

IMANIGIRIGIHE Emmanuel

Bumbogo, Gasabo

Kigali, Rwanda

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Date: August 9, 2025

TO:

The Hiring Manager of Louange Investment Group (LIG) Limited

Kimironko, Gasabo

Kigali, Rwanda

Subject: Application for the Position of Office Business Assistant

Dear Hiring Manager,

I am writing with great enthusiasm to apply for the Office Business Assistant position at Louange Investment Group (LIG) Ltd, which I saw advertised. As a dedicated and detail-oriented final-year student at the University of Rwanda, expecting to graduate in October 2025 with a Bachelor's degree in Business Information Technology, I am confident that my academic background and technical skills align perfectly with the requirements of this role.

My studies in Business Information Technology have provided me with a solid foundation in both business administration principles and modern office technologies. This was further enhanced during my recent academic internship at RP Huye from May 1, 2025, to June 10, 2025, where I gained hands-on experience in a professional office environment. I am highly proficient in the entire Microsoft Office Suite (Word, Excel, PowerPoint) and have practical experience with data entry, preparing reports, and creating presentations through both my university coursework and my internship duties.

I am eager to bring my skills, passion for excellence, and strong work ethic to the Louange Investment Group. The opportunities for personal growth and professional development you offer are particularly exciting, as I am keen to build a long-term career within a dynamic and supportive environment. I am convinced that I can contribute to the smooth functioning of your office and support your team in achieving its goals.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further in an interview.

Sincerely,

IMANIGIRIGIHE Emmanuel

Personal Information

Name: IMANIGIRIGIHE Emmanuel

Email: imanigirigiheemmanuel@gmail.com

Phone: 0782529167

Address: Bumbogo Sector.

Gasabo District

Kigali City, Rwanda

Date: 12th June / 2025

PROFESSIONAL PROFILE

A motivated and detail-oriented Business Information Technology student at the University of Rwanda with strong leadership, teamwork, and communication skills. Fluent in English, Kinyarwanda, and French, with expertise in computer applications and problem-solving.

ACADEMIC QUALIFICATION

University of Rwanda (2022-2025)

A0 in Business Information Technology (*Expected Graduation: 2025*)

- Specializing in IT solutions for business applications
- Relevant coursework: Database Management, Programming, Business Analytics

LEVEL	YEAR	SCHOOL NAME	COMBINATION	AWARDED CERTIFICATE
Secondary O'level	(2015 – 2017)	GS Rutunga	General lessons	O' level Certificate
Secondary A' level	(2018 - 2021)	GS BUMBOGO	History Economics and Geography	Diploma in (HEG)

SKILLS

- **Leadership & Teamwork** – Led group projects and student initiatives
- **Computer Proficiency** – MS Office, Database Management
- **Communication** – Fluent in English, Kinyarwanda, and French
- **Problem-Solving & Analytical Thinking**
- **Time Management & Adaptability**

Languages

- **English** (Fluent)
- **Kinyarwanda** (Native)
- **French** (Intermediate)

PERSONAL ATTRIBUTES

- Hardworking & disciplined
- Quick learner & adaptable

- Strong interpersonal skills

REFERENCES

NAMES	PHONE NUMBER	WORK POSITION
Tuyishimire Oliver	+250 788 536 720	Teacher at G.S Bumbogo
Elyse Rugema	+250 788 877 087	Teacher at Bumbogo TSS
NIYONIRINGIYE Merissa	0787535334	Teacher at EP Rukira