

ANSIRA AMOS CV

Kigali, Gisozi, Rwanda | +250798683201 | ansiraamos41@gmail.com

PROFESSIONAL SUMMARY

Motivated Entrepreneurial Leadership student at the African Leadership University (ALU) with experience in program coordination, communication, and creative design. Skilled in report writing, proposal development, social media management, and digital fabrication environments. Currently working with the ICT Chamber – FabLab Rwanda while also managing a design business. Passionate about innovation, entrepreneurship, and using creative solutions to solve real-world problems.

EDUCATION

Bachelor of Science (BSc.) in Entrepreneurial Leadership, May 2024- July 2027

African Leadership University, Kigali, Rwanda, Expected Graduation

Relevant Coursework: Complex Problem Solving, Professional Skills Lab, Grand Challenges and Grand Opportunities (GCGO)

WORK EXPERIENCE

Finance Intern

July – Sept 2025

Certa Foundation | Kigali, Rwanda

Developed and managed activity budgets, ensuring efficient resource allocation.

- Managed payroll for over 40 employees using the RRA automated system.
- Assisted in preparing financial reports, including income statements and balance sheets.

Program Coordinator & Communications Assistant

2025 – Present

ICT Chamber – FabLab Rwanda | Kigali, Rwanda

- Support coordination and implementation of innovation and technology programs.
- Develop reports and proposals for projects and partnerships.
- Manage communication activities, including documentation and stakeholder coordination.
- Assist in organizing workshops, training programs, and innovation events.

Manager & Designer

2025 – Present

Taka Design | Kigali, Rwanda.

Manage daily operations of the design business.

- Handle social media management and brand communication
- Prepare invoices and reports for clients and projects.

Sales Manager & Finance Assistant 2026 – Present
ICT Chamber – FabLab Rwanda

- Support financial operations, sales tracking, and client payment follow-up
 - Prepare invoices, financial records, and sales reports
 - Coordinate with clients and partners to ensure smooth service delivery
 - Assist in budgeting and financial documentation for projects and programs
 - Contribute to marketing and business growth strategies
 - Support visitor engagement and customer reception activities
 - Assist in tourism-related public engagement activities and guided visitor experiences
 - Provide information and assistance to visitors during workshops, innovation tours, and community events
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VOLUNTEERING EXPERIENCE

Community Service Initiative (Volunteer), Kigali – Rwanda (ALU) **July- Sep 2024**

- Organized and distributed essential supplies, including soup, clothes, shoes, and financial aid, to individuals and families in need.
 - Collaborated with local organizations to identify vulnerable community members and address their basic needs.
 - Demonstrated teamwork, communication, and problem-solving skills while serving the community.
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ONLINE CERTIFICATIONS & COMPLETED COURSES

The University of Sydney (via Coursera) **September, 2024**

- Certification in Innovation Through Design: Think, Make, Break, Repeat

University of Colorado Boulder (via Coursera) **September , 2024**

- Developing a System of Mindset: Developed systems thinking skills to analyze complex problems and create scalable, effective solutions.

IBM on Coursera **September 2024**

- Solving Problems with Creative and Critical Thinking, Enhanced ability to generate innovative solutions to complex problems.
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SKILLS

- Program Coordination, Report & Proposal Writing, Social Media Management
- Interior Design Concepts, Communication & Teamwork, Adaptability

- Problem Solving, Marketing & Digital Marketing
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LANGUAGES

- English – Proficient, Kiswahili – Fluent, Kinyarwanda – Native