

Personal Details:

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| ✓ Name | : | (Mr.) Pema Thinley CPA (Aust.) |
| ✓ Marital Status | : | Married |
| ✓ Date of Birth | : | 02.06.1985 |
| ✓ Country | : | Bhutan |
| ✓ Nationality | : | Bhutanese |
| ✓ Email Address | : | pemaricb@gmail.com |

Current position:

Company Secretary/Compliance Officer: Royal Insurance Corporation of Bhutan Limited (RICBL), Thimphu Bhutan. Responsible for: Liaising with the regulators (Company Registrar, Royal Monetary Authority of Bhutan (Central Bank), Druk Holding & Investment). Comply with the regulatory requirements of the Company. Conduct Board Meeting and recording of the minutes.

Head Finance: Working as Finance Head in RICB: Responsible for studying and analysing cash flows and managing funds. Preparation of financial budget and consolidation of Accounts.

Other Work Experiences:

Accounts In-charge: worked with the Finance & Accounts Department of Royal Insurance Corporation of Bhutan (RICB) in various capacities. Accounts in-charge for Life Insurance accounts and Credit & Investment accounts. Consolidation and finalization of accounts of RICB. Preparation of Financial Budget of RICB. Filing and payment of Corporate Income Tax.

Asst. Company Secretary of RICB: Preparation of agenda for Board Meeting, conducting of Board meeting and recording of the minutes.

Secretary to Asset & Liability Committee: Look the overall Asset & Liability composition of the Company and report of any mismatch and suggestions to the Asset & Liability Committee.

Compliance Officer: Liaise with the Regulatory bodies (Company registrar, Royal Monetary Authority of Bhutan (RMA), Druk Holding & Investment (DHI), Department of Revenue and Customs). Insure compliance with regulatory requirement.

Education & Training

- ✓ Certified Public Accountant CPA, Australia, 2016
- ✓ Masters in Commerce (Major in Professional Accounting) Curtin University, Perth, Australia. 2016
- ✓ Bachelor's Degree in Commerce (Honors), Sherubtse College (Affiliated to Delhi University, India). Kanglung Trashigang Bhutan (2004-2006) (First Division)
- ✓ Performance Management Course, SIM Professional Development, Singapore (26-30 November, 2012)
- ✓ Training on International Financial Reporting Standards (IFRS) conducted by Institute of Chartered Accountants of Indian and Accounting Standards Board of Bhutan, Bhutan (10-15 September, 2012)

- ✓ Liquidity Risk Measurement and Management, Kuala Lumpur, Malaysia (19-20 September 2011)
- ✓ General Management Programme conducted by Indian Institute of Management India, Thimphu Bhutan (18-30 July 2011)
- ✓ Finance for Senior Executives program, Asian Institute of Management, Makati, Philippines, (21-25 March, 2011)
- ✓ Framing Business Strategy Plan, By Stephen Murphy, Thimphu,(22-24 January 2011)
- ✓ Reinsurance Programme, RICBL, Bhutan (26-30 November, 2007)
- ✓ Customer Care, RICBL, Bhutan (5-7 November, 2007)
- ✓ Tally 5.4, 6.3 and 7.2, Sherubtse College, 2006
- ✓ Career Management Workshop, Sherubtse College, (21-23 September, 2006)

Information and Communication Skills

- ✓ Practical knowledge on working with RICBL software including insurance and investment business.
- ✓ Computer skills: MS word, MS excel, MS outlook, Power point.

Language proficiency

- ✓ English: excellent: read, write and speak; medium of education.
- ✓ Dzongkha: excellent: read, write and speak; mother tongue.
- ✓ Hindi: good: can speak.
- ✓ Nepali: excellent: can speak.

Interest

- ✓ Accounting and Financing.
- ✓ Books on Economic, Finance, Management, Lifestyle, Biography History and Stories.
- ✓ See and learn the beauty and diversity of various cultures and working environment.