Secondary School Class 10

2013

Grades - 65.8

### PROJECTS

#### Jarvis

Created by python to perform tasks by voice recognition.

It includes:

Opening folders on your computer  
Playing music  
Opening search engine  
Opening Wikipedia  
Reading new, etc.

### REFERENCE

#### Tempa Tahering - Chief of Industrial Property

Department of Intellectual Property (MoEA)

E : tempatshering@moea.gov.bt

M : 17601871

#### Ms Karma Yangden - Intellectual Officer

Department of Intellectual Property

M : 17727796

### ACHIEVEMENTS & AWARDS

Certificate of achievement in Research4Life (AGORA, GOLI, Hinari, ARDI, OARE)

Certificate of Academic Excellence

Certificate of Academic Proficiency

Certificate of Achievement in Developing Operating Budget

Certificate of Achievement in Human Capital Strategy

Certificate of Achievement in Result Based Financing

Certificate of Achievement in Stakeholder Engagement Strategy

basketball runner-up

Signature:

Kinley Lhemdup