Solongo Otgonbayar

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OBJECTIVE: Apply for post of Freelancer

EXPERIENCE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company name | Job Title | From | To | Address |
| 1. MABS translation company | Translator | September, 2010 | June, 2012 | Ulaanbaatar, Mongolia |
| 2 .Tseren Tours company | Guide | July, 2012 | August, 2013 | Ulaanbaatar, Mongolia |
| 3. SCOLA Non-profit Educational Organization | Freelancer-Provider | October, 2010 | February, 2014 | McClelland, IA, USA |

EDUCATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Serial Number | Institution | Year of Passing | Percentage |
| 1. | Mount Carmel College/Bangalore University, Bangalore, India |  | 81% |
| 2. | University Of Mongolia | 2010-2012 | 90% |
| 3. | School Number 5 | 2010 | 95% |
| 4. | School Number 35 | 2007 | 97% |

SKILLS:

* Team-Player with excellent communication skills
* Excellent communication skills and quick learner
* Flexible, reliable and dependable hard-worker
* Motivated self-starter with a strong desire to learn
* Professional appearance, attitude and demeanour
* Excellent knowledge of PC and computer software

PERSONAL DETAILS:

NAME: Solongo Otgonbayar

D.O.B: 12/05/1992

MARTIAL STATUS: Single

LANGUAGES KNOWN: Mongolian and English

NATIONALITY: Mongolian

OTHER INTERESTS: Read a book, develop myself and my skill

Letter of Application

13 March 2014

Sir/Madam

Subject: Application for the post of FREELANCER

I would like to apply for this particular post of FREELANCER

As requested, I am enclosing a completed job application, my certification, my resume and references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

* I have completed the Leaders in Training, Medicinal Plants, Guitar and Photography credit course while I was studying.
* I have successfully completed Academic Writing2 online course from University of California, USA

I will graduate from the Mount Carmel College on April 2015, with a Bachelor of Science with majors of chemistry, botany and environmental science. I have got scholarship from Indian Government here. Also I had scholarship from Zorig Foundation and Asian Development Agency when I was studying in my country. I am quite active student and attend all the activities, international students meeting as well as. I am the member of World Organization Students and Youth (WOSY) from 2012 and academic secretary of Federation of International Students Association Bangalore from 2013 to present. I have participated many activities out of college which are ‘IRA’, ‘National Conference on Green Wealth – A Strategy for Health’, ‘National Seminar on Water Climate and Tourism’ and ‘Second Indian Biodiversity Congress’ and ‘7th International Seminar Youth & Nation Building’. I have translated many jobs even some movies in Mongolia. I am working as a service checker at international Service Check Company right now.

The reason that I am applying for this position is I am really good at talking and communicating to the people. I can work hard according to my achievements. If you choose me, I would be the best, an honest, hardworking and responsible employee.

Please see my resume for additional information on my experience.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Thank you

Sincerely,

Solongo Otgonbayar