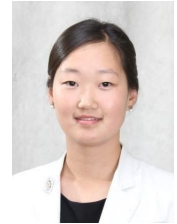


**Munkhtsetseg Baasansuren**  
**Mobilephone: +976 9990 9827**  
**Email address: [moko\\_mff@yahoo.com](mailto:moko_mff@yahoo.com)**

## Summary

Experienced and driven with six years of consulting for local administrations, public communities, businesses and individuals for managing their projects successfully and assisting in reaching goals. Developed master plans, strategic plans, projects and business plans and orientated projects for getting viable investment.

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Enthusiastic and experienced in overseas travel.



## Education

<b>Bachelor degree of Linguistics (English translation)</b> <i>The University of Humanities</i> , Ulaanbaatar, Mongolia, <b>GPA: 3.7</b>	2015
<b>B.B.A. Bachelor degree in business administration</b> <i>The Institute of Finance and Economics</i> , Ulaanbaatar, Mongolia Majored in <b>project management; strategic management; logistics</b> ; human resource and; <b>business planning</b> . graduated with <b>3.64</b> G.P.A.	2012
<b>Secondary education</b> <i>'Erdmiindalai' complex school</i> in Khuvsgul province, Mongolia Successful in mathematics, Russian and English; graduated with grade A/96.9%/	2008

## Career History & Accomplishments

<b>Chief Business Development Officer and Project manager at Insur LLC</b> • Product development and business development • Marketing, Sales and Customer service • Project Management	2019.I-till now
<b>Consultant at Project Management Development Institute NGO</b> • Doing documentary or scientific researches and analysis for mega projects • Developing projects, master plan and strategies. • Consulting organizations and individuals on succeeding their projects etc	2016.V-2018. XII
<b>Policy and planning manager at MonEnergy Consult LLC</b> • Developing company strategy, business plan and procedures. • Being responsible for Quality manager of ISO 9001 Quality management system. • Managing and coordinating human resource activities. • Organizing and leading productivity tools such as Kaizen and 5S etc.	2014.V-2016. V
<b>Trainer, Researcher at Project Management Development Institute NGO</b> • Develop projects and strategies. • Organizing trainings on "MNS ISO 21500 Guidance on Project Management" standard. • Teaching some topics such as operational management and marketing. • Develop projects and strategies. • Being responsible for membership and its operations.	2013.II-2014. V

- Training teacher and supervisor at Human fortisHr consulting for 2 months cooperated with MCS electronics.** 2011-2012
  - Organizing HR trainings.
  - Supervising and appraising service performance after the training.
- Sales assistant at Seivers Concession in Grove city, PA, USA,** 2011
  - Under Work and travel program

**Experience of Consultancy /research, project, strategy and master plan/**

- **Master plan** - Khuvsgul province tourism /2018-2028/ 2018
- **Documentary research** and environment analysis - establishing new city near international airport located in Khushigiin Khundii 2018
- **Project** – “Durvun Berkhiin khuree” Cambridge school 2018
- **Project** – “Reclam center” 2017
- **Business process re-engineering** - Baganuur LC state-owned mining company 2017
- **Project** - Cashmere combing factor Ulemj Cashmere LLC 2017
- **Project** – AR technology-based educational system 2017
- **Feasibility study** – Launching AR technology into educational sector 2017
- **Project** - “Public transportation service to Khushigiin khundii international airport” 2014
- **Strategic plan** - “Mongolian national broadcasting /MNB/” 2014-2018 2014
- **Project** “Tumen khishigten” molten metal – factory 2013
- **Strategic plan** “Erin” hospital 2013-2017 2013
- **Strategic plan** - “Vocational training and manufactured center” in Tuv province 2014-2018 2013
- **Strategic plan** - “National 133<sup>rd</sup> kindergarden” 2014-2018 2013

**Printed book /professional /**

- **Mining establishment - Development solution** devoted to 40-years anniversary of Baganuur LC 2018

**Implemented projects**

- “MNS ISO 21500 Guidance on Project Management” national project management standardization initiative 2015
- ISO 9001 Quality Management System implementation project at MonEnergy Consult LLC 2015
- “Good project – Start of success” 700-project managers’ conference 2013

**Experience of Translation**

- Best Western Hotel business plan 2016-2017 (mon-eng)
- Articles of Harvard business review, Marketing Today journal, 2016 (Eng - Mon)
- Customer and market survey of Jur Ur bakery, 2016 (Mon-Eng)
- Narada bhakti sutra, **spiritual book**, 2016 (Eng - Mon) Ashtavakra Gita Sutra, **spiritual book**, 2015 (Eng - Mon)
- **Guidance** for Doctoral dissertation by Harvard university, 2015 (Eng - Mon)
- **Feasibility study** on utilization of groundwater around Ulaanbaatar, GAUFF, 2015 (Eng - Mon)
- **Handbook** for social circus facilitator’, Save the Children Japan, 2012 (Eng - Mon)
- ‘Children in politics’, **book**, translation of Save the Children Japan, 2012 (Eng - Mon)

**Certifications**

- ISO Quality Management System 9001 - 2015 2016
- “Asian Productivity Organization” – Development of Productivity Practitioners: Advanced program (DPP:Advanced) 2015.10.19-11.06
- “The KPI Institute” – KPI essentials for the Service Sector 2015.11
- “Project managers.org” – Certified project manager in ISO 21500 2013.XI
- “Open society forum – Policy issues and study” training 2013.XI
- “Japan-Mongolia center – Organizational performance management” 2013.VI
- “Human fortis consulting – HR trainings” 2010-2011
- “Project Management Development institute – Project manager” 2012.XI

**Awards**

- “Leading Youth” golden medal of Mongolian Youth Federation 2019
- “Top employee-2015” of MonEnergy Consult LLC 2015
- “Certification of Appreciation” from the former Premier Mr.Altankhuyag 2014
- “Leading Youth” golden medal of Mongolian Youth Federation 2014
- Golomt bank “Best student - 2012” scholarship 2012
- Zorigfoundation&Swiss agency for development and Cooperation SDC – Student scholarship. 2010-2011
- National marketing Olympics - Silver medal 2011
- National marketing Olympics - Silver medal, Best participant. 2012

**Computer skill**

- Microsoft office programs;
- Survey analytical programs;
- Project planning programs ;

**Hobbies**

- Yoga, Meditation and voluntary activities.

**References**

- Mr.Chuluunpurev. B, CEO of Insur LLC, Tel:99105746
- Mr.Unurjargal.Ts, director of Project Management Development Institute NGO, [Tel:99116452](tel:99116452)
- Mr.Erdenedalai.L, CEO and founder of Mon-Energy Consult LLC [Tel:99169955](tel:99169955)
- Mr.Selenge.J, director of Humanfortis human resource consulting, [Tel:99111283](tel:99111283)