

## CURRICULUM VITAE

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### **WORKING EXPERIENCE**

#### **TRANSLATION ACTIVITIES IN RWANDA FROM 2017 to 2024**

- 2017-2024: Part time activities in interpretation for friends and strangers from abroad in mission in Rwanda;
- August 2019: Activities of interpretation for students from Duke University in Rwanda for their research activities;
- 2016-2024: Instant interpretation in some different meetings, church and conferences;
- 2017-2024: Translation for some documents from English to French or Kinyarwanda;

#### **TRANSLATION ACTIVITIES IN BURUNDI**

- 2012-2015: Leader of interpreters' team in Authentic Word Ministry Burundi;
- 2011-2015: Managing a private agency of translation and interpretation with other services of Service of guide and transportation for visitors/Tourists
- 2008-2015: Interpretation in church and conferences

#### **ACCOUNTANT&FINANCE OFFICER: July 2008 - June 2016**

Employer's name: **HOPE WORLDWIDE BURUNDI (Benevolent)**

##### **Duties:**

- Processing expenses sheets and invoices;
- Overseeing the administration accounts and the finances,
- Follow up with petty cash management and bank accounts,
- Following up with the bills from suppliers for verification before payment;
- Preparing routine documents for senior managers and funder;

The Organization HOPE Worldwide Burundi, a faith-based organization. HOPE Burundi is working in supporting vulnerable and needy children in their scholarship, medication, and other basic needs and in empowering poor families, especially women as heads of families.

#### **ADMINISTRATIVE AND FINANCE OFFICER: December 2010 to June 2015**

Employer's name: **ECAM BURUNDI (Entreprise de Construction et d'Aménagement des Marais)**, a private company of construction in Burundi and Rwanda;

At the position I was responsible of overseeing all the administrative and finance.

##### **Duties:**

- Overseeing the administration accounts and the finances,
- Ensuring that goods and other furniture are purchased and supplied

- on time and ensuring that all logistical issues are sorted out;
- Following up with the bills from suppliers for verification before payment;
- Preparing routine documents for senior managers;

#### **SECRETARY-ACCOUNTANT: November 2005 to December 2010**

Employer's name - **ECAM BURUNDI** with the following responsibilities:

- Supervise the administrative provision services and logistical support to the company;
- Preparing financial reports;
- Processing expenses sheets and invoices;
- Receive and distribute incoming and send outgoing correspondences;
- Provide secretarial support services to the staff of the company;
- Working closely with companies importing building materials to follow up with our orders ;

#### **SECRETARY/RECEPTIONIST: August 2005 and June 2006**

Employer's name - Receptionist (Part time) in ICRC (International Committee of Red Cross) with main responsibilities below:

- Answering the phone calls and connecting the ICRC personnel to external partners;
- Preparing order for supplying of materials for the administration office;
- Receiving and directing the visitors to the delegation of the organization in Burundi

### **KEY SKILLS AND COMPETENCIES**

#### **Language Literacy**

English, French, Kinyarwanda/Kirundi, and Swahili

#### **computer Literacy**

MS Office, Excel, and Word; PowerPoint; Internet;

#### **Professional**

- Ability to work under minimal supervision;
- Excellent communication and report-writing skills;
- Ability to handle multi-tasks;
- Quick learner.

### **ACADEMIC QUALIFICATIONS**

Bachelor Degree in Economics and Management at NTARE RUGAMBA UNIVERSITY (2013 in Burundi)

Bachelor Degree in Christian Leadership in ACT Rwanda