



## Rosemela Chhetri

### Professional Goals

I aim to work with experienced personals in the field of administration to improve my skills as an administrator, which will allow me to further contribute in the field of administration.

### Contact Information

**Mobile:**

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Babesa, Thimphu

### Work Experience

**Office Manager**

Hindu Dharma Samudaya of Bhutan | August 2019 - April 2021

- Creating and maintaining all administrative documents.
- Work closely with the Board members for external presentations.
- Manage the website and social media page of the organization.
- Translation (verbal and written)
- Organizing voluntary and social services when required.
- Dealing with general queries from clients.

### Academic History

**College of Language and Culture Studies**

B.A in Bhutanese and Himalayan Studies

Year of Completion- 2017

Aggregate -68.63

**Lhuentse Higher Secondary School**

Stream- Arts

Year of Completion-2013

Aggregate:64.6

**Tangmachu Middle Secondary School**

Year of Completion- 2011

Aggregate- 66

### Skills

- Social Media Management
- Schedule Management
- Multi- Tasking
- Public Speaking
- Written Communication
- Translation- English to Dzongkha and vice- versa
- Marketing
- Basic Computing(MS word, excel, Power Point, outlook and Google docs)
- Basic Programing- HTML, CSS and JavaScript

### Language

**International Language:**

1. English- Fluent
2. Hindi - Fluent

**National Language (Dzongkha)**  
-Fluent

**Local Dialects:**

1. Tshangla- Fluent
2. Choe-cha-nga- cha -Fluent
3. Lhotshamkha -Fluent
4. Khengkha -Basic Understanding

## **ACHIEVEMENTS/ RESPONSIBILITIES**

- Organizing various literary Activities in the academic year 2013 (Lhuntse Higher Secondary School)
- Class Representative (2012-2013, Lhuntse Higher Secondary School)
- Literary Captain (2011, Tangmachu Middle Secondary School)

## **PROFESSIONAL TRAINING**

- Three months training course on Menjong Sorig Spa and Wellness, Faculty of Traditional Medicine (2021)
- Bakery and Pastry, NLD Training Institute, Thimphu (2021)
- Write professional Emails in English, Georgia Institute of Technology, Coursera (2020)
- National Graduate Orientation Program 2017, Royal Institute of Management, Simtokha. (2017)
- Introductory Course on Gross National Happiness, Royal Institute of Management, Simtokha. (2017)
- Human value workshop, College of Language and Culture Studies (2014)

## **Volunteerism**

- Uprooting of Marijuana and plantation of trees, Taba (2017)
- Toilet policing (Bhutan Toilet Organization) during Kagyur Oral Transmission, Kuenselphodrang (2017)

## **PARTICIPATION**

- Media and democracy literacy training, Bhutan Centre for Media and Democracy (13-15 December, 2021)
- Graduate Orientation Program 2017 organized by Ministry of Labour and Human Resources, RIM, Simtokha. (12th – 19th August, 2017)
- Introductory Course on Gross National Happiness, RIM, Simtokha (18th February, 2017)
- Inter House Extempore Speech Competition, Lhuntse Higher Secondary School (21st April, 2012)
- ) Inter House Cultural Competition, Lhuntse Higher Secondary School (28th September, 2012)
- Inter - house Literary Competition, Tangmachu Middle Secondary School (2011)
- Regional Youth Exchange Program, Sherubling Higher Secondary School (20-22 December, 2009)
- Inter House Essay Competition, Trongsa Primary School (30th September, 2006)

## **MERIT**

- Ranked 183 in Royal Civil Service Examination, PGDPA category
- . Ranked 122 in Royal Civil Service Examination, PGDPA category.
- Outstanding performance in English in the trial Exam, Tangmachu Middle Secondary School. (2011)
- Best Reader of the Month, Tangmachu Middle Secondary School. (2011)
- First position for the Academic year (class six), Trongsa Primary School. (2007)
- First position for the Academic year (class five) Trongsa Primary School. (2006)
- First position for the Academic year (class Four) Trongsa Primary School. (2005)