

CURRICULUM VITAE (CV)

PERSONAL INFORMATION

Name: Tuyishimire Adrien

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Email: adrientuyishimire3@gmail.com

Location: Rwanda

CAREER OBJECTIVE

Detail-oriented and results-driven professional with experience in financial operations, cash handling, business management, and driving. Currently pursuing a Bachelor's degree at Mount Kigali University. Seeking opportunities in enterprise management, finance, operations, or logistics where strong analytical, organizational, leadership, and driving skills can contribute to efficient business performance and growth.

EDUCATION

Bachelor's Degree (Ongoing)

Mount Kigali University

Period: 2024 – 2027

Advanced Level Certificate (A2)

Mathematics, Chemistry, and Biology (MCB)

Ecole Secondaire de Ruhango

Period: 2019 – 2022

PROFESSIONAL EXPERIENCE

Managing Director

Soreco LTD – La Gardienne Branch

2023 – 2025

- Oversaw daily business operations and administrative activities
- Managed financial planning, budgeting, and reporting
- Supervised staff performance and ensured operational efficiency
- Supported decision-making through financial analysis and forecasting

Cashier

Soreco LTD – La Gardienne Branch

2022 – 2023

- Handled cash transactions accurately and efficiently
- Prepared daily financial reports and reconciled records
- Assisted in inventory control and stock monitoring
- Ensured compliance with company financial procedures

DRIVING EXPERIENCE

Driving License: Category B

Driving Experience: 2 Years

- Safe and responsible driving record
- Familiar with urban and long-distance routes
- Experience supporting business operations and logistics through driving

TECHNICAL & PROFESSIONAL SKILLS

- Financial analysis
- Budgeting and forecasting
- Financial reporting
- Inventory and warehouse management
- Computer literacy
- Multitasking abilities
- Interpersonal skills
- Time management

COMMUNICATION & SOFT SKILLS

- Problem-solving
- Flexibility and adaptability
- Effective communication
- Team collaboration

COMPUTER & SOFTWARE SKILLS

- Microsoft Word, Excel, and PowerPoint
- Warehouse Pro
- Micro Invest
- EBM Version 2

LANGUAGES

- **Kinyarwanda:** Excellent
- **English:** Good
- **French:** Intermediate

REFERENCES

Mujiji Deo

Operation Manager, Soreco LTD

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