PERSONAL INFORMATION

JANVIER NKUNDUKOZERA

📍 Kigali, Rwanda

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✉️ nkundajanv02@gmail.com

Sex MALE| Date of birth 01/01/1990 | Nationality RWANDESE

WORK EXPERIENCE

February 2020 - Present

IT User Support And Help Desk Officer
RWANDA REVENUE AUTHORITY (RRA) (KIGALI CITY-Rwanda)

September 2013 – February 2020

Assistant Lecturer of computer science
UNIVERSITY OF RWANDA-COLLEGE OF EDUCATION(Eastern province-Rwanda)

- Delivery of award, non-award, bridging programmes, during the day, evening or weekends
- Assessment/evaluation of students' work-including assignments, continuous assessments, examinations, moderations including invigilation etc.
- Student's academic advising, face-to-face, online, distance learning etc.
- Supervision of internship/field work/lab sessions, performances etc.
- Staff development related to teaching duties
- Writing course and print, audio/video for both award and non-award short programs etc under UR copyright ownership.
- Engagement and publication of research projects
- Study for higher research degrees or programmes to obtain and maintain requisite qualifications (i.e. Masters, PhD, PGCLTHE etc)
- Professional development of research
- Preparation and submission of research and teaching development proposals etc.
- Writing refereed articles, books, book chapters and other publications
- Presentation of scholarly papers in refereed conferences, workshops, seminars etc.
- Attendance at university, college, school and department meetings
- General office administration and reporting on teaching and research evaluation
- Students consultations
- Timetabling
- Representations in committees, taskforces on behalf of the university, college, school, center, department or discipline
- Contributions and involvement in professional associations, community organizations, schools, non-profit organizations, business and industry
- Organization and participation in community activities seminars and workshops or other educational events
- Participation in events of national and local importance (umuganda, itorero, ndiumunyarwanda etc)
- Volunteer activities

September 2012 to April 2013

Data clerk
National institute of statistics (Kigali-Rwanda)

- Recording data into SPSS as they were kept on the census form
- Keep census forms properly and safely
- Ensure the proper disposal of computers and other materials of the institution
- Report any inconsistence found in the census form
- Provide mentorship to new officers

4th to 27th Nov 2009

Volunteer work

One Laptop Per Child(OLPC) (Kigali-Rwanda)

▪ Preparing lessons plans
▪ Training kids and teachers in programming
▪ Evaluating students work
▪ Monitoring and following up students' projects
▪ Report to supervisors the progress of training
▪ Attending meeting and update blog.
▪ Troubleshooting kids' laptops

February to November 2008   **Primary teacher**

Gishari Primary School (Eastern province-Rwanda)

▪ Preparing lessons plans
▪ Coaching students in English and French
▪ Evaluating students works and grade them
▪ Monitoring and following up students' works
▪ Report to school headmaster necessary reports
▪ Attending meeting and seminars

EDUCATION AND TRAINING

September 2015 – July 2018   **Master's degree in computer science and Technology (Computer Software and theory)**

XIDIAN UNIVERSITY(XI'AN-CHINA)

January 2008 – November 2011   **Bachelor of Computer Science with Education**

UNIVERSITY OF RWANDA-COLLEGE OF EDUCATION (Kigali-Rwanda)

January 2004 – November 2007   **Advanced level A2**

GROUPE SCHOLAIRE TTC/ZAZA (NGOMA – RWANDA)

▪ PRIMARY TEACHING

March 2017   **Innovative training on theoretical and practical application of internet of things.**

INTERNATIONAL KNOWLEDGE CENTRE FOR ENGINEERING SCIENCES AND TECHNOLOGY UNDER THE AUSPICES OF UNESCO

November 2009   **Certificate for volunteer work in coaching of projects in programming with primary education students**

ONE LAPTOP PER CHILD (OLPC)

PERSONAL SKILLS

Mother tongue(s)   KINYARWANDA

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
ENGLSH	C1	C1	C1	C1	C1
FRENCH	C1	C1	C1	C1	C1
CHINESE	A1	A1	A1	A1	A1

TESTIMONIAL OF PROFICIENCY ENGLISH

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills

- GOOD COMMUNICATION SKILLS (gained during my undergraduate studies)
- TEAM WORKING
- CLARITY AND CONSISION
- FRIENDLINESS
- OPEN-MINDEDNESS
- RESPECT

Organisational / managerial skills

- TEAM LEADERSHIP
- IMPLEMENTING STRATEGIES
- PROJECT MANAGEMENT
- GOAL SETTING AND MEETING GOALS
- MULTITASKING

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
INDEPENDENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER	PROFICIENT USER

Levels: Basic user - Independent user - Proficient user
Digital competences - Self-assessment grid

Replace with name of ICT-certificates

- GENERAL SOFTWARE: MICROSOFT OFFICE, MS OFFICE PROJECT EXPLORE INTERNET
- INNOVATIVE TRAINING ON THEORETICAL AND PRACTICAL APPLICATION OF INTERNET OF THINGS ISSUED BY INTERNATIONAL KNOWLWDGE CENTER FOR ENGINEERING SCIENCES AND TECHNOLOGY(IKCEST) UNDER THE AUSPICES OF UNESCO

REFERENCES

NAMES	CONTACT	POSITION
Mr.Muhiire A. Cassian	+250788487837	Advisor of vice chancellor, University of Rwanda (UR)
Dr. Nduwingoma Mathias	+250788897814	Lecturer of Computer Science at UR- College of Education
Master Uwitonze Alfred	+250788549588 alfruwitonze@yahoo.fr	Lecturer of Computer Science at UR -College of Education

ADDITIONAL INFORMATION

Publications

- Analytics Insight into customer reviews using text mining techniques and machine learning algorithms: A case study of SAMSUNG customer reviews
- Only thumbs down? Samsung Galaxy Note7 fiasco Twitter sentiment analysis using hybrid method
- Contribution of Microfinance loan on socio-economic development of its Beneficiaries

Projects

- State of usage of big data and their benefits towards Archaeology in Africa: A review

ANNEXES

- PASSPORT;
- PUBLICATION CEERTIFICATE (3).

CERTIFICATE of PUBLICATION

THIS ACKNOWLEDGES THAT

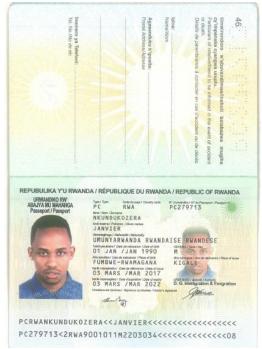**JANVIER NKUNDUKOZERA**

HAS SUCCESSFULLY PUBLISHED RESEARCH PAPER

Analytics Insight into Customer
Reviews Using Text Mining
Techniques and Machine Learning
Algorithms: A Case Study of
SAMSUNG Customer Reviews.

FEBRUARY
2018

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**INTERNATIONAL JOURNAL OF ADVANCED RESEARCH
IN IT AND ENGINEERING**

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In Recognition of the Publication of the Paper Entitled

ONLY THUMBS DOWN? SAMSUNG GALAXY NOTE7 FIASCO TWITTER SENTIMENT
ANALYSIS USING HYBRID METHOD

Published in IJARIE Journal, Volume 7, Issue 5, May 2018

**INTERNATIONAL JOURNAL OF ADVANCED RESEARCH
IN MANAGEMENT AND SOCIAL SCIENCES**

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In Recognition of the Publication of the Paper Entitled

CONTRIBUTION OF MICROFINANCE LOAN ON SOCIO-ECONOMIC
DEVELOPMENT OF ITS BENEFICIARIES - A CASE STUDY: DUTERIMBERE MFI
(MICROFINANCE INSTITUTION) RWANDA

Published in IJARMSS Journal, Volume 6 Issue 12, December 2017

http://www.garph.co.uk

DECLARATION

I, the undersigned, certify that to the best of my knowledge belief, the bio-data given correctly describes the true me according to the qualification.

SIGNATURE