

# 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.

## AWARDS & CERTIFICATES

- **Risk sections of society certificate:** participated in the training that assessed risks related to domestic violence particularly to vulnerable people like women and children.

## SKILLS

Communication skills  
Computer skills  
Empathy  
Adaptability  
Team work

## INTERESTS

Social work  
Volunteering Children development

## LANGUAGES

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