

Curriculum Vitae

TSSHERING TENZIN

FINANCE OFFICER

More than 8 Years experience



CONTACT



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PROFICIENCY

Tally ERP

Competent in operating and implementing Tally ERP accounting and inventory software. Have sufficient knowledge on how Tally ERP functions as an accounting information system, inventory and payroll management system. Tally ERP is used at work.

IFRS

Competent in application of International Financial Reporting Standard (IFRS) at intermediate level and preparation of Financial Statements in compliance with IFRS for SMEs. Received several trainings and workshops on IFRS.

PROFESSIONAL SERVICES

Delivered Tally ERP training (as Resource Person) to Finance Officers, Account Assistants and Store Personnel of colleges under Royal University of Bhutan and Khesar Gyelpo University of Medical Science from December 23, 2019 to January 03, 2020.

WORK EXPERIENCE

2012 - Present

Finance Officer, Head of Finance
Royal University of Bhutan
Paro College of Education
Bhutan

Overall financial management of the organization specifically ensuring proper book-keeping, financial reporting and analysis, financial advisor to the management, cash handling, Bank Reconciliation Statement, budget management and working capital management.

Dec 2011 - Feb 2012

Winter Intern, Training Tutor
Institute for Management Studies
Bhutan

Development of training manual for winter coaching of school students from Grade 5 to 10 and providing training to the students.

EDUCATION

2017 - 2018

Master of Business Administration
(Finance)
Royal University of Bhutan
Bhutan

After 4 years in service, studied MBA major in Finance in Royal University of Bhutan at Gedu College of Business Studies through Royal Government of Bhutan Scholarship.

2008 - 2012

Bachelor in Business
Administration (Accounting)
Royal University of Bhutan
Bhutan

Studied BBA major in Accounting 4 years course at Gedu College of Business Studies, Royal University of Bhutan through Royal Government of Bhutan scholarship.

2006 - 2007

Bhutan Higher Secondary Education
Certificate (Commerce)
Motithang Higher Secondary School
Bhutan

Studied higher secondary education in commerce stream at Motithang Higher Secondary School, Ministry of Education, Royal Government of Bhutan.

OTHER EXPERIENCES

Organizing Seminars

Organizing team of International Seminar on Sex Education funded by UNFPA on Dec 01 and 02, 2015 at Paro College of Education, Bhutan.

Organizing team of Regional Seminar on Inclusive Education with focus on Children and Disability from Dec 3 to 5, 2013 funded by Ministry of Education and UNICEF Bhutan.

Organizing team of National Seminar on Trends, issues and challenges of teaching Dzongkha in the Bhutanese Education System from July 18 to July 20, 2013.

SKILLS

Tally ERP Accounting Software
IFRS
Microsoft Excel
Microsoft Word
Microsoft Power Point
Microsoft Publisher
Google Form

TRAININGS ATTENDED (selected)

Oct 21 2019 to Oct 31 2019

Jigme Audit & Financial Pvt. Ltd.

Thimphu

Bhutan

International Financial Reporting Standard for Small & Medium-sized Entities (IFRS of SMEs) training and preparation of Financial Statement workshop.

Apr 14 2019 to Apr 18 2019

Accounting and Auditing Standard Board of Bhutan

Thimphu, Bhutan

Training on Bhutanese Accounting Standard (BAS) 2015.

Apr 11 2019 to Apr 13 2019

Price Waterhouse & Co Chartered Accountants LLP Kolkata

Thimphu, Bhutan

International Financial Reporting Standard for Small and Medium-sized Entities

May 26 2015 to May 28 2015

Gross National Happiness Commission and Respect, Educate, Nurture and Empower Women (RENEW)

Thimphu, Bhutan

Training on Designing Result Based Projects

Jan 07 2015 to Feb 05 2015

Computer and Management Institute

Phuentsholing, Bhutan

Training on Tally ERP accounting software

Nov 25 2013 to Nov 29 2013

Royal Institute of Management

Thimphu, Bhutan

Certificate in Procurement Compliance (CPC) Training

References

Dr. Samdrup Rigyel

Director

Department of Resource and Planning

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Tashi Phuntsho

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Dr. K B Singh

Professor

Tutor during MBA course

Gedu College of Business Studies

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