

TSERING LADOL

Mobile: +91-7051396909
Email: tladol77@gmail.com
Address: Targyasling, Airport
Road, Skalzangling, Leh, UT
Ladakh-194101

EXECUTIVE SUMMARY

I am a with over three years of experience with the required skills and abilities; adept at finishing tasks that require detailed attention

SKILLS

- Microsoft Office
- Documentation
- Communication

INTERESTS

- Books
- Photography
- Music
- Travelling

LANGUAGES KNOWN

- English
- Hindi
- Ladakhi

WORK EXPERIENCE

Outsource Recovery Assistant
Office of District Manager J&K ST/SC/BC Dev. Corporation,
Leh | 2019 - Present

- Maintaining record of ledgers
- Preparing budget for further disbursal
- Recovery of loans, follow up on bad debts, maintaining ledgers

Primary English Teacher
Ladakh Public School, Leh | 2012 - 2014

- Taught primary school students
- Came up with lesson plans for other junior English teachers

EDUCATION HIGHLIGHTS

- Indira Gandhi National Open University
Master of Commerce | 2011
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Post Graduate Diploma in International Business
Operations | 2010
- Delhi University
Bachelor of Commerce | 2007

PROFESSIONAL QUALIFICATION

- NTC Group of Education
One-year diploma course in Computer Application | 2015
- DOEACC SOCIETY
Certificate course on computer concepts | 2008
- Rapid Career Academy
6-month course in Computer Application | 2008

EXTRACURRICULAR ACTIVITIES

- Bronze medal in International Award for Young People | 2003