

PERSONAL IDENTIFICATION

Names : NIKUZE JANVIERE

Gender: Female

Residence District: KICUKIRO

Residence Sector: KAGARAMA

Telephone: 0789 390 950

ID:11991 700 82203034

Email: janvinikuze@gmail.com

EDUCATION

Bachelor's degree in Accounting

UNILAK, KIGALI

Graduation : 2019

PROFESSIONAL EXPERIENCE

Accountant Officer | WASAC GIKONDO BRANCH, KIGALI from 2021 – July 2025

- Account adjustments and validating (records posting)
- Coordinated and managed the end-to-end logistics processes, ensuring timely and cost-effective transportation and distribution of goods.
- Implemented and monitored supply chain strategies to enhance efficiency, reduce costs, and meet customer satisfaction goals.
- Conducted regular inventory analysis and maintained accurate records to support financial reporting.
- Collaborated with cross-functional teams to streamline procurement processes and optimize vendor relationships.

- Developed and maintained relationships with key stakeholders, suppliers, and carriers.

SKILLS

- Logistics Management
- Supply Chain Optimization
- Inventory Control
- Procurement
- Financial Reporting
- Vendor Management
- Data Analysis
- Communication and Collaboration

REFERENCES

Names: BANDURIYIKI Josee ,Telephone: 250 738 742 472

Names: TUYISENGE Vedaste

NIKUZE JANVIERE

Kigali

RWANDA

Email: janvinikuze@gmail.com

Tel: 0789 390 950

KICUKIRO District

NIBOYE Sector

TO THE DIRECTOR OF LABSCROLL

Dear Sir/Madam,

RE: APPLICATION FOR JOB AS ACCOUNTANT OFFICER

I am writing to express my interest in the Accounting Officer position at **LABSCROLL** as recommended. With a Bachelor's degree in Accounting and over two years of experience at WASAC, I am confident in my ability to contribute effectively to your team.

In my previous role at WASAC, I successfully managed account adjustments and validated records postings, ensuring accuracy and compliance with financial standards. I conducted regular inventory analysis and maintained precise financial records to support reporting and decision-making processes. My role also involved collaborating with cross-functional teams to streamline procurement processes, optimize vendor relationships, and ensure cost-effective operations.

Through my strong analytical skills and attention to detail, I consistently ensured accurate financial reporting and contributed to efficient resource management. I also built and maintained productive relationships with key stakeholders, which enhanced operational efficiency and accountability.

As a proactive and results-oriented professional, I am eager to bring my expertise in accounting, financial analysis, and reporting to **LABSCROLL**. I am impressed by your commitment to [mention any specific initiatives or values of the company], and I am excited about the prospect of contributing to your continued success.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of **LABSCROLL**. Please find my attached resume for your review.

Sincerely,

NIKUZE JANVIERE