

# CURRICULUM VITAE

## PERSONAL INFORMATION



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## PERSONAL STATEMENT

I am a B Sc. Computer Science graduate and an IT professional seeking employment opportunity in an IT-based organization, where I would like to use my skills and enhance my knowledge with the latest trends. I would like to be part of a dynamic team towards achieving my career goals.

I considered myself a competent, hardworking, and committed person.

## WORK EXPERIENCE

### **19<sup>th</sup> June 2017 – 31<sup>st</sup> August 2021 – Assistant IT Officer at the Royal Thimphu College:**

As an Assistant IT Officer with multitasking responsibility during my tenure at the Royal Thimphu College, I was responsible for:

- Administration of RTC network and systems (campus Local Area Network comprising of both Ethernet and fiber connectivity).
- Resource optimization and centralized services such as shared printers and network drives.
- Administration of various open-source systems such as Learning Management System (Moodle site), Library management system (Koha), file-sharing system (open cloud).
- Basic Linux system administration as most of the aforementioned open-source systems are hosted on Debian 9/10 Linux systems.
- Studying and adoption of various content management systems (CMS) such as WordPress, Joomla, Drupal, etc.
- Developing, updating, and maintaining the college website [www.rtc.bt](http://www.rtc.bt), [my.rtc.bt](http://my.rtc.bt) and other sites.
- Administration and maintenance of the college-wide campus Wi-Fi system.
- Installation and maintenance of surveillance cameras in and around the college campus.
- Maintenance and monitoring of all the data backup systems implemented in the college (Network Attached Storage system).
- Extensive involvement in the procurement of IT equipment.
- Providing necessary IT support to staff, faculty, and students effectively with the use of the IT Helpdesk system.

### **1<sup>st</sup> Nov 2016 – 17<sup>th</sup> June 2017: IT Intern under the IT Department at the Royal Thimphu College:**

As an IT intern, I was responsible for:

- Daily and weekly monitoring and maintenance of the college wifi.
- Monitoring and maintenance of security surveillance cameras.
- Troubleshooting of basic technical issues, including hardware, software, and network operations.
- Monitoring and maintenance of computers at the IT labs.
- Performing routine preventive maintenance on hardware and software.
- Providing Helpdesk support to faculty, staff, and students.

**2015 – 2016 Research and development-based project to build “Information Management System” as final year project, Sherubtse College, Kanglung, Trashigang, Bhutan:**

- Requirement Gathering (Brainstorming, Survey, literature review).
- Study the feasibility to build a charity web application in Bhutan.
- Designing, developing, and documenting the project

## PROJECTS

- Project name: [www.my.rtc.bt](http://www.my.rtc.bt) - Design using waterfall Methodology  
[www.my.rtc.bt](http://www.my.rtc.bt): This site is extensively used by the students, staffs and faculties. Here the day-to-day ongoing and upcoming activities in and around the College premises were being announced. During the initiation of this project, I extensively had undergone the Webmaster role wherein I had to gather requirements from various departments like Academic, Student Services, Finance, Administration and DERD. Integration of classes.rtc.bt and LDAP modules were the most challenging phase during this project.
- Project name: [www.international.rtc.bt](http://www.international.rtc.bt) - Design using waterfall Methodology  
[www.international.rtc.bt](http://www.international.rtc.bt): This site was developed for the Department of External Relations Division. The main idea behind this project was to display the information for international students. All the important VISA related FAQs and about the college was being displayed on this website. Any upcoming, ongoing and future plans related to the international students were being announced.

## EDUCATION

Jul 2010 – Jun 2016	BSc. Computer Science, Sherubtse College, Trashigang, Bhutan
Feb 2008 – Dec 2009	Grade 12 (Science stream), Phuentsholing Higher Secondary School, Chhukha, Bhutan
Feb 2008 – Dec 2009	Grade 10 (General), Phuentsholing Higher Secondary School, Chhukha, Bhutan

## TRAINING & CERTIFICATIONS

1. Leadership Skills 2012
2. Web Development Using PHP 2014
3. Scientific Research Methodology 2014
4. Linux Server Administration 2016
5. Wireless Network Design Workshop 2018
6. Search Inside Yourself 2019

## UDEMY/Online:

1. Joomla: Create a Joomla Website This Weekend With NO CODING!
2. Complete WordPress Course | Elementor
3. How to Build your Professional Network
4. How to build an e-commerce store with WordPress & woo-commerce
5. WordPress Theme Development from Scratch
6. WordPress Backup & Restore
7. WordPress Security - How to Stop Hackers
8. Best WordPress Plugins
9. The Divi WordPress Theme for Beginners
10. Asynchronous JavaScript: Promises, Callbacks, Async Await
11. Laravel Payment and Subscription Processing: PayPal & Stripe
12. Object Oriented PHP & MVC
13. PHP with Laravel for beginners - Become a Master in Laravel
14. Laravel 8 - Advance Course Build School Management System
15. Logo Design Masterclass: Learn Logo Design and Illustrator

16. Logo Design Mastery in Adobe Illustrator
17. UI & Web Design using Adobe Illustrator CC
18. Graphic Design using Photoshop, Illustrator, and Indesign
19. Graphic Design Bootcamp: Photoshop, Illustrator, Indesign
20. Adobe XD for Web Design: Essential Principles for UI & UX
21. Apple Watch UX: Design Beautiful UI and User Experiences
22. Design & Prototype a Mobile UI/UX Experience – Learn Figma
23. Adobe Illustrator CC – Essential Training Course
24. Adobe Illustrator CC – Advanced Training Course
25. The complete Nmap Ethical Hacking Course: Network Security
26. WordPress Intermediate Skills
27. Windows Server 2019: Active Directory, GPO, R. Server Access

## ADDITIONAL INFORMATION

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### Computer skills and Competences

- Advanced skills in repairing and troubleshooting PC, installing operating systems including Linux and windows, and debugging
- Comfortable in working with Linux environment
- Intermediate knowledge of System Administration.
- Intermediate knowledge of Database Management Systems.
- Intermediate knowledge of Computer Communication and Networks.
- Intermediate knowledge of Cryptography and Network Security

## REFERENCES

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