

## **HATEGEKIMANA Jean Bosco**

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### **EXPERIENCE**

#### **EQUITY BANK**

**Kigali, Rwanda**

##### **Intern, Finance Department**

**June – August 2018**

- Co-ordinated and assisted in financial planning and procurement for Equity Bank Nyabugogo Branch
- Assisted in preparation of financial statements, business activity reports, forecasts, budgets, and reports
- Recorded and authorized requests for financial transactions, e.g. invoices, disbursements, transfers, etc. as directed by the finance department manager

#### **NATIONAL UNIVERSITY OF RWANDA**

**Huye, Rwanda**

##### **Intern, Office of Student Life**

**June – August 2017**

- Provided tutoring services for University of Rwanda students, handling on average 15 requests per week
- Assisted in Student Life activities, including organizing club and sports activities
- Managed production the Student Life newspaper, outlining student activities

#### **RWANDA EPISCOPAL CHURCH**

**Kigali, Rwanda**

##### **Volunteer**

**July 2015 - present**

- Assists pastors in leading weekly worship, including production of pamphlets and marketing material □ Assists Episcopal Church Choir and musical band every Sunday; assists during choral festivals □ Teaches Sunday School

### **EDUCATION**

#### **RP/IPRC KIGALI**

**Kigali City, Rwanda**

Advanced Diploma Information Technology

**Expected 2023**

- *Relevant coursework:* business management, corporate management, business ethics, macroeconomics, development economics

### **AWARDS**

#### **Code Academy**

**Online**

Full stack developer, Cloud computing

**2022**

### **SKILLS**

Technical Skills: MS Excel, MS Word, MS Powerpoint; Google sheet, Google doc etc.

Languages: Fluent in Kinyarwanda. Working knowledge of English.

### **REFERENCES**

SABUSHIMIKE Donatien, Head of department at iprc kigali, Phone Number

Name, Professional Title, Phone Number