

Curriculum Vitae

PERSONAL INFORMATION



Kinley Gyeltshen

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Sex Male | Date of birth 7/01/2000 | CID 11410006075

PERSONAL STATEMENT

Business Administration graduate with a major in General Management, skilled in strategic planning, leadership, and operational efficiency. Eager to drive growth in a dynamic managerial role.

EDUCATIONAL QUALIFICATIONS

| Year      | Examination              | Institute / university                        | Aggregate, % |
|-----------|--------------------------|---|--------------|
| 2019-2024 | BBA (General Management) | Royal Thimphu College, Thimphu                | 58.01        |
| 2017      | BHSEC (Class XII)        | Yangchenphug Higher Secondary School, Thimphu | 57.5         |
| 2015      | BCSE (ClassX)            | Lungtenzampa Middle Secondary School, Thimphu | 67           |

WORK EXPERIENCE AND TRAINING

|                           |   |
|---------------------------|---|
| March – December, 2018    | Technical Assistant in Knight Motors, Thimphu <ul style="list-style-type: none"><li>- Maintenance and repairs</li><li>- Safety inspections of bikes</li><li>- Fleet Management</li></ul>  |
| November – December, 2020 | De-Suung (Guardians of Peace) Training, Gelephu <ul style="list-style-type: none"><li>- Basic military training</li><li>- Specialized in water management</li><li>- Achieved Dessup's core values of unity, harmony, integrity, duty, and courage</li><li>- Search and rescue standard operating procedures during flood hazard</li></ul> |
| September - Present       | De-Suung Deployment Team <ul style="list-style-type: none"><li>- Currently member of managing team at Chang-Yul Park, Thimphu</li></ul>   |

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### PERSONAL SKILLS

#### Language:

|          | Reading   | Speaking     | Writing   |
|----------|-----------|--------------|-----------|
| Dzongkha | Very good | Excellent    | Good      |
| English  | Excellent | Excellent    | Excellent |
| Hindi    | -         | Satisfactory | -         |

#### Software Skills:

Good command of software like Microsoft Office/ PowerPoint/ Excel