**CV- NSENGIYUMVA Emmanuel**

**PERSONNEL INFORMATION**

**Nationality: Burundian**

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**Bujumbura-Burundi**

**Computer scientist by training, Knowledge of logistics management and Business Marketing**

**STUDIES**

|  |  |  |
| --- | --- | --- |
| 2009 – 2015 | Great Lakes University | License Degree in Computer science and Management |
| 200 5 -2008 | 2005 -2008 | A2 Diploma in Telecommunications and Computing |
| 2004-2005 | NYAKABIGA Municipal College | High School Certificate |
| 1993 -1999 | EP MUTANGA SOUTH | National Certificate |

1. **INTERNSHIP AND TRAINING**

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| --- | --- | --- |
| **Period** | **Internship and training** | **Certificate or Attestation** |
| **2020** | **-**Software Training managements of stock and supply, fillets, human resources, market management and accounting Organized **by  GJ-TECH Company Burundi** | Training certificate |
| **2017** | English training (spoken; written; technical and professional English **(Organize the United States Embassy in Burundi)** | Certificate of participation |

1. **PROFESSIONAL EXPERIENCE**

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| --- | --- |
| Period | **From April,2017 – March, 2020** |
| Employer | **CHINA AID** |
| Position | Driver and data analyste |
| Responsibilities | **-**Driving the administration staff  -Supervise the vehicles of the Organization  - Responsible the garage and spare parts purchases  -   Purchase of fuels  - Search for administrative documents in different government offices and NGO  -Assist the community Training on hybrid rise agriculture, chicken farming, machinery production in different provinces of Burundi .  - Assisting the IT department in data analyses |
| Period | **From May 2012 - January 2016** |
| Employer | MONOCLE |
| Position | **Head of Human Resources and IT Manager** |
| Responsabilities | - Personnel management  - In charge of Information system for the company  - In charge of stock supply and registration  - Make physical inventories and stocks  - Payment of supplier invoices  - Archiving of documents  - Payment of taxes to the OBR and Bujumbura Town Hall  - Debt collector  - Management of charges and current needs of the Office: Electricity, water, Diesel, gasoline, telephone, Various supplier, etc ...  - Do the monthly report |
| Period | **From January 2009- to December 2012** |
| Employer | **LADACK Group** |
| Position | **IT Technicien and Logistic** |
| Responsibilities | -Marketing management team and data collection  -Coordinate all logistics activities of the company  -Control and verify Warehouse reports and surveillance  -Organize the transfer of motorcycles, tires, to other Field Offices and warehouses.  -Establish a daily input and output report.  - Promotions and advertisement online  - Organize leave for Logistics staff.  - Organize capacity building training for marketing department, market study analysis and data registration. |
| Period | **2008-2009** |
| Employer | **EDEN DU LAC** |
| Position | **Marketing Department Manager** |
| Responsibilities | - Management of Marketing Team  - Control the staff and stocks  -company advertisement and promotions  - Supply manager, market analysis and study,  - Make physical inventories and stocks  - Payment of supplier invoices  - Archiving of documents  - Payment of taxes to OBR and Bujumbura Town Hall  - Préparation of reports. |

1. **CIVIL SOCIETY MEMBERSHIP**

|  |  |
| --- | --- |
| **Period** | **2012** |
| **Position** | **Chairman of the Monitoring Committee of the**  **Computers for Schools Burundi association** |
| **Responsibilities** | - Monitoring of the functioning of the executive committee,  - Participate in the General assembly |
| **Period** | 2020 |
| **Position** | **Member of the INTORE KURUGENDO Association** |
| **Responsibilities** | - Vice treasurer of the GEC.II microfinance initiative of the INTORE  KURUGENDO Association |

**4. COMPUTER AND SPEAKING LAGUES**

-Microsoft: Word, Excel, Access, Power Point, Internet, Programming (JAVA, C++, python, AI,open source) Computer Networks, HRM,GPS, software inventory management and valuation of assets, accounting software

**5. KNOWLEDGE OF LANGUAGES**

French:    Fluent

Swahili   : Very well

Kirundi   : Very good

English   : Fluent

|  |  |
| --- | --- |
| **REFERENCE PERSON**  **NGENDAKURIYO Emmanuel**  **Founder and CEO**  Computers For Schools Burundi  E-mail: ngendem@yahoo.fr  Phone: +257 7 9 203 325 | **NDAYIZAMBA PRUDENCE**  Environnemental Expert ENABEL  E-mail [ndayiprud@gmail.com](mailto:ndayiprud@gmail.com)  Phone : + 257 79 496117 |
| **NIRAGIRA ZENOBE**  GIZ agent  Phone : +257 79957933 |  |

**I swear to my honor that this information is correct.**

**Done in Bujumbura, the 24 / 01 /2022**

**NSENGIYUMVA Emmanuel**