

Jean Marie Vianney Munyabugingo
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Profile

I see myself as a passionate, professional, dedicated employee, loyal and I appreciate working and achieving as a team.

Objective

Now looking to secure a challenging new role where skills, knowledge and previous experience can be applied

Key Competencies

- *accounting*
 - *Sales and marketing*
 - *General Management*
 - *Administration and translation*
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Career Summary

Freelancer

June 2017 ----till now

Data entry, translation, marketing research and loyalty services

- <https://www.upwork.com/freelancers/~01dfe00d47eee62f6c?viewMode=1>
- https://www.fiverr.com/mbugingo?up_rollout=true
- <https://www.freelancer.com/u/munyalife>

SURE SOLUTIONS LTD**February 2021 ---- Up-to-date****Office assistant**

- *Obtained documents, clearances, certificates and approvals from local and central government agencies.*
- *Prepared documents, reports and presentations*
- *Contacted customers by phone and email in response to inquiries*

KEVAS EA LTD**January 2016 — February 2021****Administration and Finance officer**

- *Copied, logged and scanned supporting documentation.*
- *Entered details such as payments, account information and call logs into the computer system.*
- *Performed initial client assessment and analysis to begin research process.*
- *Obtained documents, clearances, certificates and approvals from local and central government agencies.*
- *Researched and updated all required materials needed for firm and partners.*
- *Contacted customers by phone and email in response to inquiries.*
- *Promptly resolved all customer requests, questions and complaints.*

BUGEPRO LTD**June 2014 — January 2016****Sales and marketing officer**

- *Worked with marketing, advertising, and merchandising to develop strategies that generated sales of new or selected products*
- *Communicated regularly with territory, regional and strategic managers for daily support and strategic planning for accounts.*
- *Identified and analysed key competitors and related products.*
- *Forecasted manpower requirements based on daily workload and company targets.*
- *Conducted monthly inventories of materials on the work floor.*

IFMIS officer

- *Entered details such as payments, account information and call logs into the computer system.*
 - *Reported financial statements and met deadlines consistently*
 - *Trained new users of IFMIS software and Utilized modern teaching methods such as e-learning and team learning reconciled bank accounts and cash accounts*
 - *Generated financial statements and facilitated account closing procedures each month.*
 - *Generated and submitted invoices based upon financial schedule.*
 - *Prepared documents, reports and presentations using advanced software proficiencies.*
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COURSES

- *IFMIS training/ MINECOFIN*
 - *Cabling training/ SALTER*
 - *Initiating and Planning Projects course/ COURSERA*
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Education

2011: Bachelor in management specialised in accounting

Key IT Skills and languages

- *Word, Excel, PowerPoint, Publisher, SmartIFMIS, internet*
- *English , French and Kinyarwanda*

References

- **KABERA Claude : CEO Kevas East African ltd,** **0788309545**
- **KAMUHIRE Alexis: Auditor General at OAG,** **0788674737**
- **NYIRATUNGA Immaculate: Director of BUGEPRO,** **0788501051**

