

PERSONAL INFORMATION

JEAN DAMASCENE NTAKIRUTIMANA

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Sex Male | Date of birth 2 Jun 1986 | Nationality RWANDA

JOB APPLIED FOR

Funded traineeship for young graduates at the EU Delegation to Rwanda

WORK EXPERIENCE

23 Jul 2015–23 Oct 2015

Corporate planning & strategy internship

wasac ltd., kigali (Rwanda)

-Corporate strategy; plan & develop the corporate long-term strategy in order to materialize the company's vision&objectives. Business planning
-Work coordination.
- Budget Follow up
- Evaluation of subordinate
- Reporting of Management information.

EDUCATION AND TRAINING

15 Sep 2012–29 Jul 2016

Bachelor's degree in Economics with Monetary Economics

EQF level 4

University of Rwanda /College of Business and Economics, Kigali (Rwanda)

General; Macro economics

Startistics

Mathematics for Economist

Operation Research

Labor Economics and public accounting

Economic Law

Econometrics

Microeconomics

Money and Banking

Portfolio Management

Information and Communication Technology

Related document(s): Degree_Page_1.png

PERSONAL SKILLS

Mother tongue(s)

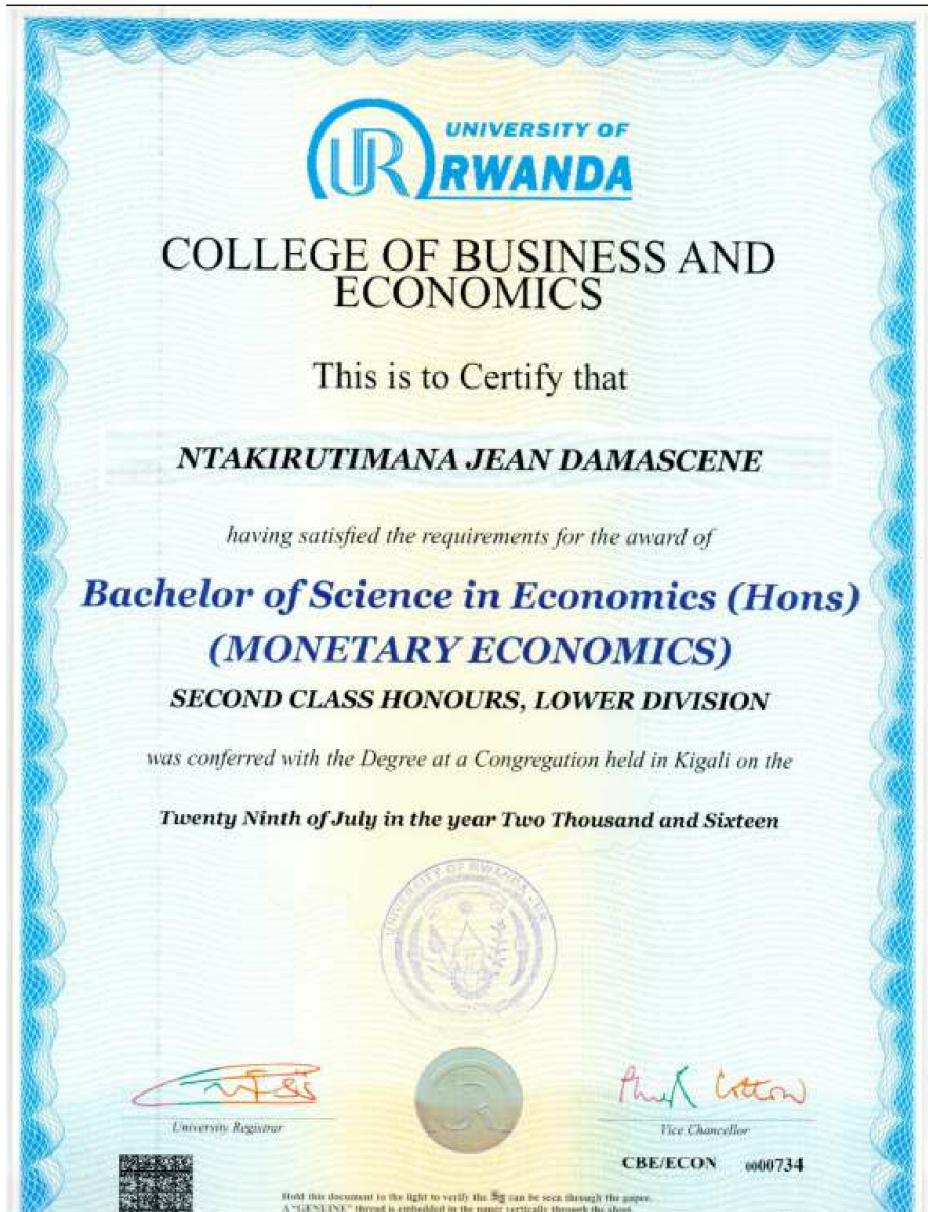
KINYARWANDA

Foreign language(s)

	UNDERSTANDING	SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production

English	B2	B2	B1	B1	B2					
certificate of English Proficiency/UR										
Related document(s): EPLM.pdf										
Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user <u>Common European Framework of Reference for Languages</u>										
Communication skills	Good communication gained from Hospitality industry for nine months in front office operations. Team working and goal oriented.									
Organisational / managerial skills	-Problem solver, -A good Team player -Goal oriented									
Job-related skills	Monitoring and Evaluation. Planning. Front office customer care.									
Digital skills	MS. WORD,EXCEL AND POWER POINT									
	SPSS SOFT WARE EVIEWS INTERNET									
Related document(s): Certificate_pdaf.pdf, COMPUTER CERTIFICATE.pdf										
ADDITIONAL INFORMATION										
Certifications										
Certifications	Hospitality industry for nine months front office operations.									
Related document(s): FO11_Page_1.jpeg										
ATTACHMENTS										
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On the 03 April 2019

To, The European Union Delegation to Rwanda

Dear Sir/Madam.

Re: Application for Funded Traineeship for Young graduates at the EU Delegation to Rwanda.

It came to my knowledge through a vacant Internship that you will have a seat open for title of **Funded Traineeship for Young Graduates at the Eu Delegation to Rwanda**. As an interested candidate, I am writing this application to apply for the mentioned post. I have all the desired requirements suitable for the internship along with relevant experience in the field.

In fact, I graduated from University of Rwanda, College of Business and Economics, I have a bachelor 's science in Economics with honor in Monetary Economics then after I have been doing the training for nine months in Hospitality industry, Front office department. Therefore, I want to participate in an EU traineeship because it trains me to improve and to increase my knowledge and skills in political and economics, research and project management and development for Delegation's social media.

Once obtain this opportunity it give me a good experience with dealing and directly handling the issues with people on first hand basis. I am a good looking candidate and I have good communicational skills. My personality is pleasant, honestly and friendly.

I look forward to hearing from you.

Sincerely yours



NTAKIRUTIMANA Jean Damascene