

Curriculum Vitae

Personal Information

Name: Tshering Lhaden

CID No. 10710001060

Gender: Female

Religion: Buddhism

Marital Status: Married

Father's Name: Sonam Dorji

Mother's name: Tshewang

Contact No:

Email ID: tsheringlhaden.pce@rub.edu.bt

Permanent Address

Village : Ngatshang

Gewog: : Ngatshang

Dzongkhag: Mongar

Academic Qualification

- 1.
2. Training on Office Management
3. Training on Dzongkha Unicode in Microsoft Office Application
4. Training on KOHA-Integrated library system

Professional Work Experience

1. 2003 till date: Library Assistant at the Paro College of Education

Current Job Responsibilities

1. Process/accessing of books including journals books.
2. Stamping seal on every each books.
3. Pasting the call numbers on every corner of the books
4. Shelving Library Books
5. Circulation
6. Keeping the record of users
7. Online record keeping of books in KOHA system
8. Library Security check and control
9. Keeping library hall clean and neat

10. Library user data management

11. Helping trainees and faculties to use the online library information and as per the call number.

Key Personal Skills

1. Good communication skills
2. Good Management skills
3. Good professional track record
4. Good work ethic and integrity
5. Punctual at work place
6. Good personal relation with the colleagues
7. Hardworking
8. Good self-confidence

Language Proficiency

1. Proficient in Dzongkha
2. Proficient in English
3. Proficient in Nepali Speaking
4. Proficient in Sharchop Speaking
5. Proficient in Hindi Speaking

IT operation and proficiency

1. Dzongkha Unicode operation and application
2. Microsoft Office and excel operation and application

Area of Interest

1. Weaving
2. Gardening

Special Achievements

Completed 10 years of dedicated Service in the Royal Government of Bhutan.