

# Justabel NDIKUMASABO

## PROFILE

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I am an enthusiastic, confident, flexible and energetic person driven by a desire to succeed. My objective is to use my ingenuity, fluency in both English and French, social experience and professional skills to excel in my professional as well as personal life.

## EDUCATION

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### **August 2009- December 2009: Banking school of excellence, Nigeria**

The banking school of excellence is a 4 months intensive training programme which all candidates will be expected to score a minimum of 65% in all subjects in order to have a certificate. The essence of this course is to allow candidate to become better banker by undergoing the rigours and fundamentals of banking.

### **2007- 2008 The University of Portsmouth, UK**

#### **Msc. Business Economics, Finance and Banking**

Modules: Business Economics, Economics of banking and money, Quantitative economics for business, Research methods, Applied corporate for finance, Future and Option Markets, International Banking and Finance, Time series analysis and Financial forecasting

### **2004- 2007 The University of Portsmouth, UK**

Degree: Bsc.Accounting and finance

Final year dissertation: How past experienced have combined to generate the structure of the oil industry

.Main Subject covered: Taxation for Accounting programmes, accounting for strategic management and control, Business system analysis and design for accountants, auditing, advance business finance, advance financial accounting

### **2003- 2004 Cambridge Regional Colleges, Cambridge, UK**

Foundation degree in Business studies. Merit

### **2000- 2003 Ecole Independante De Bujumbura, Burundi**

Certificat de Cycle superieur: Mathematics, Physics, Chemistry, and Scientific Drawing.

### **1996- 2000 Ecole Independante De Bujumbura, Burundi**

Certificat de cycle inferieur: French, English, Mathematics, Physics, Biology and Chemistry.

## **EXPERIENCE**

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**Jan 2010- Until now**

### **Finbank- Relationship Manager**

My responsibility was to provide efficient daily operation of a full service at the branch office, including operations, lending, product sales, customer service, and security and safety in accordance with the Bank's objectives. Develops new deposit and loan business; provides a superior level of customer relations.

**March 2009 –July 2009**

### **Finbank -Relationship Officer/corporate banking**

I have been posted as a relationship officer under corporate banking group. I was in charge of establishing and maintaining a good relation between the bank and the clients, providing financial advice the clients, issuing loans, following clients and recovering in it is necessary.

**JANUARY 2009- MARCH 2009**

### **Finbank- Risk analyst**

- I was in charge to provide statistical information to assist the analyses, undertake risk assessment analysis of various types of lending proposals, analyse market trends, make recommendations to reduce and/or control risk, produce monthly analysis reports, protect the company's risk assets

**June 2006 – September 2006**

### **Banque de Credit de Bujumbura in Partnership with Belgolaise Bank:**

- Accounts Assistant – Assistant to the Accountant and Accounts Supervisor. Responsible for maintenance of manual payment records, posting cash payments to computerised sales ledger, reconciling the bank, daily banking of money, monthly credit control.

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## **PROFESSIONAL SKILLS**

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**I.T:** Excellent in MS Office, Sage, Dreamweaver,

**Interpersonal:** Communication, Teamwork, Personal Organisation, Leadership and analytical skills and more.

**Languages:** Fluent in English, French, and Kirundi

The skills, I gained, help me use the experience gained from work to demonstrate to future employers that I have the necessary skills to function in the workplace. It also helped me to learn more about myself and my career options

## **HOBBIES AND INTERESTS**

I regularly participate in the Basketball tournaments. I am also interested in exploratory documentaries, travelling and meeting new people and making the cultural differences an inspirational tool in my life.

Travel around Africa (Rwanda, Uganda, Kenya and Nigeria) and Europe (Belgium, Swiss, England and France).I was able to learn about myself and developed my character to fit in with different types of people I met. I also developed Planning and Time management skills to get the best out my trips. It was also a good opportunity to learn about other people's way of life and be able to appreciate the world we live in. I also developed an open attitude towards different cultures, which added a degree of freedom to the way I reason in different situations.

## **REFERENCES**

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ALBIN NTUNGA, Head of IBG 78500001

ERIC NTAHORUZA, Acting CMD, 78905811

Job applied OBR 3005

Justabel NDIKUMASABO  
10, Avenue de Juin  
Code Postal – BP 237

A L Office Burundais des

Recettes

Mardi 25 Mai 2010

Référence OBR 3005

Ma'am, Sir

Having a degree in accounting and finance and a master degree in business economics, finance and banking, I am particularly interested in the position of Chef du Service Rapprochement des Recettes et Recouvrement DGC

I am asking you because I know that in a company with a reputation such as yours, I could acquire skills and practices from professionals recognized. During my training, work experience and my experience in FINBANK I have acquired knowledge of the financial institution.

Open to others, anxious to improve myself, I can adapt and have a sense of responsibility, organization and discipline, practicing two foreign languages, I have a deep desire to succeed my employability, thereby my growth both personally and within society.

I know I can be a key player on your team, and I would like the chance to prove that to you. I look forward to meeting with you and bringing my talents to your firm. Thank you for your time and consideration.

Sincerely,