

Curriculum Vitae (CV)

Jean Pierre NTIRENGANYA

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PROFESSIONAL SUMMARY

Jean Pierre is a knowledgeable and exceptionally productive professional with a track record of collaborating with others to accomplish goals. He is recognized to have strong leadership skills characterized by the ability to inspire and motivate team members so that they can work together as a team to accomplish common goals. I bring a strong work ethic, a growth mindset, excellent communication and interpersonal skills, and a commitment to contributing effectively to team projects. Demonstrating ability in problem-solving and decision-making processes within the team. Prefers teamwork and uses it to achieve success and over-performance.

SKILLS

- Effective Communication and Teamwork
- Project Planning, scheduling, and resource allocation
- Documentation and Reporting
- Risk Management Skills
- Procurement & Supplier Management skills
- Logistics Coordination
- Data Entry & attention to detail skills
- Proficient in using MS Word, Excel, PowerPoint, and Google Suites apps such as Google Forms, drive, calendar, sheets, Gmail, Sites, Google Docs, etc, and project management tools such as Asana, Trello, Slack, and Microsoft Project.
- Stakeholder Engagement
- Budgeting and Financial Management Skills
- Responsible and Time Management
- Ability to give and receive feedback
- Problem Resolution, analytical& Critical thinking

EDUCATION

Kepler College University

Bachelors of Arts in Project Management

EXPERIENCE

Raw Materials and Commercial Intern at Inyange Industries Ltd-6th Aug-10th

September

Order and Distributors Intern-Commercial Department.

- Processed sales orders and quotation documents, ensuring accuracy and compliance
- Assisted customers in obtaining the right products by managing orders efficiently.
- I worked with distributors and clients to provide the necessary documentation for the delivery of products, including generating sales orders and quotation documents.
- Worked with Noza system to track inventory and manage transactions.
- Analyzed operational challenges such as slow processing speeds and recommended solutions.

Raw Materials Intern-Inyange Industries Ltd

- Recorded incoming stock and distributed materials for production use (both physically and electronically).
- Ensured data accuracy in inventory systems, minimizing discrepancies.
- Collaborated with warehouse teams to optimize material flow and storage.
- Recorded and managed stock movements within the Noza system, ensuring that all transactions related to goods issues, goods returns, and transfer postings were accurately documented both physically and electronically.

LANGUAGES

Fluent in English both in speaking, writing, and reading

Fluent in Kinyarwanda in speaking, writing, and reading

CERTIFICATES

AI (Artificial Intelligence) Career Essential Certificate

Virtual Assistant Certificate