

SCHOLAR WANGARI

FINANCE AND ADMINISTRATION OFFICER

CONTACT

+250782373737
Kigali - Rwanda
Bashaijascholar@gmail.com

EDUCATION

**MASTERS IN BUSINESS
ADMINISTRATION
(MBA)**
KIGALI INDEPENDENT
UNIVERSITY (ULK) 2022-2024

BARCHALORS IN FINANCE
KIGALI INDEPENDENT
UNIVERSITY (ULK) 2014-2018.
Kigali -Rwanda Campus.

KEY SKILLS

- QuickBooks software
- Financial analysis
- Budgeting
- Financial reporting
- Accounts payable and receivable
- Cost-saving strategies
- Administrative support
- Strong analytical skills
- Attention to detail
- Proficient in MS Office Suite
- Payroll (pay as you earn)
- RRA EBM
- Advanced Double Entry Techniques
- VAT (Value added tax)
- CIT (Corporate income tax)
- WHT (Withholding tax)

PROFILE

Dedicated and detail-oriented Finance and Administration Officer with over 2years of experience in financial management, budgeting, and administrative support. Possessing strong analytical skills and a great attention to detail, with a proven ability to streamline processes and drive organizational success.

EXPERIENCE

LANDY INDUSTRIES LTD
Finance &Administration officer 2019-2022

Key Responsibilities

- Manage all aspects of financial operations, including budget preparation, financial analysis.
- Implement cost-saving strategies and process improvements to enhance efficiency and reduce expenses
- Prepare monthly financial reports and provide analysis to support decision-making
- Oversee accounts payable, accounts receivable, and payroll processes
- Collaborate with department heads to develop and monitor departmental budgets
- Provided administrative support to senior management and department heads
- Managed scheduling, travel arrangements, and expense reporting
- Assisted with project coordination
- Maintained and organized company records and documentation
- Handled incoming calls and correspondence in a professional manner

MEZEFRESH LTD
Human Resource 2016-2019

Key Responsibilities;

- Responsible for regular business, managements, Accounting and related activities.
- Study new income generation to ensure future profitability.
- Produce monthly financial and sales reports.
- Providing general administrative support.
- Credited with culturally based knowledge on the appropriateness, effectiveness and Improvement of the current services.
- Tracking and following up with customer's complaints.
- Providing EBM receipts.
- Record all expenses made per day.
- Assist and monitor for the payment for the basic needed

-Petty cash

BIOGRAPHY

First Name: Scholar

Second Name: Wangari

Sex: Female

Nationality: Rwandan

REFERNCE

Mr. Ndizeye Jack, Manager at
Landy industries Ltd

Tel;0788510135,

Miss Karinganire Diane

Manager MezeFresh Ltd

Tel;0788959261,

Living Water Ltd.

Internship 2017

I conducted a two months internship on Customer service

- Coordinating various internal and external meeting
- Tracking and following up with customer's complaints
- Providing general administrative support.
- Handling internal and external communication

