

**WESTERN Province**

**RUSIZI District**

**Email: [impanomanzienock@gmail.com](mailto:impanomanzienock@gmail.com)**

**Phone: +250791105800**

**20<sup>th</sup> march 2024**

**To the General President Director of INYANGE Industries**

**PO Box 87 Kigali**

**RE: Applying for job vacant (assistant project manager)**

I would like to write this letter for request job of being assistant project manager at INYANGE Industries, as advertised on social media.

In fact, I am Rwandan, aged with 22 years old I have bachelor's degree in project management from Makerere University with 3 years' experience in that position currently, I am project manager at Muhabura mining factory. Because of that background and experience that is the main reason why I am applying for that job vacant.

In attachment on this letter, you will find all other required documents. If you need more information, you could reach me on contact I provided in my CV.

I am hearing forward from you.

Yours Sincerely,

**IMPANO MANZI Enock**

## **CURRICULMN VITAE**

### **CONTACT DETAILS**

**Names:** IMPANO MANZI Enock

**Date of birth:** 17 September 2024

**Location:** Rusizi District, Kamembe Sector

**Phone:**250791105800

**Email:** [impanomanzienock@gmail.com](mailto:impanomanzienock@gmail.com)

### **EDUCATION BACKGROUND**

<b>YEAR</b>	<b>SCHOOL</b>	<b>OPTION</b>	<b>AWARD</b>
<b>2018-2022</b>	University of Rwanda	Project management	Bachelor's Degree
<b>2015-2017</b>	Groupe scolaire notre dame de la paix Cyanika	Business services	Advance TVT certificate
<b>2006-2011</b>	Ecole primaire Gihundwe	Primary school studies	Primary school certificate

### **WORK EXPERIENCE**

**June 2021- September 2021:** Internship at Rwanda plastic industry

**2023-Now:** Project Manager at Muhabura Mining Factory

### **LANGUAGES**

<b>LANGUAGE</b>	<b>WRITING</b>	<b>READING</b>	<b>LISTENING</b>
<b>Kinyarwanda</b>	best	best	best
<b>English</b>	best	best	best
<b>Kiswahili</b>	good	good	good
<b>French</b>	good	good	good

### **SKILLS AND ACHIEVEMENT**

#### **SKILLS**

1. Microsoft office Word, PowerPoint, publisher, excel

2. Graphical design
3. Software and web development
4. Communication skills

## **ACHIEVEMENTS**

In 2023, I awarded as best employee of the year at Muhabura mining factory

## **INTEREST**

1. Playing chess
2. Teaching

## **REFERENCES**

<b>NAMES</b>	<b>POSITION</b>	<b>COMPANY</b>	<b>PHONE</b>	<b>EMAIL</b>
SIBOMANA Samuel	Human Resource Manager	Muhabura mining factory	25078.....	sinm@gmail.com
ISHIMWE Clement	Lecturer	University of Rwanda	250788....	clement@gmail.com
Musafiri innocent	Internship supervisor	Rwanda plastic industry	2578....	Mus129@gmail.com

I testify that the above information are real and concerns me and can be verified

**IMPANO MANZI Enock**