**Pema Wangmo**

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***Profile***

A bright, talented and self-motivated individual, who has excellent organizational skill, is highly efficient and has a good eye for detail. Able to play a key role in analyzing problems and come up with creative solutions as well as producing methodologies and effective ideas. A quick learner who can absorb new ideas and communicate clearly and effectively.

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**Certification**

**Merit certificate**

* 1st position in the TCV class V common examination in the year 2004
* 11th Inter TCV schools Tibetan Elocution Competition in the year 2006
* Best Cultural performer for the Academic Year 2008.
* 2008- Certificate of school perfect
* 2009- Certificate of House perfect

**Community Service certificate**

* Voluntary service in the Tibetan News Letter (member) in the year 2009- 2010
* Voluntary service in baby care and crèche management 2009
* Voluntary service in editorial board of school newsletter 2010
* Voluntary service in the school’s health club 2010

**Career profile**

**Xinrui International private limited (23rd December 2019 to present day )**

*Designation:* ***operation manager with CN translator***

*Microfinance company where I need to cooperate with HR to run the organization, I have build the company from the scratch where I have been involved in the recruitment and company’s rules and regulation which prepared by the HR translated in to the mandarin text and I need to speak in the company’s top management meeting need to explain all the policy through Chinese language and CEO suggestion on the policy needs to verbally translate to HR. I had coordinated with the accountant and director for the company’s accountant matter I translated from English to Chinese and vice versa.*

*2. I had done the all the paper translation from English to Chinese text where it involves monthly business plan and reward and recognition plan who achieved excellence performance in the collection. Organize monthly prize distribution where I need to translate verbally our collection director’s speech and meanwhile needs to verbally translate employee’s idea and suggestion to the collection director.*

Amazon India Development Centre**(19th march 2018- 20th December 2019)**

Designation: ***TRMS investigator, CN Resources (Aug 2019)***

Project: ***SPRO (seller Partner Risk Operation)***

Researches and evaluates facts surrounding buyer and/or seller transactions. Takes appropriate action on investigated transactions based on established SOPs and tools. Documents their actions by providing detailed annotations. Communicates with external customers via phone and email during the investigation process. Communicates with internal customers and peers in person, via email, annotations and phone during and following the investigation process.

Previous Designation: ***Sr. Catalogue quality Associate CN resources (19th march 2018 to July2019 )***

Project: ***Global Catalogue Quality***

The work is to participate in auditing and correcting the data in our retail catalogue. It requires strong analytical & communication skills, attention to details, and a commitment to excellence. Follow pre-defined processes, guidelines, and SOPs to perform audit tasks with high levels of accuracy and productivity. It requires ability to make logical decisions while performing audit tasks even when provided information is ambiguous. Report audit results and communicate them to others within the organization. Approve or disapprove audit entries based on pre-defined guidelines and explain logical reasoning behind approve/reject decision. Review authoritative sources to validate catalogue data when needed. Browse the site and use search box to look for products. Review Amazon catalogue for content quality based on pre-defined guidelines and SOPs and thoroughly check product details to ensure accuracy and completeness of the data. Analyze data and identify new trends/patterns. Identify generic patterns in browse and audit to be translated into guidelines and SOPs to improve overall audit outcome and provide feedback to streamline existing processes to help the team achieve more consistent results with high quality.

AEGIS, Limited, ITPL **(5th May 2017 to 1st December 2018)**

Designation; senior executive operation (CN Resources)

I had worked for hire right head quarter of USA. Did background verification of the candidate by verifying with HR and employer through call. Furthermore do crosscheck with the candidate document in order to provide authenticate candidate for the right positon in the respective company.

Fortis hospital Bannerghatta road 7th December 2015 to 7th January 2016

Worked as a registered pharmacist in the pharmacy department in Grade A3.

Responsibility:

* Filling & labeling of medical containers.
* Proper dispensing of narcotic medicine.
* Checking of the quality of the sources of purchase of all medicine, chemicals antibiotics, biological products & other pharmaceutical preparation.
* Maintains of sufficient stock of antidote for poisoning & emergency medicine.
* Checking the doctor’s prescription and dispense correct medicine to the patient

SagarChandramaHospital atVanivalas Road.**(24th August 2015 to 7th December 2015)**

Worked as a trainee pharmacist

Responsibility:

* Consulted with patients regarding the proper use of medications, potential allergies, adverse drug reactions, and side effects in order to ensure the safety of the patient.
* Advised patients on the purchase of over-the-counter medications to relieve symptoms of common ailments.
* Established close relationships with patients while promoting the products and services of the pharmacy.

**Academic Credential**

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| --- | --- | --- | --- |
| Qualification | School/ College Name | Percentage | Duration |
| Bachelor of Pharmacy | Al\_Ameen College of Pharmacy | 63.5% | 2012 to 2015 |
| Standard XII | TCV School Upper Dharamsala(CBSE) | 54.2% | 2009 to 2011 |
| Standard X | TCV School Suja( CBSE) | 70.5% | 2012 to 2015 |

**Language proficiency**

* Chinese language Mandarin and Cantonese:
* Written, Reading and speaking
* English language written, reading and speaking
* Tibetan language written, reading and speaking