

CURRICULUM VITAE/RESUME

1. Name : Dawa Dema
2. Sex :Female
3. Citizen ID No :11005002342
4. Country of Birth : Bhutan
5. Permanent Address:
 - a. Village :Serigang
 - b. Block :Kabesa
 - c. District :Punakha
 - d. Country :Bhutan
6. Present Address : Woochu, Paro.
Mobile #+975-17951061
Email:dawadema61@gmail.com.

7. Education Qualification Starting from the institute last attended)

Name of School/College/Training Institute	Location and Country	Field of Study	Subjects	Duration		Degree/Certificate obtained
				Start Date	End Date	
a. I.T.F.T College, which is affiliated to Punjab Technical University.	Punjab, India	Bachelor in Infrastructure and Real Estate Management	Research Methodology, Marketing research ,Environmental law, real estate valuation, Infrastructure development, project management, Total quality management, Business statistics, Human Resource Management.	August 2012	May 2015	Bachelor Degree.
b. Kelki Higher Secondary School	Thimphu, Bhutan	Class 12	Commerce	Feb 2010	Dec 2011	BHSEC
c. Punakha Higher Secondary School	Punakha, Bhutan	Class 10	General	Feb 2008	Dec 2009	BCSE

9. Exams and Awards:

- a. Certificate of Merit for 1st position in University Examination for the year 2012
- b. Passed Bhutan Civil Service Examination,PGDE (RCSC) with 51.66%

10. Computer Knowledge

- a. Certificate of Basic Computer Operation.
- b. Certificate of 6 month NIIT course.

11. Training and job experience:

- a. Certificate of job experience of serving as assistant marketing officer at FMCL, from March 2017 to April, 2022.
- b. Certificate on principles of farm economics and optimization of farm resource planning held at CNR Lobesa, Bhutan.2018.
- c. Certificate of 'Farm Machineries Awareness and Management Course' at Agriculture Machinery Training Centre, paro.2018.
- d. Certificate of training on Client Care conduct by IMS (Institute for Management Studies), 2017.
- e. Certificate of training on Office management conduct by IMS in year 2017.
- f. Certificate of National Graduates Orientation Program, 2015.
- g. Certificate of completion of the retail familiarization program-Global Retail Academy.
- h. Certificate of Advocacy and Leadership workshop in Rajiv Gandhi National Institute of Youth Development, 2014.
- i. Has successfully completed three month internship in Tourism Council of Bhutan
- j. Certificate of having worked with National Statistics Bureau as enumerator for Housing listing mapping exercise for four month from March to June 2016
- k. Successfully completed the workshop in SAACY youth leadership Summit 2014.

12. Extra Curricular activities:

- a. Certificate for participate in Indian Council for Culture Relation on International students and National Education Day.
- b. Certificate of third position in running tug of war, 2009.
- c. Volunteered in different events in School
- d. Certificate of 7th, 8th and 9th international youth peace feast,2013

13. Languages: Dzongkha, English, Hindi and Sharshop.