**Joseph**

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**PROFESSIONAL EXPERIENCE:**

**May 2016 to December: Cost and Purchasing Manager at Radisson Blu Hotel and Convention Centre, Kigali**

**Reason For Leaving: End of Preopening and Opening Contract**

Key Responsibilities include Training staff and Productivity, Auditing, Procurement and control of all activities in the Hotel and Convention Centre Inventory, procurement accounting and Cost Control, Pre-opening and Opening Operations Control:

1. **Procurement/Purchasing**
   * Responsible for outsourcing and Preparing Contracts for new Suppliers
   * Responsible for Procurement of food, Beverages, Stationeries, Housekeeping Linen, Housekeeping Amenities ,Consumables and Chemicals and Operating Equipment.
   * Market Research and Suppliers’ Prices Comparison
   * Double check the orders Prepared by the Assistant Purchasing Manager and make sure that the correct products are placed from the Reliable Suppliers.
   * Double Check the Product Prices and make sure that the orders are placed with the right Suppliers
   * Authorize orders to be placed to the suppliers
2. **Budget Control:**

* Check all departmental Daily, Weekly and monthly expenses make sure that we cut cost without compromising on Hotel and Convention Centre Quality Standards.
* Advice on new products that can save the cost on guest amenities in rooms and Food and Beverage Department
* Control the Hotel Expenditures on Daily Basis.

1. Control of all sales of Food and beverages on daily basis
   * Checking individual item sales
   * Checking all adjustments ( Voids, Error corrections)
   * Checking all methods of payments done
   * Checking all methods of Payments used
2. Control of point of sales.
   * To check if all items in our revenue centres have the correct prices (or updated prices).
   * To check if all charges in our revenue centres are done correctly
3. Accounting of all promotion accounts, and other food and beverage credits (Staff Meals, Management meals, breakages and wastage).
4. Elaborate Stock Operating Procedures (SOPs) make sure that they are maintained;
   * SOP on all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
   * SOP on Stock variances Check and control in revenue centres and the holding store rooms.
   * Checking on slow moving stock and propose the items to up sale
   * Check and approve the par level according to the season to maintain the optimum stock.
5. Menu Costing
   * Check and Approve Food Menu costing done by the Chef and Assistant Cost controller
   * Make sure that e Beverage Menu Costing and set up of wine list is checked and approved.
6. Reports:
   * Check Daily Food and Beverage purchase ratios and advice budget Management
   * Check the Sales Mix Analysis and take measures on Turn Over improvement
   * Supervision and participation in Monthly stocktaking and Make sure there is a full involvement of all counters and Verifiers.
   * Check and Approve the Mid-month and Month end results on Cost of Sales
7. Staffing:
   * On Job training of all Purchasing, Cost Centre, Stores and Receiving team.
   * Coordinate and overseas all staff in Purchasing and Operations control Department
   * Make Roster and approve Annual leaves, Family responsibility Leaves and Sick Leaves.
   * Solve all Human Resource related issues in the department (recruitment, Employees development, training and Disciplinary issues)

**March 2015 to April 2016: Cost Control Manager at Hotel des Mille Collines by Kempinski**

Reason for Leaving: Career Move

Key Responsibilities include Training staff and Productivity, Auditing, Procurement and control of all activities in the Hotel Inventory, procurement accounting and Cost Control:

**Procurement/Purchasing**

* + Double Check all Suppliers Contracts Prepared by the Purchasing Manager
  + Responsible for Procurement of food, Beverages, Stationeries, Housekeeping Linen, Housekeeping Amenities ,Consumables and Chemicals
  + Market Research Suppliers’ Prices Comparison
  + Double check the orders Prepared by the Purchasing Manager and make sure that the correct products are placed from the Reliable Suppliers.
  + Double Check the Product Prices and make sure that the orders are placed with the right Suppliers
  + Authorize orders to be placed to the suppliers

**Budget Control:**

* Check all departmental Weekly Save the Cents reports and make sure that we cut cost without compromising on Hotel Quality Standards.
* Advice on new product that can save the cost expensed on guest amenities in rooms and Food and Beverage Department
* Control the Hotel Expenditures on Daily Basis.

**Control of all sales of Food and beverages on daily basis**

* + Checking individual item sales
  + Checking all adjustments ( Voids, Error corrections)
  + Checking all methods of payments done
  + Checking all methods of Payments used

**Control of point of sales.**

* + To check if all items in our revenue centres have the correct prices (or updated prices).
  + To check if all charges in our revenue centres are done correctly

**Check and approve all promotion accounts, and other food and beverage credits (Staff Meals, Management meals, breakages and wastage).**

**Elaborate Stock Operating Procedures (SOPs ) for the revenue centres and make sure that they are maintained;**

* + SOP on all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
  + SOP on Stock variances Check and control in revenue centres and the holding store rooms.
  + Checking on slow moving stock and propose the items to up sale
  + Check and approve the par level according to the season to maintain the optimum stock.

**Menu Costing**

* + Check and Approve Food Menu costing done by the Chef and Cost controller
  + Make sure that e Beverage Menu Costing and set up of wine list is checked and approved.

**Reports:**

* + Check Daily Food and Beverage purchase ratios and advice budget Management
  + Check the Sales Mix Analysis and take measures on Turn Over improvement
  + Supervision and participation in Monthly stocktaking and Make sure there is a full involvement of all counters and Verifiers.
  + Check and Approve the Mid-month and Month end results on Cost of Sales

**Staffing:**

* + On Job training of all Purchasing, Stores and Receiving team.
  + Coordinate and overseas all staff in Purchasing and Operations control Department
  + Make Roster and approve Annual leaves, Family responsibility Leaves and Sick Leaves.
  + Solve all Human Resource related issues in the department (recruitment, Employees development, training and Disciplinary issues)

**F&B Operations Manager/ Procurement Manager, Cape Royale Luxury Hotel and Spa in Cape Town, March 2014 to December 2014**.

Reason of Leaving: Relocating to Rwanda

Key Responsibilities include Operations, Productivity, Auditing, Procurement and control of all activities in the Hotel Inventory, procurement accounting; Front and Back of House areas:

**1. Productivity:**

- Control and check all staff and outsourced staff attendance and make sure that they are paid for the budgeted time.

**-** Check all the invoices from outsourced staff company and make sure that we pay right hours and times

**-**Check all the rosters and make sure that we use only the staff that we need on specific shift.

1. **Guest Service:**

* Make sure that the Shuttles are operated according to the hotel standards
* Make sure that all facilities from the front to the back of the house are in excellent conditions
* Make sure all equipment are available for the hotel Function (equipment Hire if needed)
* Great the Guests
* Attend to the Guests complaint
* Follow Up on Guest feedbacks

1. **Budget Control:**

* Check all departmental Weekly Save the Cents reports and make sure that we cut cost without compromising on Hotel Quality Standards.
* Advice on new product that can save the cost expensed on guest amenities in rooms and Food and Beverage Department
* Control the Hotel Expenditures on Daily Basis.

1. **Control of all sales of Food and beverages on daily basis**
   * Checking individual item sales
   * Checking all adjustments ( Voids, Error corrections)
   * Checking all methods of payments done
   * Checking all methods of Payments used
2. **Control of point of sales.**
   * To check if all items in our revenue centres have the correct prices (or updated prices).
   * To check if all charges in our revenue centres are done correctly
3. Check and approve all promotion accounts, and other food and beverage credits (Staff Meals, Management meals, breakages and wastage).
4. Elaborate Stock Operating Procedures (SOPs)for the revenue centres and make sure that they are maintained;
   * SOP on all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
   * SOP on Stock variances Check and control in revenue centres and the holding store rooms.
   * Checking on slow moving stock and propose the items to up sale
   * Check and approve the par level according to the season to maintain the optimum stock.
5. **Procurement/Purchasing**
   * Responsible for the Suppliers Contracts, Equipments Hire Contracts
   * Responsible for Procurement of food, Beverages, Stationeries, Housekeeping Linen, Housekeeping Amenities ,Consumables and Chemicals
   * Item/ Supplier sourcing, credit application completion Suppliers’ Prices Comparison
   * Suppliers liaison and price negotiations
   * Responsible to Maintain and update all suppliers’ records and prices
   * Double check the orders Prepared by the Purchasing Coordinator and make sure that the correct products are placed from the Reliable Suppliers.
   * Double Check the Product Prices and make sure that the orders are placed with the right Suppliers
   * Authorize orders to be placed to the suppliers
6. Menu Costing
   * Check and Approve Food Menu costing done by the Chef and Cost controller
   * Make sure that e Beverage Menu Costing and set up of wine list is checked and approved.
7. Reports:
   * Check Daily Food and Beverage purchase ratios and advice budget Management
   * Check the Sales Mix Analysis and take measures on Turn Over improvement
   * Supervision and participation in Monthly stocktaking and Make sure there is a full involvement of all counters and Verifiers.
   * Check and Approve the Mid-month and Month end results on Cost of Sales

**September 2013: Managing Owner: IPS - Investment and Procurement Solution**,

Providing the following services for the companies in Cases of Pre-opening Expertise, Emergencies (Short of Staff), Auditing Routines, Training:

1. Company Pre-Opening Inventory Planning, Procurement, Receiving

- Procurement: Products Sourcing, Pricing, Purchasing, Product Listing

- Receiving: Storage, Item Packing, Labelling.

- Menu Costing

- Item Mapping: Inventory System/Point of Sales System

2. Cost Minimization: Analyse the cost of sales contributors (Purchasing, Stock Movement, and Point of Sales) and design Stock Operating Procedures (SOPs).

3. Periodic Stock-Taking:

- Daily,

- Weekly,

- Monthly,

- Stock-taking services.

4. Periodic Inventory Audit

5. Inventory Spot-Check on request

6. Detect, Analyse stock Variances and Elaborate Remedies

7. Financial Cost of Sales Reports

8. Training of Cost Controllers, Stores, receiving and Purchasing Stuff

9. Provide any other service related to Inventory and Purchasing Management

**June 2012 to July2013, Back of the House, Stores and Inventory Manager: One and Only Resort Cape Town**.

**Reason for Leaving: Retrenchment**

Key Responsibilities include all activities related to Hotel Inventory, Procurement and back of the house management:

1. Manage Inventory/Stores and receiving
2. Manage Inventory System (PeopleSoft)
3. Manage Point of Sales System (Micros)
4. Manage and Train Cost Controller, Stores and receiving Team
5. Maintain Health & Safety Standards and the Completion of the monthly Checklist.
6. Inventory/Stores and Receiving:

* Create according to schedules correct orders daily/weekly for stores
* Daily review and approval of orders before deadlines.
* Liaise with Purchasing and departments on requirements for stock in stores available.
* Manage stock levels
* Manage free stock into PeopleSoft from suppliers on special agreements.
* Ensure goods received daily according to expected deliveries
* Ensure that all goods are received into PeopleSoft and correct distribution is happening
* Ensure that pick plan is issued out daily according to schedule
* Ensure that pick plan feedback is fed back completely on a daily basis
* Manage the stores/receiving team.
* Ensure maintenance of Health & Safety Standards and the completion of the monthly checklists

1. **PeopleSoft:**

* Complete management of: inventory for goods received, purchase orders, requisitions, pick plan, emergency requisitions, negative balances, item histories, set-up of new inventory items on PeopleSoft
* Verify and approve all recipe Costing on People Soft by the Cost Controller
* Verify and Approve the daily and monthly Cost of Sales Reports produced by the Cost Controller
* Training of staff
* Assist on month end Cycle Counts - closed off correct and verified by the F&B management team.
* Assist on investigate variances in stores/outlets.
* Assist on month end if charges need to be verified.
* Assist F&B / rest of the hotel on any issues regarding placing requisitions.

1. **Point of Sales (Micros)**

Control of all sales of Food and beverages on daily basis

* + Checking individual item sales
  + Checking all adjustments ( Voids, Error corrections)
  + Checking all methods of payments done
  + Checking all methods of Payments used

Control of point of sales.

* + To check if all items in our revenue centres have the correct prices (or updated prices).
  + To check if all charges in our revenue centres are done correctly

Micros update and Maintenance

* + Menu Creation
  + Menu Change
  + Employees Maintenance (Micros Cards Creation and updates)

1. Policies and Procedures
   * Create Standard Operating Procedures where Needed.
   * Develop Standard Operating Procedures
   * Maintain Standard Operating Procedures
   * Audit and ensures all implementations are done according to Standard Operating Procedures.

**July 2010 – December 2014, Consultant at Thales Consulting, In South Africa.**

**Key Responsibilities: Learnership & Skills Development Programs**

1. Conducting Learnership

* A Learnership of 12 months Program that enables learners to Obtain a qualification aligned to the South African Qualification Authority
* The Program has 2 objectives, first to give the learner a theoretical knowledge and secondly an experimental learning (Workplace practical).

We issue the following qualifications

* National Qualification Food and beverage Management Services
* National Qualification Accommodation Services
* National Qualification Hotel reception
* National Qualification Professional Cookery

1. Skills Programs

* Skills program is conducted within 3 months. The Objective is to address the theoretical skills needs of an individual who has informal or experimental knowledge and has no formal qualification
* RPL (recognition of Prior Learning). This Program is conducted over 7 months to give a national certificate to individual, who have been working for long years in certain field and has no formal recognition. Objectives:
* Skills to solve shortages in Skills in South Africa
* To solve the problem of youth unemployment
* To reduce unqualified labor

**Operations Cost Controller, Fairmont Zimbali Lodge and Resort, Durban/South Africa, June 2010 to June 2012.**

**Reason for Leaving**: Career Move

Key Responsibilities include all activities related to Hotel Inventory and Procurement accounting:

* Control of all sales of Food and beverages on daily basis
  + Checking individual item sales
  + Checking all adjustments ( Voids, Error corrections)
  + Checking all methods of payments done
  + Checking all methods of Payments used
* Control of point of sales.
  + To check if all items in our revenue centres have the correct prices (or updated prices).
  + To check if all charges in our revenue centres are done correctly
* Control of all promotion accounts, and other food and beverage credits (Staff Meals, Management meals, breakages and wastage).
* Efficient control of all items issued to the various revenue centres and other inventory reports preparation.
  + Responsibilities to control all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
  + Responsible for purchasing of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
* Double check the orders Prepared by the Storekeeper and make sure that the correct products are placed from the Reliable Suppliers.
* Double Check the Product Prices and make sure that the orders are placed with the right Suppliers
* Check the par level according to the season to maintain the optimum stock.
* Approve all Order requests be placed by the Purchasing manager.
* Double-check all the invoices processed by the receiving Clerk before they go to accounts for Payment
* Detect variances in revenue centres’ stocks.
* Responsible to Maintain and update all suppliers’ records and prices
* Supervision and participation in Monthly stocktaking

A Menu Costing

* + Food Menu costing
  + Beverage Menu Costing and set up of winelist in Collaboration with Food and Beverage Manager

B Stocktaking:

* + Supervise all Spot-Check and monthly Stocktaking
  + Double-Check the Closing stock and take action on stock variances

C Reports:

* + Journals for all Supplies and non-food and beverages usage and shrinkage
  + Service Assets Reports (Purchases, transfers, Closing stock, Shrinkages0
  + Daily Food and Beverage purchase ratios
  + Weekly sales Mix Analysis
  + To report end month results on Cost of Sales
  + Monthly Reconciliation of Account Stock Journals (ACCPAC) and materials Control Inventories.

D Staffing:

* + Coordinate all 8 staff in Operations control Department
  + Make Roster and approve Annual leaves, Family responsibility Leaves and Sick Leaves.
  + Solve all Human Resource related issues in the department (recruitment, Employees development, training and Disciplinary issues)

**F&B Cost Controller, Cape Grace Hotel, Leading Boutique Hotel in Cape Town, December 2009 to June 2010.**

Reason for leaving: Career Move

Key Responsibilities include all activities related to Hotel Inventory and procurement accounting:

A. Control of all sales of Food and beverages on daily basis

* + Checking individual item sales
  + Checking all adjustments ( Voids, Error corrections)
  + Checking all methods of payments done
  + Checking all methods of Payments used

B. Control of point of sales.

* + To check if all items in our revenue centres have the correct prices (or updated prices).
  + To check if all charges in our revenue centres are done correctly

C. Control of all promotion accounts, and other food and beverage credits (Staff

Meals, Management meals, breakages and wastage).

D. Efficient control of all items issued to the various revenue centres and other

Inventory reports preparation.

* + Responsibilities to control all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
  + Responsible for purchasing of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
* Double check the orders Prepared by the Storekeeper and make sure that the correct products are placed from the Reliable Suppliers.
* Double Check the Product Prices and make sure that the orders are placed with the right Suppliers
* Check the par level according to the season to maintain the optimum stock.
  + Detect variances in revenue centres’ stocks.
  + Responsible to Maintain and update all suppliers’ records and prices
  + Supervision and participation in Monthly stocktaking

E. Menu Costing

* + Food Menu costing
  + Beverage Menu Costing and set up of winelist in Collaboration with Food and Beverage Manager

F. Reports:

* + Daily Food and Beverage purchase ratios
  + Weekly sales Mix Analysis
  + To report end month results on Cost of Sales

**Cost Controller/Purchasing Manager,** Saxon Hotel, Leading Boutique Hotel in Sandhurst, Sept. 2006 to December 2009.

**Reason for Leaving**: Career Move.

Key Responsibilities include all activities related to Hotel Inventory and Procurement Management:

A. Control of all sales of Food and beverages on daily basis

* + Checking individual item sales
  + Checking all adjustments ( Voids, Error corrections)
  + Checking all methods of payments done
  + Checking all methods of Payments used

B. Control of point of sales.

* + To check if all items in our revenue centres have the correct prices (or updated prices).
  + To check if all charges in our revenue centres are done correctly

C. Control of all promotion accounts, and other food and beverage credits (Staff

Meals, Management meals, breakages and wastage).

D. Efficient control of all items issued to the various revenue centres and other

Inventory reports preparation.

* + Responsibilities to control all issues of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
  + Responsible for purchasing of food, Beverages, Stationeries, Consumables and chemicals to production centres, Revenue centres and other departments.
  + Detect variances in revenue centres’ stocks.
  + Responsible to Maintain and update all suppliers’ records and prices
  + Supervision and participation in Monthly stocktaking

1. Purchasing Management
   * Sourcing of Suppliers,
   * Sourcing of Products
   * Price Negotiations,
   * Updating prices on System
2. Menu Costing
   * Food Menu costing
   * Beverage Menu Costing and set up of winelist in Collaboration with Food and Beverage Manager

F. Reports:

* + Daily Food and Beverage purchase ratios
  + Weekly sales Mix Analysis
  + To report end month results on Cost of Sales

**Food &Beverage Controller/Purchasing Manager, Intercontinental Hotel Kigali, May – Dec 2004**

**Reason For Leaving**: Continuation of my studies at Cape Town Hotel School

Key Responsibilities include all activities related to Hotel Inventory and Procurement accounting:

1. Food and Beverage, Operating Supplies Purchasing
   * Sourcing of Suppliers,
   * Sourcing of Products
   * Price Negotiations,
   * Updating prices on System
2. Collection of receipt and Invoices from Suppliers.
3. Price control
4. Organising and Control of receiving and issuing of Food and Beverages (in and from Food stores and Cellar).
5. Food and Beveragesuppliers Prices control to maintain good Food and Beverage Cost.
6. Control of Bars, Stocktaking, Flash and monthly Beverage and Food Cost Reports
7. Computerisation of all food and beverage control activities.
8. Supervision and coordination of all staffs in food and beverage control (Receiver, storemen, cellar staffs).
9. Maintenance my departmental correspondences (Documentation)

**Guild President (SRC President)**, KIST (Kigali Institute of Science, technology and

Management), Mar. 2003- May 2004

Responsibilities:

1. To call and chair meetings of KISTAS Executive Committee and that of the General Assembly.
2. To Conduct KISTAS’ everyday activities;
3. To Implement programs and instruction of KISTAS;
4. To Supervise all KISTAS income generating projects;
5. To Sign documents dealing with cash receipts, expenses and contract in collaboration with the Minister of Finance.
6. To Make a follow-up of activities planned by KISTAS but that had a link with it;
7. To Appoint of disappoint extraordinary commissions that help it to fulfil KISTAS’ duties;
8. To Accept, refuse or stop activities of clubs, associations of students working under KISTAS;
9. To Make urgent decisions that were normally in the ambit of the General Assembly, on condition that it liaises with the administration of KRB (KISTAS Representative Board)
10. To Give activities report to the General Assembly every term;
11. To Take care of members’ way of conduct;
12. To Represent KISTAS in all decision making meetings on KIST level, state level, associations and government and/or non-government organizations and on international level;
13. To Appoint Arbitration Committee;

**Procurement Officer** of Refugee Trust Ireland (NGO), Jan 2000 – Dec 2000

1. Purchasing (Stationeries, fuel, spare parts and equipment)
2. Stock Control
3. Vehicles Control
4. Issues of Stationeries, fuel, Spare parts and equipment.
5. Supplier Liaison
6. Payments
7. Petit Cash management.
8. Bank reconciliation
9. Documentation

**Part time JOBS**

- Part time – Job, **Floor Manager**, daily Deli Restaurant, Tamboskloof, Cape Town,

May 2006 – August 2006

- Part time - Job, **Bartender**, Urban Tonic Catering Company, Cape Town, Mar. – Dec. 2005

- Part time - Job, **Waiter / Barman**, Flavour Catering Company, Cape Town, Mar- Dec. 2005

**Part Time Job:**

Marvel Internet Café**, Supervisor,** Kigali – Rwanda**,** March 2000 – Dec 2001

**EDUCATION:**

**Cape Peninsula University of Technology (CPUT),**

**Cape Town Hotel School**

- B. Tech. Degree, Hospitality Management, Dec 2005

Specialization: Hospitality Management

**Subjects:** Hospitality Financial Management, strategic Management, Hotel Industrial Law, Research Methodology, Accommodation Management, Hospitality Information Systems, Food and Beverage Studies, Culinary Studies, Service Excellence.

**Kigali Institute of Science, Technology and Management (KIST)**

**National Diploma of Business Administration** in Tourism and Hospitality Management, March 2004.

**Subjects**: Financial Accounting I, Financial Accounting II, Financial Management, Business Law I, Business Law II, Company Law, Business Communication, Business Administration, Business Statistics, Principles of Management, Principles of Marketing, Economics I, Economics II, Elements of Taxation, Elements of Production, Computer Appreciation, Information Technology, Management Information Systems, English I, English II, English IV, English V, English VI, Human Resources Management, Development Studies, Entrepreneurship Development, Development Studies, International Hospitality, Tourism Planning and Development, Travel agency Operations, Sociology and Culture Tourism, Ecology and environment Management, International Fares, Reservation Systems and Ticketing.

**Janja High School**

**Diploma A2**, **Trade and Accounting**, Dec. 1996

**Subjects**: Kinyarwanda, French, English, Swahili, Mathematics, Experimental Sciences, Biology, Geography, History, Civic Education, Commercial Arithmetic, Financial Maths, Commerce, Enterprise Organization, Economics, Accounting and Accountancy Systems, Balance Sheets Analysis, Market and Bank Operations, Typing, Law, Civil Law, Commercial Law, Social Law, Fiscal Law, English and French Business Correspondences.

**TRAININGS:**

**Industrial Attachment (3 month training) in Novotel Hotel Kigali, Jun – Aug 2003**

. Room Division Department, Food and Beverage Department, Back office (Finance and Accounts department)

**SPECIAL SKILLS:**

**1. Hospitality information System**

. Property Management System **(FIDELIO and Opera),** Accounting Package (**PASTEL,** ACCPAC, PeopleSoft)

2. Food and Beverage Management system **(WINCHECK), POS Micros, Netvu Point and M-C Materials Control (Micros – Fidelio), Micros-Product Management.**

**3. Computer Appreciation**

. Word Processing (Microsoft Word), Spread Sheet (Microsoft excel), Database

(Microsoft access), Presentation (Microsoft PowerPoint Presentation)

**4. Wine Testing and Wine service/ Wine Course by Cape Wine Academy**

**5. Professional Bartender/ Bartenders Workshop.**

**6.** Outstanding communication and leadership abilities.

**7. Entrepreneurship Skills,**

**8.** Fluent in English, French, Swahili and Kinyarwanda; verbal and written.

**9. Employment Relations:** High Performance People Training by Integrated labour Solutions

**ACHIEVEMENTS and AWARDS:**

- **Certificate of Appreciation** by KIST in Recognition of the Contribution to the Promotion of Gender Equality in KIST Students’ Community, Presented by Prof. Silas Lwakabamba, Rector KIST, on 8th March 2006.

- **Certificate of Merit** by KIST for the distinguished and invaluable service rendered to Kigali Institute of Science, Technology and Management (KIST) and KIST Students’ Association (KISTAS) as KISTAS Guild President, awarded by Prof. Silas Lwakabamba, Rector of KIST, on 20th Aug 2004

- **Member of KIST** (Kigali Institute of Science, Technology and Management) Governing Council, 2003-2004

- **President of SCUR-KIST** (Students’ Club for Unity and Reconciliation at KIST) and National Speaker of SCUR, 2002-2004.