

# UNDARMAA KHURELBAATAR

Experience at both corporate and SME levels, with a focus on supporting small and medium-sized enterprises



## EXPERIENCE

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- **BPN Foundation**

Business Coach

2018 - Present

Provide management consulting and advisory services, including developing growth plans, financial planning, and defining competitive differentiation.

- **Bodi Insurance JSC**

Underwriter

2012 - 2017

Managed sales and insurance operations, including risk assessment and underwriting.

Senior Customer Service Manager

2017-2018

Managed customer service operations, including team performance and process improvement.

- **Naran Group**

Administration and Human Resources Manager

2011-2012

Managed administrative operations and office management, recruitment, onboarding, and employee relations

- **Cemecon AG Würselen, Germany**

Student assistant

## EDUCATION

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- **University of Finance and Economics, Mongolia**

Master of Business Administration (MBA)

- **Mongolian Labour University**

Bachelor of Business Administration (BBA), Human Resource Management

## CERTIFICATIONS & TRAINING

- **RWTH Aachen, Germany**

English and German course

- **International Standart Academy**

Quality Management Systems-Internal Auditor

- **Creative Metier Ltd.**

Business focused executive coaching skills workshop

## Contact:

### Phone:

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### E-mail:

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### Website:

[bpn.mn/ \(Company\)](http://bpn.mn/),

[bpn.ch/ \(Company\)](http://bpn.ch/).

## Top Skills:

- Business Consulting
- Strategic Planning
- Financial Planning