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**JEAN AIME KALISA**

**Phone : +250 788 482 995**

**E-mail :** [**kalisajulio@gmail.com**](mailto:kalisajulio@gmail.com)

**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.

My extensive experience in the accounting field has given me 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. 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 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**

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| --- | --- | --- |
| **Language** | Writing | Speaking |
| Kinyarwanda | Native | Native |
| English | Good | Good |
| French | Good | Good |
| Swahili | Good | Good |
| Lingala | Intermediate | Intermediate |

**OTHER SKILLS**

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

**Referees:**

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