

IRADUKUNDA Patrick

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Kacyiru Sector

Gasabo District

Kigali City

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Objective	To leverage expertise in statistical analysis and predictive modeling to improve operational efficiencies, increase sales, convert customer data into actionable insights, and optimize performance.
Skills & Abilities	<ul style="list-style-type: none">▪ Strong interpersonal skills▪ Excellent organizational and multitasking abilities▪ Analytical and problem-solving skills▪ High attention to detail▪ Customer service expertise▪ Report writing▪ People skills▪ Applied sciences▪ Office management▪ High level of integrity▪ Strategic planning and coordination▪ Ability to work with complex information▪ Effective communication skills▪ Familiarity with data input and management▪ Proficient in MS Office Suite, digital databases and filing systems▪ Competent with PowerBI and Advanced Excel▪ Holds a driving license in category B
Experience	<p>December, 2022 – July, 2023 PERFORMANCE MANAGEMENT INTERN, ONE ACRE FUND CBC</p> <ul style="list-style-type: none">▪ Handle the Performance Management and Talent Committee Data Requests▪ Manage the Talent Committee Logistics▪ Track and follow up with individuals on the Talent Committee work progress▪ Take on special HR projects requests either administrative or data related <p>March, 2021 – August, 2022 CLIENT RELATIONS COORDINATOR, PROGRAPH LTD</p> <ul style="list-style-type: none">▪ Managing administrative tasks▪ Coordinating procurement tasks▪ Ensuring smooth communication with clients supplies▪ Maintaining records and documentation

	<ul style="list-style-type: none"> ▪ Monitoring inventory levels and managing supply chain ▪ Assisting in budgeting and financial analysis ▪ Conducting market research and vendor evaluation ▪ Negotiating contracts and agreements ▪ Collaborating with cross-functional teams ▪ Providing support to other departments as needed <p>December, 2020 – March, 2021 PEOPLE OPERATIONS INTERN, PROGRAPH LTD</p> <ul style="list-style-type: none"> ▪ Supporting existing employees with benefits and payroll inquiries ▪ Developing an extensive knowledge of organization policies ▪ Collaborating with managers to create efficient recruitment materials ▪ Planning team-building activities for staff ▪ Managing exit procedures for departing employees <p>May, 2019 – September, 2020 IT SUPERVISORS, STEP UP SOLUTIONS LTD</p> <ul style="list-style-type: none"> ▪ Develop and maintain IT policies and procedures. ▪ Evaluate, deploy, configure and maintain IT systems. ▪ Identify and resolve hardware and software related issues. ▪ Monitor system performance and improve strategies. ▪ Provide technical support and troubleshoot problems.
Education	<p>Mount Kenya University Bachelor's Degree in Business Information Communication Technology December 2022 AWARDED THE DEGREE OF BACHELOR OF BUSINESS AND INFORMATION COMMUNICATION TECHNOLOGY AT SECOND CLASS HONOURS, UPPER DIVISION</p> <p>Strathmore University Bachelor's Degree in Business And Information Communication Technology April 2019 – January 2020</p>
Communication	<p>I am an active listener, which I believe helps me to better understand what people are saying and respond accordingly. I'm an excellent communicator, both in the written and spoken form, and I believe that my skills have been instrumental in my success as a profession.</p>
References	<p>Gloria Ishimwe Strategy and Operations Analyst – ONE ACRE FUND CBC gloria.ishimwe@oneacrefund.org</p>

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