

# Edwin Bayingana

## Administrative Assistant

Seeking to use high-level customer service skills, and a strong suggestive seller in good physical shape to handle working longer shifts and with extensive knowledge of Digital Marketing and Data Collection. Extremely efficient, dependable, and reliable.

✉ bayinganaedwin@gmail.com

☎ +250786717902

📍 Kigali, Rwanda

## WORK EXPERIENCE

### Administrative Assistant PETS + Ltd

04/2021 - Present

Kigali, Rwanda

PETS + Ltd. is a Rwandan-based company that provides Vet Services, Dog Training, Dog Walking, Pet Visits, Daycare, Boarding, Grooming, Pet Accessories (PETS + Ltd is comprised of 2 branches located within Kigali; a veterinary clinic and a dog training facility.)

Contact : Solene Ndahiro (General Manager of PETS + Ltd) - 0787675651

### Debt Recovery Specialist KFG Co.Ltd

08/2021 - 03/2022

Kigali, Rwanda

Keeping track of assigned accounts to identify outstanding debts. Planning course of action to recover outstanding payments. Locating and contacting debtors to inquire about their payment status.

Contact : MUGISHA KANA (Managing Director of KFG Co.Ltd) - Tel: +250782350755

## EDUCATION

### Primary Education Kigali Parents' School

01/2009 - 10/2014

Kigali, Rwanda

### Ordinary Level Lycee de Kigali

01/2015 - 10/2017

Kigali, Rwanda

### High School Lycee de Kigali

01/2018 - 07/2021

Kigali, Rwanda

Courses

- Mathematics, Physics, and Geography.

## SKILLS

Leadership Experience

Computer Proficiency

Organizational know-how

People Skills

Problem-solving Abilities

Communication Skills

Multitasking

Honesty and Integrity

Coding Skills

## CERTIFICATES

### The Fundamentals of Digital Marketing by Google (01/2022 - Present)

Redesigning and updating websites; determining keywords, performing a cost-benefit analysis, participating in marketing analytics, and generating awareness of the organization's existence.

## LANGUAGES

Kinyarwanda

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

## INTERESTS

Programming

JavaScript

Travelling

Chess

Reading

Mindfulness

Artificial Intelligence

Basketball

Gaming

Playing Guitar and Piano