



Valentine Benithe Uwase

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Summary

To acquire a challenging position in a high-quality customer-service environment, I am result oriented with a bachelor's degree holder in Economics and Business studies. I have been certified as an Accountant which has given me the confidence of dealing with the Accounting aspect for the past eight years and presently working as Retail assistant administration. As the hospitality industry is diverse, I am looking for international opportunities. and I am mentally and physically fit in working seeking for a position which will utilize the professional and technical skills developed through past work experiences in this field, I have methodical, customer approach to work and a strong drive to see things through to completion.

WORKING EXPERIENCES:

Hilton Salwa Beach Resort and Villas

Retail assistant administrator

June 2021- Present

- Prepare contract for supplies and negotiate with them about product.
- Compile and update physical or digital files on client, leads expenses and sales.
- Assisted with customer queries in-store and by phone.
- Prepared merchandise for sales floor and tagged items with correct pricing information.
- Received, picked and dispatched product orders.
- Issued refunds for damaged, non-functional and unwanted items.
- Prepare sales report daily or monthly both for supplies and the company.
- Carry on inventory both physical and in the system.

United Family for Education

Accounting coordinator

April 2016-february2021

- Processing and reconciling accounts payable and accounts receivable transaction.
- Assisting with the preparation of financial statements and reports.
- Ensuring accurate and timely recording of financial transaction in the general ledger.
- Monitoring and analyzing financial data to identify variances and discrepancies.
- Coordinating with other departments to gather financial
- Updated financial policies and procedures as needed to maintain compliance with regulations.
- Prepared monthly financial reports.
- Monitored cash flow by reviewing daily bank transactions.

Owners Investment LTD

Accounting

January 2015-March 2016

- Reviewing and reconciling invoices related to taxes on shipment and transportation expenses.
- Ensuring and timely processing of accounts payable transactions related to taxes on shipment and transport expenses.
- Monitoring and analyzing financial data to identify variances and discrepancies related to taxes on shipment and transport expense.
- Preparing supporting documents to assist in paying taxes as commercial invoice, bills of lading, packing list
- Managing and maintaining accurate records of taxes paid on shipment and related expenses.

EDUCATIONAL BACKGROUND

- Current doing Masters in Business administration Management at UNICAF (2023 to 2024)
- Degree of Bachelor at Kigali Independent University (ULK) in Economics and Business studies Accounting Kigali/ Rwanda (Graduated DECEMBER 2017)

Trainings and Course attended

- Test of English (IELTS)
- Training in Rwanda Red Cross
- Internship in Accounting at Wisdom School
- Training in Entrepreneurship at Dot Rwanda
- Internship in Accounting at ULK University (Gisenyi Campus)
- Training in Entrepreneurship at DOT Rwanda
- Certificate of Completion Customer focus
- Certificate of Completion how to Build Rapport Quickly
- Certificate of completion giving and receiving feedback
- Certificate of Completion Customer Service Foundation
- Certificate of Completion Leading and working in teams
- Certificate of Completion Accounting Foundation: Budgeting
- Certificate of Completion Privacy
- Certificate of Completion anti-corruption