

# SCHOLAR WANGARI

FINANCE OFFICER AND CUSTOMER SERVICE

## CONTACT

Email: [bashaijascholar@gmail.com](mailto:bashaijascholar@gmail.com)

Phone: +250782373737

Address: Kigali, Rwanda

## EDUCATION

### MASTERS IN BUSINESS ADMINISTRATION (MBA)

Kigali independent university (ULK) 2022-2024

### BACHELOR'S DEGREE IN FINANCE

Kigali independent university (ULK) 2014-2018. Kigali Rwanda campus.

## SKILLS

- Financial Management Software (Excel, QuickBooks,)
- Leadership and Community Engagement
- Financial Analysis and Reporting
- Supplier & Vendor Management
- Project Management and Stakeholder Engagement
- Policy Advocacy and Government Relations

## LANGUAGES

Kinyarwanda - Native  
English - Excellent  
Kiswahili –Native

## REFERENCE

1. Ngamije Desire  
C.O & General Manager  
Mezefresh Ltd  
Tel, 0783152355  
[mezefresh5@gmail.com](mailto:mezefresh5@gmail.com)
2. Ndizeye Jack,  
Marketing Manager  
Ethiopian Airlines,  
Tel: 0788510135  
[jackndizeye2@gmail.com](mailto:jackndizeye2@gmail.com)
3. Jean Baptiste Tuyishime  
Manager  
Izuba Gen Ltd,  
Tel: 0789505790  
[johnbaptistet9@gmail.com](mailto:johnbaptistet9@gmail.com)

## PROFILE

Motivated self-starter and dedicated professional with over 5years of experience in financial management, customer service, and administrative support. Proven ability to build and maintain strategic relationships, manage projects, and drive organizational success. Strong analytical skills with a keen attention to detail, committed to fostering positive impact in public health and community engagement.

## WORK EXPERIENCE

### IZUBAGEN LTD

Finance officer 2021- To date

#### Key Responsibilities

- Ensure compliance and uphold financial integrity through meticulous record-keeping and general ledger management.
- Manage banking and cash operations, including reconciliation and financial reporting.
- Collaborate across teams to implement financial policies that support operational goals while maintaining a strong focus on customer service.

### Meze fresh Ltd; Part time

Accountant 2020- To date

#### Key Responsibilities

- Maintain accurate accounting records and prepare financial statements.
- Reconcile accounts and process invoices, contributing to financial stability.
- Analyze financial data to ensure effective general ledger maintenance.

### LANDY INDUSTRIES LTD INTERSHIP 2019

Finance &Administration officer

#### Key Responsibilities

- Supported financial operations and administrative duties, focusing on strategic financial planning.
- Contributed to compliance reporting and enhanced staff management efficiency.

### Employee at Meze Fresh,

Cashier: 2016 – 2018

#### Key Responsibilities

- Controlled petty cash and managed payment processing, ensuring smooth transactions.
- Provided excellent customer service and issued EBM receipts to enhance the customer experience.

### Living Water Ltd-Intern 2017 January - June

#### Customer Service

- Coordinated meetings and tracked customer complaints, providing general administrative support.
- Developed strong communication and organizational skills.

### Savings and Credit Co-Operative- Intern and Volunteer, Rwanda January 2014-August 2014

- Assisted with daily operations, managing member accounts and processing transactions.
- Supported community outreach efforts to educate and attract potential cooperative members, fostering financial inclusion