

# CURRICULUM VITÆ



**JEAN AIME KALISA**

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**Marital status: Married**

## **Summary**

With 10+ years of experience in the accounting field, I have developed a comprehensive skill set in financial management, reporting, and analysis.

My background includes extensive work with general ledger accounting, accounts payable and receivable, budgeting, and financial statement preparation.

I have a proven track record of maintaining accurate financial records, ensuring compliance with accounting standards, and implementing effective internal controls.

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My background includes extensive work with general ledger accounting, accounts payable and receivable, budgeting, and financial statement preparation.

I have a proven track record of maintaining accurate financial records, ensuring compliance with accounting standards, and implementing effective internal controls. I am adept at using accounting software such as QuickBooks, Intertrans/ TMS, Tally ERP, and Excel, and I excel at detecting inconsistencies and providing practical financial insights. Known for my attention to detail, analytical skills, and ability to work under pressure, I have successfully managed financial operations for diverse industries, contributing to improved financial performance and strategic decision-making. By

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relying on my strong teamwork abilities, I am able to collaborate effectively with cross-functional teams and stakeholders.

## **EXPERIENCE**

- 2011-March 2015 Accountant at KOLITEC & PARTNERS Ltd
- 2014- I attended Internship in MINECOFIN in SMART IFMIS department
- July 2015 to August 2016 Accounts officer at PREMIER BET RWANDA Ltd
- January 2017 to August 2017, General Manager at Centre d'Accueil AVEGA AGAHOZO
- January 2018 to September 2018 Sales and accounts manager at Dantec Co Ltd
- September 2018 October 2020 Store keeper and logistics officer at VIVA Product/ Matelas Dodoma
- December 2020 to March 2023 Import and export officer at VIVA Product/ Matelas Dodoma
- December 2023 to date Accountant at ITO East Africa Ltd

## **EDUCATION BACKGROUND**

Year	Institution Award
2011- 2014	Kigali Independent university (ULK) Bachelor Degree in Accounting
2007 - 2010	Lycée de Gisenyi A2 in Accounting
2004 - 2006	Groupe scolaire don de Dieu RemeraRukoma 0 Level Certificate
1998 - 2003	Gacuba 2 Primary Level

## **LANGUAGE READ WRITE SPEAK**

Language	Writing	Speaking
Kinyarwanda	Native	Native
English	Good	Good
French	Good	Good
Swahili	Good	Good
Lingala	Intermediate	Intermediate

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## OTHER SKILLS

- Accounting software:
  - Tally prime
  - Tally ERP
  - MS Excel
  - QuickBooks
  - Intertrans/ TMS
- Others:
  - MS Word
  - MS Power point
  - Internet

## Referees:

Names	Position	Contact
<b>Giovanni NKUBITO</b>	Senior Accountant at <b>GPO</b>	+250 788 315 845
<b>Sheila Gladstone</b>	General Manager at <b>ITO East Africa Ltd</b>	+250 788 847 920
<b>NGABO Tony KARANGWA</b>	Branch manager at <b>BPR /Gisozi branch</b>	+250 788 557 000

I certify that the information presented above is true, complete and correct to the best of my knowledge and belief.



Jean Aimé KALISA