

NYIRAGASIGWA VERONISE

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SUMMARY

Ambitious and detail-oriented professional with a background in Law, Business Management, and Entrepreneurship. Experienced in administrative support, client engagement, and project coordination through internships in education and customer service. Skilled in record keeping, communication, and logistics coordination with a strong commitment to efficiency, teamwork, and sustainable development. Passionate about contributing to AIMS's mission to empower talented young Africans to be creative leaders in science and technology.

WORK EXPERIENCE

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| Call Center Agent (CCI) | January 2025 – July 2025 |
| <ul style="list-style-type: none">Maintained accurate client records and daily call documentation.Supported operational reporting and prepared service-related documentation.Responded to high-volume customer inquiries with professionalism and accuracy.Ensured data confidentiality and contributed to team performance goals. | |

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| Business Development Intern Prikkle Academy Rwanda, Kigali | June 2023 – November 2023 |
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- Assisted in organizing events and coordinating logistics for youth training sessions.
 - Managed communication with partners and maintained digital outreach records.
 - Supported procurement and distribution of learning materials.
 - Helped underserved youth access digital tools while promoting inclusivity and education.
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EDUCATION

Bachelor of Laws (LLB)—University of Kigali

- 2024–Present

Diploma in Business Management and Entrepreneurship – Davis College, Rwanda

- Graduated: December 2023

PROJECTS

Green Fertilizer Project – May 2022

- Co-led a nationally recognized youth innovation focused on reducing post-harvest loss through eco-friendly fertilizer solutions. Earned national and school-level funding, empowered local farmers, and trained youth in climate-smart agricultural practices.
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SKILLS

- Administration & Logistics: Office Administration, Record Management, Procurement Support, Logistics Coordination, Event Planning, Scheduling, Travel Arrangements, and Office Supply Management.
- Project Management: Task Prioritization, Workflow Coordination, Time Management, Budget Tracking, Reporting, Process Documentation, and Team Collaboration.
- Communication & Interpersonal: Professional Correspondence, Client Engagement, Cross-Cultural Communication, Team Support, Conflict Resolution, Customer Service.
- Analysis & Research: Data Entry & Analysis, Report Preparation, Monitoring & Evaluation, Documentation Review, Policy Support, Attention to Detail.
- Technical Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace, Data Management Tools (KoboToolbox), Email & File Management Systems.

LANGUAGES

ENGLISH (FLUENT) | KINYARWANDA (NATIVE)

DRIVING LICENSE

CATEGORY B