

# **CURRICULUM VITAE**

## **I. IDENTIFICATION**

Names: Chantal Umutoniwase

Date of Birth: 24/12/1997

Marital Status: Single

Nationality: Rwandan

Religion: Evangelical Restoration Church(ERC)

Place of birth: Rwanda/Rusizi/Gihundwe

Place of residence: Gasabo /Kimironko

Professional Position: Bachelor degree in Business Administration, Department of Finance (A0)

ID NO: 1199770033339100

Tel: +250787700740

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## **II. EDUCATION BACKGROUND**

<b>Period</b>	<b>School/Institution</b>	<b>Degree /Awards</b>
2017-2021	AUCA( Adventist University of Central Africa )	Bachelor degree in Business Administration.
2014-2016	Groupe Scolaire Indangaburezi	Advanced General Certificate of Computer Science and Management
2011 -2013	College de Nkanka	Ordinary Level.
2004 -2010	Centre Scolaire Gihundwe	Primary Studies.

### **III. WORK EXPERIENCE**

#### **Internship in Bugesera District:**

- Manage all accounting transactions and handling general ledger
- Publish financial statements at time and handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable as well as ensure timely bank payments

#### **Worked in Louise Pharmacy:**

- Assisted in receiving, unpacking, and storing incoming stock of medications and medical supplies.
- Monitored inventory levels and reported low-stock items to supervisors to prevent shortages.
- Helped organize and label products systematically for easy retrieval and proper categorization.
- Participated in routine stock checks and inventory audits to maintain accurate records.
- Checked expiration dates and removed expired or damaged products according to safety protocols.
- Supported the use of pharmacy management systems for tracking stock movement and reorder levels.
- Maintained cleanliness and orderliness in storage areas to comply with health regulations.

### **IV. TECHNICAL SKILLS AND ABILITIES**

#### **Computer skills:**

The use of Microsoft Word, Microsoft Excel, Microsoft power point, Computerized Accounting, Networking and Troubleshooting, internet browsing, etc...

#### **Other useful skills and abilities:**

Good communication capacity (Spoken and written), hardworking capacity, Self-starting and Initiative-taking capability, interpersonal communication skills; commitment, leadership skills, Monitoring, human management, etc...

Patience, humility, loyalty, obedience, endurance, team working capacity, purposefulness, determination, righteousness, ability to work in very difficult conditions and easily to approach people, adapt and work with them.

### **V. SPOKEN AND WRITTENLANGUAGES**

Kinyarwanda: Excellent

English: Good

## **VI. HOBBIES**

- Following information
- Working
- Singing

## **VII. REFERENCES**

1. Lecture. BARINDA Steven, Lecture of Production Operation of Management and Insurance

**Tel: +250-788510692**

2. Dukunde Alain Bienvenu, Pastor at ERC Masoro

**Tel: +250-788460469**

3. UWIMANA Louise, Business Owner

**Tel: +250-7857105945**

4. NZABAKURIKIZA Narcisse, Business Man

**Tel: +250-787031557**

I declare that the given information is very sincere, complete and correct.

Done at Kigali On May 19, 2025

Chantal Umutoniwase