

PERSONAL DETAILS:

- Full name: **Shera Doelkar**
- Date of birth: **21st June, 1987**
- Mailing address: **Environment Division, Thimphu Thromde,
Post box No. 215**
- Fixed line telephone number: **+975-2-323662/336937 (PABX)**
- Mobile telephone number: **+975-77235353**
- Email address: **sdoelkar@thimphucity.gov.bt**

WORK EXPERIENCE DETAILS:

- Name of current employer organization: **Environment Division, Thimphu Thromde,
Ministry of Work & Human Settlement,
Royal Government of Bhutan**
- Position title: **Urban Forestry Officer (Head, Urban Forestry and City
Beautification Section), Environment Division**
- Period of work: **1st January 2011 – Current**

ACADEMIC RECORD:

High School - Yangchenphu Higher Secondary School, Thimphu – Science Stream

Graduate School – Bachelors in Science in Forestry from Dr. Y.S Parmar University of Horticulture and Forestry, Solan, Himachal Pradesh

– Masters in Science in Mountain Forestry with specialization in Agroforestry and Revised Universal Soil Loss Equation from University of Natural Resources and Life Sciences, Vienna, Austria.

Brief description of major responsibilities:

City Beautification Activities

- ✓ Supervising and providing guidance on overall plantation and city beautification activities carried out within the municipality.
- ✓ Supervising any kind of activities related to plantation and city beautification works for National events and International meetings.

Forest and Environment related activities

- ✓ Issuing of forestry clearance for infrastructure development such as roads, bridges, construction of building/house, urban projects, etc within the Municipality.
- ✓ Backstopping of illegal felling of trees and other illegal activities related to forestry within the Municipality.
- ✓ Providing technical backstopping and writing technical reports.

Projects

- ✓ Assisting different projects like PPP-ISWM (Public Private Partnership on Integrated Sustainable Waste Management funded by UNDP, Realizing DReAMS Project (Development of Resources and Access to Municipal Services) funded by European Union and SUS Project (Sustainable Urban Support) also funded by European Union.
- ✓ Project Manager for Realizing DReAMS for a period of one year
- ✓ Assist in planning and preparing annual budgets for projects and Urban Forestry and City Beautification Section.

Management of Recreational Parks

- ✓ Management of all existing recreational parks and
- ✓ Planning and beautification of any upcoming parks within the Municipality.

Solid Waste Management

- ✓ Implementation of the Waste Prevention and Management Rule 2012
- ✓ Assist with the improvement of Memalakha landfill - solid waste disposal site of Thimphu City.

Organizing Campaigns and Programs

- ✓ Organizing campaigns such as cleaning campaigns for Thimphu city and
- ✓ Marijuana plant uprooting campaign as an awareness program.
- ✓ Organizing plantation programs for all the municipal schools and different organizations on 2nd June which is observed as Social Forestry Day annually for creating green space and increasing forest cover within city.
- ✓ Initiated the “My Tree Programme” to the schools within the Municipality to inculcate love for trees and environment among the younger generation.
- ✓ Monitoring the survival percentage of the plantation carried out for My Tree Programme by the schools within the city and conducting tree survival award ceremony for the schools.

PROFESSIONAL TRAININGS:

1. Training on “ Landfill Investigation and Rehabilitation (phase-I) in Thimphu,2012
2. Training on “ Landfill Investigation and Rehabilitation (phase-II) in Thimphu,2012
3. Training on Poverty Database Monitoring System organized by Realizing DReAMS Project funded by European Union in Thimphu, 2013
4. Training on Realizing DReAMS (Development of Resources and Access to Municipal Services) funded by European Union in Thimphu, 2011.

PROGRAM/WORKSHOP/MEETING:

1. Participated in the workshop on the “SEAL of Excellence” organized by the Ministry of Trade and Industry and UNESCO under the Rural Enterprise Development Program supported by UNDP in Thimphu, 2006
2. Participated in “Decision Making Using Excel” workshop in Thimphu, 2010
3. Consultative Workshop on draft Carbon Neutral Strategy, 3rd November, 2011, Thimphu
4. Smart Green Infrastructure in Tiger Conservation Landscapes: Practitioners Workshop, 30th – 31st May, 2011, Thimphu

5. Successfully completed program on Project Management for E Governance in Thimphu, 2012
6. Participated in the Wetland Conservation within city, 3rd June, 2012, Thimphu.

Other Activities

1. Participated in the International Day against Drug Abuse and Illicit Trafficking organised by Chithuen Phendhey Association, 26th June, 2012, Thimphu.
2. Had been a member of TEAS, India NGO in college - Dr. Y.S Parmar University of Horticulture and Forestry and participated in Plantation and Cleanliness Programme, March, 2007 and in Collection of Fund for Bihar Relief Fund, 2008
3. Volunteered for Jigme Dorji Wangchuck National Referral Hospital, Thimphu as a helper in the Minor OT and assisted the Doctor in the chamber, 01/01/04 – 28/02/04.

LANGUAGE SKILLS:

- Dzongkha : Fluent Speaking, Listening, Reading and Writing ability.
- English : Fluent Speaking, Listening, Writing and Reading ability.
- Nepali : Conversational.
- Hindi : Conversational