Curriculum Vitae



**Name:** Anudari Ganbat

**Date of Birth:** 09th of November,1989

**Nationality:** Mongolian

**Address:** Ulaanbaatar, Chingeltei district, 5th horoo, 57-40

**Email** :a.dari9697@gmail.com

**Mobile tel:** 88028388

* **Education and qualification**

**1996-2006**

54th secondary school of Bayngol district, Ulaanbaatar, Mongolia –Korean language class

**2007-2011**

The National University of Mongolia, Ulaanbaatar BA, International Relations, Main subjects are included: Theory of Translation, English, French, International Relations.

Field Internshipprogram at Governance Assistant Project 2010, World bank in cooperation with the

Ministry of Finance of Mongolia.

**2013-2015**

Institute of Finance and Economics, Ulaanbaatar Mongolia, Bachelor program for Business Management, main subjects are included: Professional Business English, Marketing management, Project management, Business relation, Business plan, Economics

**Diploma Thesis title**: Possibility study to expand the operation of New Space company

* **Work Experience**

1.Claim registration officer and translator - Translated ISO standarts and Insurance fraud handbooks

2.Foreign relation manager, World news article translator – News agency LLC (**2015-2017)**

 Duties and responsibilities:

* Translate world breaking news and reports
* Represent the organization at exhibition, meetings and other events
* **To provide clerical support to the general director**

3.Fixed term contract- indoor, outdoor lifeguard,High Sierra Pool management, Washington DC,USA (2010)

* **Certificate**
1. Certificate of Achievement 2016- Social media marketing for business
2. Certificate of Achievement 2017 –“Financial Reporting”
* **Additional Information**

Red Cross and ASSE Aspire Worldwide’s 4 months of training program for lifeguarding in Washington

DC, USA

**Language**

**English**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bad | Neutral | Good | Very good |
| Speaking |  |  |  | + |
| Writing |  |  |  | + |
| Listening |  |  |  | + |

* **Computing Skills***:*

**MS Word-** 8 years of experience

**MS Power Point–** 7 years of experience

**MS Excel -** 2 years of experience **SPSS 20 –** 6 months of experience

 **MS Project-**3 months of experience