

Arnaud RUGEMA
Rue Jean Paul II
Mutanga Nord
Bujumbura
Burundi

Office Burundais des Recettes
Bujumbura
Burundi

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Objet : Annonce parue dans le site www.obr.bi
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Madame, Monsieur,

Diplômé en Business Administration and Management, avec le Marketing comme option, je suis particulièrement intéressé par le poste de **Chef de service d'administration et des approvisionnements** proposé au sein de votre entreprise.

Je vous sollicite car je sais que dans une société ayant une renommée telle que la votre, je pourrais acquérir des compétences et des pratiques au contact de professionnels reconnus. Au cours de ma formation académique, les stages et surtout mon expérience au sein de la banque FINBANK ont été des points forts, par la connaissance des milieux institutionnel et commercial qu'ils m'ont apportés, mais aussi par la rencontre de divers spécialistes du secteur et la découverte de leurs pratiques.

Ouvert aux autres, soucieux de me perfectionner, je sais m'adapter et ai le sens des responsabilités, de l'organisation et de la rigueur, pratiquant deux langues étrangères, j'ai un désir très profond de réussir mon insertion professionnelle, permettant ainsi mon épanouissement aussi bien sur le plan personnel qu'au sein de votre institution.

En espérant pouvoir prochainement vous exposer plus en détail mes motivations, je vous prie d'agréer, Madame, Monsieur, l'expression de mes sentiments les plus distingués.

Arnaud RUGEMA

CURRICULUM VITAE

Personal information

First name/Surname: Rugema Arnaud

Address: Rue Jean Paul II, 1916, Bujumbura, Burundi

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Nationality: Burundian

Date of birth: 14th August 1983

Gender: Male

Marital status: Single

Profile

Self-driven, results-oriented with a positive outlook, and a clear focus on high quality and business profit. Reliable, tolerant, and determined. Keen for new experience, responsibility and accountability. Able to get on with others and be a team-player.

Education and qualification

Dates	Title of qualification awarded	Principal subjects	Name and type of organisation providing education
July 2009-December 2009	Certificate of Banking	Finance, Accounting, Banking Operations and leadership skills	Access Bank School of Banking Excellence (Lagos/Nigeria)
2002-2006	Bachelor of Business Administration and Management	Business Administration and Management/Marketing	Uganda Martyrs University
1999-2002	Certificate of High School	Art Section (A levels)	Lycée du Saint Esprit
1995-1999	Certificate of High School	O levels	Ecole Indépendante (Secondary School)
1993-1995	Certificate of Primary School	(P5-P6)	Ecole Indépendante
1989-1993	-	(P1-P4)	Stella Matutina Primary School

Personal skills and competences

Mother tongue : Kirundi

Other languages :

	Understanding		Speaking		Writing
	<i>Listening</i>	<i>Reading</i>	<i>Spoken interaction</i>	<i>Spoken production</i>	
French	Excellent	Excellent	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent	Excellent	Excellent
Swahili	Regular oral conversation				

Social skills: 2004-2005: Member of Uganda Martyrs University Student Union (**UMUSU**).

Work experience:

May 2007-September 2008:

Sales representative at **Aimost and Company Trading “A&C Trading”**. It is a general trading company, local and international transport. In charge of the follow up of contracts made between the company and clients i.e purchasing-supplying the goods offered by the company, handling data records of the company and representing the company during invitation to tender meetings. I was also in charge of the cartage (heavy trucks) owned by the company i.e ensuring that all the repairing needed are done effectively and efficiently.

April 2009- June 2009:

Finbank Burundi (An Access Bank Company): I worked in Marketing Department as a Branding and Communication officer. This department is in charge of producing brochures, radio, print or TV ads, and generally promote banking products and services in the community. It also organizes events and sponsor local groups to raise awareness and increase loans, services and deposits.

July 2009- December:

Access Bank School of Banking Excellence (Lagos/Nigeria): The Banking School of Excellence is a 4 Months intensive training program which all candidates will be expected to score a minimum of 65% in all subjects to qualify for an offer in the Bank.

The primary objectives of the school are to provide the knowledge and skills to recognize and solve general management problems and to implement solutions. The program is structured around the business of banking, business management, strategic planning, and organizational leadership. With an industry undergoing such rapid change, highly developed leadership skills are required to meet the challenges and rapid changes occurring in the industry.

January 2010-March 2010:

Finbank Burundi (An Access Bank Company): Credit Risk Management Department.

As a credit risk analyst, my duties were to provide statistical information to assist in production of analyses, undertake risk assessment analysis of various types of lending proposals, analyze market trends and make recommendations to reduce and/or control risk.

March 2010 to date:

Finbank Burundi (An Access Bank Company): Institutional Banking Group. As a relationship manager, my primary duties responsibilities are collections, customer servicing and other loss mitigation or recovery activities. Contacts delinquent, charged-off, or high-risk customers in order to secure payment and determine reason for delinquency on active loan/credit accounts. In the recovery area, collectors work with customer to establish full balance repayment plans or settlements.

Technical skills and competences

July 2005-September 2005: Internship at " Société d'Assurances du Burundi" (**SOCABU**): The study I conducted attempted to analyze the importance of marketing management in insurance sector, using this company as an example and therefore to suggest ways in which this area can be improved so as to expand its market.

January 2007-April 2007: Internship at "Banque de Gestion et de Financement" (**BGF**): I came to know how banks or financial institutions operate. They provide actually service as intermediaries of the capital and debt markets. They are responsible for transferring funds from investors to companies, in need of those funds. The presence of financial institutions facilitates the flow of money through the economy. I therefore went through different departments such as the finance department where the money is accounted and budgeted, at the counter where the money is issued(using bank checks) or deposited and the credit department, as well as the compensation where different banks meet at the central bank to exchange their dues(checks, bank statements...)

September 2008-October 2008: Internship at **Go-tyres (Pirelli & TVS)**: Sales & Marketing Department.

Publication:

"Marketing Management in the Insurance sector", Nkozi, Uganda, April 2006

Computer skills

OS: Windows, LINUX

Softwares: Word, Excel, PowerPoint, Access, Publisher, Adobe Acrobat Reader, Outlook Express, Internet

Banking applications: Flexcube-Flexbranch, Delta Bank

Driving licence: Yes

Additional information: Member of Entente Judo club of Bujumbura

I **undersigned**, *Rugema Arnaud*, **certify** that, to the best of my knowledge and belief, all the information on this application is true, correct, complete and made in good faith. I **understand** that false or fraudulent information on this application may be grounds for not hiring me or for firing me after I begin work. I **understand** that any information I give may be investigated.

Reference persons:

- NAHIMANA Libère, Managing Director of Société d'Entreposage des produits Pétroliers «SEP Burundi »,
- Alain GAHAMA, Head Credit Risk Management, FINBANK(Access Bank Burundi),
- Diana MUREKERISONI, Head Human Resources, FINBANK (Access Bank Burundi)