

BARUTA DELPHINE

Email: barutadelphine@gmail.com **Phone:** +250 783 105 274

Resident city: Kigali

EDUCATION

BHARATHIDASAN UNIVERSITY, India - Business Administration
September 2013 – May 2016

Relevant course: Financial, Law, Human Resource Management, Research Management.

College St Baptiste, Rwanda, A-Level
January 2009 – November 2011

Relevant course: Entrepreneurship, Financial, Economics, Mathematics.

WORK EXPERIENCE

GASORE SERGE FOUNDATION, Rwanda – Human Resource
February 2019 – August 2019

- Updating internal databases with new employee information including employment forms.
- Gathering payroll data like leaves, working hours and bank details
- Preparing HR-related reports as training budgets by department
- Reviewing, drafting and distributing company policies in digital or hard copies.

HILLTOP HOTELS, Rwanda – Receptionist
August 2019 – Present

- Contributing to team effort by accomplishing related results as needed
- Informing visitors by answering or referring inquiries
- Maintaining security by following procedures, monitoring logbook and issuing visitor badges

SKILLS

Communication skills
Computer skills
Empathy
Adaptability
Team work

INTERESTS

Social work
Volunteering Children development

LANGUAGES

Kinyarwanda(Mother language)
English (Fluent)
French (Fluent)