|  |  |
| --- | --- |
| Leona Lama  Enthusiastic learner. Passionate motivator. | **CONTACTS**  leonalama2001@gmail.com  +97517800712  Thimphu, Bhutan |
| PERSONAL PROFILE I am a dedicated hardworking person and have a keen passion in dealing with accounts and finance. I believe that I possess good leadership qualities and a professional work ethic. I am a very particular person which makes me do my work with accuracy. EDUCATION  |  |  |  | | --- | --- | --- | | Degree/ Grade | Institution | Percentage | | B. Com Honors  (Advanced cost and management accounting)  [ 2021] | Chandigarh University | 82.3 | | 12th – Science  [2017] | Yangchenphug Higher Secondary School | 64.5% | | 10th  [2015] | Druk School | 83% |  * RCSC 2021 [passed] – 56.4%   EXPERIENCE Ministry of Economic Affairs 23/8/21 – 3/9/21 Worked as an intern with the Chief Finance Officer of MoEA under the directorate services. I have observed and learnt the job responsibilities of a CFO. BNB Limited – 3 weeks 2/8/2021 – 20/8/21 Worked as an intern under the sales and marketing team to have an idea about marketing department. Event management team in International Folklore Festival I worked as a part of the college event management team along with other nationalities such as African, Indonesian, and Nepalese. I was responsible for ensuring smooth coordination of the performances on stage. Event manager during the events conducted in college [India] I have coordinated events to celebrate festivals and commemorated Birthdays of His Majesty by conducting programs. Volunteer in Tarayana Foundation Organized campaigns and worked to collect and distribute old clothes and books.  **Additional Sections**  Participated in the Inter-Departmental Debate Competition.  Participated in Inter-College Basketball Tournament  Participated in Inter-Department Badminton Tournament | SKILLS -Efficient in Tally  - Advanced knowledge in financial statements  - Communication skills  - Leadership skills  - Teamwork skills  - Interpersonal skills AWARDS **College basketball Captain -** Gold medalist in NIT tournament.  **School sports captain in YHSS [high school]**  **Event manager in Bhutan Student Association in India. [in college]**  **Bronze medalist in Karate tournament in Mumbai** HOBBIES Playing sports mainly Basketball and Tennis  Traveling and exploring places.  Listening to stories being narrated.  Watching military movies or documentaries. LANGUAGES English, Dzongkha, Nepalese, Hindi, Punjabi |