

CURRICULUM VITAE

Personal Details

Name: Melchiade MINANI

Date of Birth: March 17, 1982

Nationality: Burundian

Address:

GIHOSHA, Q GASENYI
Bujumbura, Burundi.

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Education & Qualifications

2006-2008
Bachelor's Degree

2004 – 2006
Université du Lac Tanganyika, Bujumbura.
1st Degree (BAC+2) in Sociology and Communication

August 2003 – November 2003
Africa Peace Point, Nairobi – Kenya
Peace Building & Reconciliation Course
Courses included: Leadership & Community Organization, Communication for Justice & Peace, Understanding of the Family and Community, Conflict Resolution/Transformation through Non – Violent Action, Citizenship & Nation building, Networking...

1999 – 2002
Saint Joseph Ecumenical School, Nairobi – Kenya
High school Diploma in Sciences, Languages & Education Sciences

1997 – 1999
Centre Scolaire Congolais de Kigoma, Tanzanie
Section of Accountancy & Administration

1994 – 1996

Institut Mwanga d'Uvira, DRC
General Studies.

1987 – 1993

Ecole Primaire de Gihinga, Burundi
National Certificate of Primary School Education

Work experience

September 2006 – Present(now)

U-COM Burundi SA, Bujumbura, Burundi

Stocks Manager

Responsibilities: Prepare receiving reports for incoming furniture, furnishings, supplies and equipment,

Verify the items received against their respective procurement documents

Supervise the storage of items

Draft reports and send them to the

Conduct inventory at the end of the month or as required

Prepare end month reports for the procurement and financial departments

January 2006 – September 2006

U-COM BURUNDI, Bujumbura, Burundi

Customer Care Agent

Responsibilities: As a Customer care Agent, my main duties were to:

Receive calls from subscribers

Study their requests and find appropriate solutions

Avail detailed information on the products and services of the company and any general information regarding current and upcoming events

2003 – 2004

Sangwa Amahoro Association, Nairobi – Kenya

Secretary

Responsibilities: Running of day to day of the said secretariat, organizing meetings, representing the association in various meetings and seminars, making minutes and periodical reports.

January 2003 – December 2003

Secretariat, African Youth Parliament, Nairobi – Kenya

Translator, Interpreter

Responsibilities: translation of documents to be used during the group sessions of the said parliament, interpretation during the group sessions, before and after sessions facilitations to make participants of different origins interact both from French to English and vice versa.

Additional Training & Skills

Training

Stocks Management training, 2007

Languages

Kirundi: Fluent in written and spoken,
Kiswahili: Fluent in written and spoken,
French: Fluent in written and spoken,
English: Fluent in written and spoken

Computer knowledge

MS Word
MS Excel
MS Outlook
Use of printing and photocopying machines
Use of bar code reader
Regular use of internet

Interests

Reading, swimming, travelling, socializing, networking, watching TV, listening to news, watching sports especially football and basketball

