

Robert MUGABE

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SUMMARY

Innovative and results-driven Junior Project Manager with expertise in the MICE (Meetings, Incentives, Conferences, and Exhibitions) & Hospitality sectors. Known for my ability to drive projects from concept through completion, I excel in managing logistics, budgets, and client relations to deliver high-impact events. Skilled in critical thinking, communication, and negotiation, with proficiency in Microsoft Office and a proactive approach to teamwork and problem-solving. Eager to contribute to innovative event experiences that exceed client expectations.

PROFESSIONAL EXPERIENCE

Project Coordinator
Sand Technologies | Kigali, Rwanda **Sept 2024 - Present**

- Coordinated end-to-end project Logistics by managing timelines, resources, and supplier relationships to ensure seamless project execution.
- Facilitated client communication and acted as the primary liaison, addressing client needs and updating them on project progress to ensure satisfaction.
- Oversee Budget and Invoicing through tracking project expenses and ensure accurate billing, maintaining projects within budget.

Event Operations Assistant
BAG Innovation | Kigali, Rwanda **Feb 2024- Aug 2024**

- Assisted in organizing logistics, venue arrangements, and vendor coordination to ensure smooth event operations.
- Oversaw event setup, troubleshooting, and guest support, ensuring a high-quality experience for attendees.
- Supported post-event evaluations, gathering feedback to drive continuous improvement in future projects.

Project Intern
MediXR | Kigali, Rwanda **May 2023 - Feb 2024**

- Supported project managers with scheduling, task assignments, and resource allocation to meet project goals.
- Gathered project data, analyzed findings, and prepared reports to support informed decision-making.
- Facilitated communication among team members, organized meetings, and tracked progress to ensure alignment with project timelines.

EDUCATION

Bachelors of Business Information Technology
University of Rwanda | Kigali, Rwanda **Jan 2022 - Oct 2024**

- Major in Business and technology.

SKILLS

- Project and Event Management
- Client Relationship Building
- Technical Proficiency
- Communication and Negotiation
- Team Collaboration

CERTIFICATIONS

- Project Intern | MediXR** **March, 2023**
- Virtual Assistant | African Leadership Experience** **Feb, 2024**
- AI For Project Management | 10Academy** **Oct, 2024**