

## **CURRICULUM VITAE**

1. Name : Tshering Zangmo  
2. Date of Birth : 01.09.1985  
3. Place of Birth : Shaba, Paro  
4. Home Address : Tshigduma, Bidung, Trashigang  
5. Education & Qualification : XII Passed with 64%, Arts  
: 9 months Advance Computer Application and Office Management Certificate from CMI, Phuentsholing  
6. Father's Name : Langa Dorji  
7. Mother's Name : Pema Choden  
8. Hobbies : Cooking, Reading  
9. Nationality : Bhutanese  
10. Religion : Buddhism  
11. Last School Attended : Kelki Higher Secondary School  
12. Contact No. : 17757077  
13. Email Address : tshezam2005@gmail.com

### **14. Work Experience**

From 1<sup>st</sup> August 2005: till date

Employer : Department of Industry, Ministry of Economic Affairs

Position Held : Personal Assistant II to Director General

Description of Duties:

- Take dictation and type letters and statements.
- Arrange appointments/meetings and maintain timing for the Director General.
- Maintain records/files on matters directly dealt by the Director General
- Receive and manage visitors of the Director General
- Attend to the telephone/pass the line to the Director General as and when required

### **15. Training and Certificate:**

- Certificate Course in English Fluency, CMC Ltd, New Delhi
- Secretarial Administration and Management, South Asian Institute of Technology, Kathmandu, Nepal
- dBase Management Certificate , Development Finance Institute, Manila, Philippines
- Advanced Office Application Skills with ICT for Personal Productivity, National Information Technology Institute, Kathmandu, Nepal

- Soft-Skills Training Course, Asia-Pacific Development & Communication Centre, Dhurakji Pundit University