

CURRICULUM VITAE

Personal Information

Name: Otgongerel Zorigt

Gender: Female

Nationality: Mongolian

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General Profile

I have 19 years of experience in working in private sector, specialised in consultancies of ISO 9001 Quality management system, ISO 14001 Environmental Management System and ISO 45001 (OHSAS 18001) Health and Safety management system. I have been working with top management team of the biggest companies of banking, NBF and building sectors. My biggest achievement throughout my career is that I implemented approx. Over 40 ISO projects focusing on 4 international standards (9001; 14001, 45001, 18001), of which 25 were certified by IAF.

My native language is Mongolian and my English and Russian skill is intermediate. I have continually strived to improve my professional development and I attended some trainings and workshops held in my field.

Education

2003-2005: University of Finance and Economics Mongolia, Business administration MBA Degree

1996-2000: "Ireedui" Private Institute, Banking economist Bachelor degree

1992-1996: Secondary school of Young Inventors

Membership of professional bodies:

- A member of GI-Global CMC;
- An auditor of AFNOR, France;
- A member of the Mongolian Management Consultants Institute

Professional Experience

March, 2015- To date: *YS Consulting LLC, Mongolia- Director and Consultant*

Our company is a training and consulting company that specialised in ISO 9001 Quality Management System, ISO 14001 Environmental Management System, ISO 45001 HSE, Process Management and Business Process Reengineering.

Key responsibilities include:

- Marketing and selling consulting services
- Designing and delivering trainings and projects on international standards, including ISO 9001; ISO 14001
- Managing consulting projects

Key achievements include:

- Designed/Developed Organizational structures and business processes for the companies
- Developed Procedures required by International standards and business management
- Developed EMS, QMS and HSE manuals required by the International standards

- Developed and established methodologies for different surveys and templates required by international standards

April, 2009- March, 2015: Yaruu suvruga LLC, Mongolia- Consultant and Auditor

Our company is a training and consulting company that specialised in ISO 9001 Quality Management System, ISO 14001 Environmental Management System, OHSAS 18001 HSE, Process Management and Business Process Reengineering.

Key responsibilities include:

- Marketing and selling consulting services
- Designing and delivering trainings and projects on international standards, including ISO 9001; ISO 14001 and OHSAS 18001
- Managing consulting projects

Key achievements include:

- Designed/Developed Organizational structures and business processes for the companies
- Developed Procedures required by International standards and business management
- Developed EMS, QMS and OHSAS manuals required by the International standards
- Developed and established methodologies for different surveys and templates required by international standards

April, 2007- April 2009: Morpa LLC- Project Manager

Morpa LLC was established to implement a project to study the electromagnetic radiation effects on the human body by frequency. The company had bid for a tender and pre-qualified, however the award was not given by the Communication Regulatory Agency of Mongolia.

Key responsibilities include:

- Managing day-to-day operation
- Provided assistance in preparing the bid documents, arranging the permits/licenses
- Managing all financial activities

Key achievements include:

- All financial and operational reporting was done in a timely manner

August, 2004-April 2007: Nomin card NBFI, CEO

Nomin Card NBFI was engaged in issuing loans, buy and sell currency and all activities related to bonus cards of Nomin Holding.

Key responsibilities included:

Managed the following activities:

- Buy, sell and exchange the currency
- Issue business and personal loans
- All activities related to bonus cards of Nomin holding, the parent company

Key achievements included:

- Increased the annual profit by 10%
- Increased the total amount of currency exchange 2 to 3 times than it used to be

July 2000-April 2004: Anod bank Mongolia, accountant up to Branch Director

Anod bank was one of the Commercial banks of Mongolia. I started as an accountant and made my way up to Branch Director.

Key responsibilities included:

- Managing day-to-day operation
- Introduce credit/debit cards in the local market and manage its activities

Key achievements included:

- Introduced the first chip card into Mongolian banking system
- Managed to mobilize the highest savings via the card system

Skills

- Excellent verbal and written communication skill
- Great computer literacy i.e. proficient in Microsoft Office Package and use of internet
- Excellent skill in developing documents such as procedures, templates and manuals
- Excellent skill in managing people

Interest

I like reading history books and novels, travelling and meeting people to learn from them and share my knowledge

List of trainings and seminars attended

Association/Institute	Designation Earned	Completion Date
MR C&C	ISO 9001:2008 consulting, internal auditor	2010
MR C&C	ISO 14001:2004 consulting, internal auditor	2010
EBRD	Export consulting skill	2013
Financial Regulatory Commission & Mongolian Association of Securities Dealers	Consulting on Investment	2015
ISA	ISO 9001:2015 Lead auditor	2017
AFNOR	ISO 9001:2015 Lead auditor transition course	2017
AFNOR	ISO 14001:2015 Lead auditor transition course	2017
CMC-GI	Certified management consultant	2017