

## SUMMARY

Committed to delivering exceptional service and fostering strong, reliable connections. A strong communicator with the ability to work collaboratively in teams or independently in remote and office environments.

## EDUCATION

**Humber College, Toronto, ON**

**Jan 2024– Nov 2025**

**Postgraduate In Information Technology**

**Courses: Java Programming, Operating Systems, Database handling, Web development**

**Royal University of Bhutan, Mongar, Bhutan**

**July 2019 - July 2023**

**Bachelor of Science In Information Technology**

## SKILLS

**| Technologies: ICIMS software, Power BI, SAS Data Visualization, Microsoft Excel, and SQL analysis, Microsoft Word**

**| Others: Store Management, Planning, ERP Software, Inventory Management, Warehouse Management System, Store Management**

## PROFESSIONAL EXPERIENCE

**Central Enterprise: Part-time Cashier & Helper**

**July 2023 - Dec 2023**

I have experience working part-time in a stationary shop, managing inventory, and ensuring efficient operations.

- Maintained good relationships with customers by following shop standards during check-in and check-out.
- Ensured a clean and organized shop environment.
- Managed payments and maintained accurate records for shop-related accounts.
- Handled customer concerns and complaints in a professional manner.

**Selise Bhutan: Software Developer**

**May 2023 - Nov 2023**

Worked as an associate software engineer. My work was as a front-end web developer helping clients with their website and all the designs of the company while handling their management dashboard and requests.

- Code the entire website and management dashboard.
- Worked with different types of customers and met the assigned targets on time.
- Managed team productivity and quality by leading the team in claims management.

**Front-Line Restaurant: Front-Desk and kitchen helper**

**Jan 2015 - Aug 2017**

As a part-time restaurant manager and kitchen helper in a Front-Line restaurant with full dedication and hard work.

- Overseeing daily restaurant operations, ensuring smooth workflow, and maintaining a positive work environment for staff.
- Communicating effectively with kitchen and front-of-house staff, assigning tasks, and coordinating schedules to optimize efficiency.
- Assisting chefs with food prep, maintaining kitchen cleanliness, and managing inventory to facilitate seamless kitchen operations.
- Vacuumed, and dusted furnishings, cleaned and mopped floors, and dusted surfaces to maintain the rooms pleasant and fresh for guests.

## STRENGTHS

- Effective communicator, skilled in presenting complex concepts in straightforward ways.
- I am experienced in time management, establishing priorities, and complying with deadlines.
- Able to plan and prioritize tasks and workload to meet deadlines.
- Collaborative team player who supports others towards achieving team goals.

## AVAILABILITY

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
open	open	After 6 pm	After 1 pm	After 6 pm	Open	Open