CURRICULUM VITAE

PERSONNELIDENTIFICATION s

Surname: ABAYIKUNDA
Firstname: Ange
Date of Birth: 1/06/2002
Sex: Female
Marital status: Single
National ID Number: 1200270032952197

CONTACTINFORMATION

Tel: 0782613113
E-mail: abayikundaange@gmail.com

PARENTS INFORMATION

Father's names: BASANGIRA Papias
Mother's name: MUSABYIMANA Elina

PLACE OF BIRTH & RESIDENCE

Sector: Gikondo
District: Kicukiro
Province: Kigali city
Nationality: Rwanda

PROFESSIONAL SUMMARY

Motivated and Finance graduate with a Bachelor's Degree (A0) in Finance and practical experience in finance and administration, data collection, customer service, record keeping, and business operations. Skilled in Microsoft Office, basic QuickBooks, and financial record management. Eager to contribute to an organization while developing my skills in finance, accounting, banking, and administration. I am eager to apply my academic knowledge and professional experience to further develop my skills in finance and banking. I am committed to learning, taking on new responsibilities, and contributing to the growth and success of the organization.

EDUCATION BACKGROUND

Institution	Year	Award
University of Rwanda	2022-2025	Bachelor's Degree in Finance(A0)
E.S Nyamirama	2018-2021	Advanced Level Certificate (A2) Combination: MEG
Ecose Musambira	2015-2017	Ordinary level Certificate

Kinunga Primary School	2008-2014	Primary School Certificate

EXPERIENCE

Operations & Administrative Coordinator – Good Butchery
Kigali, Rwanda | January 2026 – Present

I managed daily sales transactions, cash handling and EBM tax receipts; maintained financial records, monitored petty cash, reconciled cash balances, processed customer orders, provided customer service, tracked inventory and supported administrative operations to ensure smooth business activities.

Academic Intern (Finance & Administration)

I completed a two months academic internship at the National Land Authority (NLA), where I assisted with financial documentation, logistics coordination, data entry, filing, and general administrative activities.

Enumerator / Rwanda Governance Board(RGB)

I worked as an Enumerator for two months, conducting household and institutional data collection, ensuring accuracy and confidentiality of information, and working with a team to meet data collection targets and deadlines.

TRAINING AND CERTIFICATES

- **In 2026:** Work Certificate as An enumerator at Rwanda Governance Board(RGB)
- **In 2026:** Training of pratical Accounting,Taxation and Business compliment
- **In 2025:** Bachelor's Degree in Finance
- **In 2024:** QuickBooks Certificate
- **In 2024:** Driving Licence

LANGUAGES

Language	Speaking	Reading	Listening	Writing
English	Very good	Very good	Very good	Very good
Kinyarwanda	Excellent	Excellent	Excellent	Excellent

ADDITIONAL SKILLS

- Ability to interpret financial data and make decisions

- Financial analysis and forecasting
- Microsoft Office (Word, Excel, PowerPoint)
- Data entry and report generation
- Use of financial software (e.g., QuickBooks, Tally, or MS Excel)
- Financial Documentation
- Bookkeeping and account reconciliation
- Budget preparation and monitoring
- Administrative Support
- Records & Document Management
- Data Collection & Survey Administration
- Teamwork & Collaboration
- Communication
- Time Management
- Adaptability and willingness to learn.
- Ability to work well in teams and coordinate tasks
- Leadership experience in clubs, projects, or volunteer activities

- Customer service and client relations
- Planning and executing small projects or events
- Writing clear reports and emails
- Presenting information effectively to colleagues or supervisors
- Quick to learn new software or financial systems
- Open to feedback and willing to improve
- Basic knowledge of tax procedures
- Knowledge of procurement and supply chain basics
- Familiarity with financial regulations in Rwanda

HOBBIES

- Reading books
- Learning new skills
- Teamwork activities
- Community engagement
- Research and data analysis

RECOMMENDATIONS

Ms. KAZARWA Sylvie||Lecturer|| University of Rwanda||Phone: 0788521516||Email: s.kazsylvia@gmail.com

I am pleased to recommend Ange Abayikunda, whom I have known during her academic studies at the University of Rwanda. She is a hardworking, disciplined, responsible, and committed individual. She demonstrates a strong willingness to learn, works well with others, and approaches her academic and professional responsibilities with dedication. I believe she has the potential to succeed in her future career and would be a valuable addition to any organization.

Ms. MUKAMANA Gertrude||Human Resource Manager|| Rwanda Governance Board (RGB)||Phone: 0788466650||Email: gmukamana@rgb.rw

I am pleased to recommend Ange Abayikunda, whom I came to know through her work at the Rwanda Governance Board. She is responsible, hardworking, respectful, and committed to her duties. She demonstrates good teamwork, communication, time management, and attention to detail. She is willing to learn new skills and performs her responsibilities with professionalism. I confidently recommend her for opportunities in finance, administration, accounting, and related fields.

Mr. MBONIMPA Cyprien||Director of Finance and Administration|| National Land Authority (NLA)||Phone: 0783497076||Email: cyprien.mbonimpa@lands.rw

I am pleased to recommend Ange Abayikunda, who completed her academic internship in Finance and Administration at the National Land Authority. During her internship, she demonstrated responsibility, discipline, willingness to learn, and good attention to detail. She supported activities related to financial and administrative documentation, record management, data entry, filing, and office operations. She worked well with colleagues and carried out her assigned responsibilities professionally. I believe she has the dedication and potential to succeed in finance, accounting, administration, and related professional roles, and I am pleased to recommend her.

I hereby certify that the information provided in this CV is accurate and complete to the best of my knowledge.

Ange ABAYIKUNDA