



Patrick Kwizera

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Professional Summary

Dynamic IT professional and business administrator with a strong passion for collaboration and career guidance. Experienced in recruitment, project management, and business development. Skilled in providing tailored solutions to students and workers while actively engaging in industry meetups to stay updated on market trends. Equipped with the necessary experience and legal paperwork to work in Poland.

Education

Akademia Nauk Stosowanych, Wyższa Szkoła Zarządzania i Administracji w Opolu -
Postgraduate in Management of Crisis (2023-2024)

Lovely Professional University, India - Bachelor's in Business and Information Technology
(2012-2015)

Professional Experience

Foodcom SA - International Commodity Trader (July 2024 – Jan 2025)

- Managed international trading operations and negotiated deals with international clients.
- Oversaw commodity supply chains, ensuring timely deliveries and cost-effective solutions.

Godan Serwis - Regional Manager in Mazowieckie Region (2023 – 2024)

- Coordinated work agency operations across the Mazowieckie region, ensuring optimal workforce management.
- Established and maintained relationships with clients, delivering on recruitment and staffing needs.

Everest Poland - Founder & Recruitment Specialist (2018 – 2023)

- Founded and managed a recruitment company specializing in recruiting foreign students and workers.
- Developed strategies for talent acquisition and assisted clients in finding suitable candidates for various industries.

Euroscholars Poland - Senior Customer Consultant and Advisor (October 2017 - April 2018)

- Prepared necessary documents for candidates to study in universities.

- Developed marketing projects for recruitment of clients.
- Provided career guidance based on clients' backgrounds.

MTN Rwanda Ltd - Client Consultant (December 2015 - November 2016)

- Handled incoming calls from customers, assisting with inquiries and resolving issues.
- Conducted outbound calls for sales, surveys, follow-ups, and customer service.
- Managed customer complaints and provided timely solutions.
- Maintained accurate records of customer interactions and transactions.

Additional Knowledge & Certifications

- Sales ability and marketing
- Strong administrative skills (report making, presentation, etc.)
- Proficiency in computer programs (Word, Excel, HTML)
- Programming skills in JavaScript, C++, etc.
- Knowledge of database management systems (SQL, MySQL, Oracle)
- Understanding of networking concepts and protocols
- Project management skills to plan, execute, and monitor IT projects
- Business process analysis and technology implementation
- Building effective client relationships
- Negotiating partnership agreements
- Driving Licence: Category B

Languages

- French - Fluent
- English - Fluent
- Kinyarwanda - Fluent
- Polish - Intermediate

I hereby consent to the processing of my personal data included in this application for the purposes of the recruitment process.