

# **CURRICULUM VITAE**

## **1. PERSONAL PROFILE**

**Names:** NZABONIMPA Emmanuel

**Sex:** Male

**Date of Birth:** December 25, 1985

**Nationality:** Rwandan

**Marital Status:** Married

**Contact:** (+250)0788646781 /0788731461

**E-mail:**emmy7128@gmail.com

**Residence address:** Northern Province/Musanze District/Muhoza Sector

## **2. KEY QUALIFICATION.**

My career objective is to be creative and innovative. I am young and energetic, small in size but big in mind. Personally I am physically fit, well dedicated to team work, team building and self-motivated person that makes me to work hard and deliver quality work with minimum supervision and support from my superiors and carry forward the vision, mission, goals and objectives of the company,

**I'm Second class lower Division Bachelor's degree in Finance obtained from CUR(Catholic university of Rwanda) I have excellent verbal and written communication skills in Kinyarwanda, French and English.**

I have Ability to manage time and prioritize workload to ensure efficient delivery of all aspects of tasks:

Regular user of Microsoft Office, including Excel

- Highly organized and efficient
- Excellent communication skills, both written and verbal
- Polite and professional manner
- . High level of attention to details

### 3. EDUCATIONAL BACKGROUND.

| PERIOD    | SCHOOLS                                | OPTION/FACULT                         |
|-----------|--|---------------------------------------|
| 2010-2014 | Catholic University of Rwanda, (CUR)   | Management / Finance Option           |
| 2003-2006 | Karegera Secondary School , Nyamasheke | Advanced Level in<br>ACCOUNTANCY(ACC) |
| 2000-2003 | G.S. Bumba , Rutsiro District          | Ordinary Level                        |

### 4. COMPUTER SKILLS

MS Office (Word, Excel, Power point) 5.

### 5. LANGUAGES SPOKEN

| Languages   | Spoken    | Reading   | Written   |
|-------------|-----------|-----------|-----------|
| French      | Good      | Very Good | Very Good |
| Kinyarwanda | Very good | Excellent | Excellent |

### 6. TRAINING AND INTERNSHIP CONDUCTED

| YEAR | TRAINING&INTERNSHIP   | ORGANIZER                            |
|------|---|--------------------------------------|
| 2019 | Training For Responsible Inclusive Finance, CPPS, Repayment, Capacity Analysis                    | UMUTANGUHA FINANCE COMPANY PLC (UFC) |
| 2017 | Training For Customer Care  | UMUTANGUHA FINANCE COMPANY PLC (UFC) |
| 2014 | 2 Weeks of Training for Good Leadership at Nkumba   | Local Government                     |
| 2010 | One Week in training of trainer in Sexual and Reproductive Health organized by IRISH AIDS PROJECT | Health Unlimited                     |

## 5. EXPERIENCE RECORD

| Year          | Job title      | Organization                          | Duties and Responsibilities   |
|---------------|----------------|---------------------------------------|---|
| 2022-Oct 2024 | Sales Officer  | Ignite power Rwanda                   | <ul style="list-style-type: none"> <li>-Screening ,recruiting and training Sales employees</li> <li>-Calling potential Customers to explain Company products and encourage them to purchase</li> <li>-Answering Customers questions and explaining complex issues to the relevant departments as needed.</li> </ul>   |
| 2018-2022     | Loan Officer   | Umutanguha Finance PLC /Kabaya Branch | <ol style="list-style-type: none"> <li>1. Generate and develop deposits and new deposit by providing product knowledge customer service and customer relationship</li> <li>2. Sell the Deposits products to the existing and potential clients</li> <li>3. Establish relationship with existing and perspective customers</li> <li>4. Administer all mortgage loans and various specialized loan products.</li> <li>5. Manage at high network individuals customer portfolio for the branch</li> <li>6. Mobilise clients for the purpose of lending to them</li> <li>7. Train individual clients and group members in</li> <li>8. Guide,monitor and supervise clients as well as groups activities</li> </ol> |
| 2016-2018     | Cashier/Teller | Umutanguha Finance PLC /Kabaya Branch | <p>Preparation of financial accounts for the assigned clients (Cashbooks and maintenance of general ledger and cash settlement).</p> <p>Deposited and withdraw money to the clients</p>   |

## 8. REFERENCES

| NAMES                   | EMPLOYMENT                                      | TELEPHONE       | EMAIL ADRESS            |
|-------------------------|---|-----------------|-------------------------|
| BENEGUSENGA Emelyse     | Human Resource in Ignite Power Rwanda Ltd       | (+250)788312094 | emeryse@ignite.solar    |
| UWIMBABAZI Marie Claire | Branch Manager in U MUTANGUHA PLC KABAYA Branch | (+250)783734073 | uwimbabclaire@gmail.com |
| HABARUREMA Felix        | <b>Auditor Officer from Auditor General</b>     | (+250)78840074  | Habarufelix@gmail.com   |

## 8. DECLARATION

I certify that the above information are valid, sincere and correct.

Best regards,



NZABONIMPA Emmanuel