

PROFESSIONAL SUMMARY

Service-focused finance professional with experience in bookkeeping, cash management, and inventory management. Skilled in problem-solving, with a strong commitment to continuous learning and growth in all aspects of finance. Seeking opportunities to leverage expertise and contribute to organizational success.

EDUCATION

Bachelors In Entrepreneurial Leadership (BSE), GPA: 4.0 Expected graduation: May 2027
African Leadership University, Kigali - Rwanda

Relevant Courses: Entrepreneurial Leadership in the African Context, Solving problems with creative and critical Thinking , Financial Literacy/Analysis Short course.

Work experience

Accounting intern (ZED B&B co) May 2024 - June 2024
Customer care representative (ZED B&B co) Aug 2023 - December 2024

- Managed bookkeeping, cash management, and inventory management, ensuring accurate financial records and efficient cash flow.
- Applied strong analytical skills to identify and resolve financial discrepancies and improve processes.
- Committed to providing exceptional service and continuous learning to enhance expertise in all financial aspects

High School Diploma in Business Economics and French , GPA :4.0 MAY 2023
Riviera High School , Kabuga -Rwanda

SKILLS & ABILITIES

Communication Skills

- Fluent in English speaking and writing. ,Fluent in FrenchSpeaking and Writing and Fluent in kinyarwanda speaking , Intermediate swahili speaker

Client Relationship Management:

- Developed excellent client relationship-building skills, maintaining strong connections with clients and stakeholders.
- Achieved a high level of customer satisfaction and repeat business through effective relationship management.

Sales Performance:

- Consistently met and exceeded sales targets by identifying and pursuing new sales leads.

Technical Proficiency:

- Proficient in Microsoft Office (Word, Excel, PowerPoint) and skilled in using CRM software for accounting processes.

Communication and Interpersonal Skills:

- Possess a cheerful and outgoing personality with effective communication skills.
- Capable of working independently and as part of a team, fostering a collaborative work environment.

Market Trends and Insights:

- Stayed informed about market trends, providing valuable insights to improve financial strategies and Service offerings.
- Launched and promoted new Marketing lines, resulting in increased market share and client satisfaction at ZED B&B.

-

