

Tenzin Dorji

ADMINISTRATIVE ASSISTANT & SOFTWARE DEVELOPER

Phone: +975 77424922 Email: dtenzin.nov@gmail.com Location: Changzamtok, Thimphu, Bhutan

Portfolio: [tenzindevelopment.netlify.app](#)

PROFESSIONAL SUMMARY

Versatile professional with expertise in administrative operations, software development, and technical training. Currently serving as Administrative Assistant III at the Department of Forest and Park Services, MoENR. Skilled in backend systems, database management, and data visualization with a strong track record in government collaboration and public digital literacy initiatives.

WORK EXPERIENCE

Administrative Assistant III

September 15, 2026 – Present

Department of Forest and Park Services, MoENR

- Manage administrative operations, clerical tasks, and official documentation within the department.
- Coordinate day-to-day office communications and maintain organized records for department workflows.
- Assist teams with administrative reporting, correspondence, and project support tasks.

Software Developer

July 2024 – July 2026

iBEST Technologies

- Develop and maintain web applications, backend services, and database schemas for enterprise applications.
- Collaborate with development teams to design, test, and deploy functional system modules and API integrations.
- Perform code optimization, debugging, and software support to improve overall application reliability.

IC3 Trainer

March 2026 – June 2026

iBEST Technologies & GovTech Bhutan

- Delivered Digital Foundation and IC3 certification training modules in partnership with GovTech Bhutan.
- Instructed trainees on digital literacy, core computing concepts, key applications, and online security.

Intern

2023

Kuensel Corporation

- Assisted with research, data collection, and organizing information for internal team use.
- Built two web development projects as part of hands-on learning and practical application.

SKILLS & COMPETENCIES

Technical: Python, SQL, Power BI, Data Visualization, Excel, Statistical Analysis, Office Administration

Functional: Software Development, Problem Solving, Process Optimization, Record Management

Soft Skills: Teamwork, Decision Making, Communication, Multi-tasking

Languages: Dzongkha (Native), English (Fluent), Nepali, Hindi

EDUCATION & CERTIFICATIONS

Desuup Skilling Program (DSP) (Completed 2023) — Data Science, Digital Foundation, Basic Coding, and ICT Introduction.

Tashitse Higher Secondary School (Completed 2018) — Class XII (Science with Mathematics)

Rangjung Central School (Completed 2016) — Class X (General Studies)

PERSONAL INFORMATION

CID Number: 11513005360

Date of Birth: 06/11/2000

Permanent Address: Galing, Shongphu Gewog, Trashigang, Bhutan