

JEAN BUKURU

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PROFILE

Business Administration (Accounting) student at USIU-Africa, and hands-on experience in bookkeeping, financial reporting. ACCA trainee with proven leadership as a Mastercard Foundation Scholar, supporting scholars through mentorship and academic initiatives. Skilled in financial analysis, data analytics, and accounting software, with a strong commitment to continuous learning and professional excellence.

EDUCATION

BSc International Business Administration, Accounting Concentration **May 2023 – Present**

United States International University – Africa | Nairobi, Kenya

- **Relevant Coursework:** Financial Accounting (ACCA) · Management Accounting (ACCA) · Principles of Finance · Business Analysis & Reporting · Introduction to Research Methods
- **Awards & Affiliations:** Mastercard Foundation Scholar · Millennium Fellow (UN Academic Impact)

Associate Degree in Business Administration

Jan 2022 – Aug 2024

University of the People | USA (Online)

PROFESSIONAL TRAINING & CERTIFICATIONS

- **ACCA Applied Knowledge Level:** Financial Accounting (FA) & Management Accounting (MA) content completed; professional exams scheduled Sept 2025
- **Accounting Software:** QuickBooks (Training), Sage Accounting (Training), ERP Systems (Introductory)
- **Millennium Fellowship:** UN Academic Impact, global programme for student leaders driving campus & community change
- **Global Mentorship Initiative:** Workplace Readiness Program

PROFESSIONAL EXPERIENCE

Accounting Intern

Jan 2025 – Apr 2025

Amikus Hardware Company Ltd | Kigali, Rwanda

- Maintained accurate financial records; prepared journal entries, bookkeeping documentation, and monthly financial statements
- Streamlined month-end reporting processes, contributing to a 15% reduction in reporting time
- Identified and resolved inventory-bookkeeping misalignments by cross-referencing stock records against daily sales entries, reducing reconciliation time
- Coordinated internal audit preparation, organised and reconciled financial documents for independent verification

Business Development & Sales Extern (Virtual)

Feb 2024 – Apr 2024

Thematic Externship Lab

- Conducted structured lead research to identify potential business clients across target markets

- Developed outreach communication strategies and presented business development insights in professional reports
- Strengthened analytical, reporting, and remote collaboration skills in a fast-paced virtual environment

LEADERSHIP EXPERIENCE

Family Head, Mastercard Foundation Scholars Program

Apr 2024 – May 2025

USIU-Africa | Nairobi, Kenya

- Represented and coordinated communication and logistics for a cohort of 70+ scholars from diverse national backgrounds
- Led a fundraising campaign raising KES 400,000; managed fund tracking, accountability reporting, and disbursement for community outreach projects
- Organised outreach programmes supporting refugee schools in Kenya, connecting scholars with underserved communities

Peer Tutor, Accounting & Business Courses

May 2024 – Present

USIU-Africa | Nairobi, Kenya

- Provide ongoing academic support in financial accounting and core business subjects to fellow students
- Develop clear learning materials that simplify complex financial concepts for diverse learners

Talent Sourcing Lead

May 2023 – Present

Light 4 Refuge | Rwanda

- Serve on the strategic team advancing refugee education through mentorship, and career readiness

RESEARCH EXPERIENCE

Academic Research Participant

Apr 2025 – May 2025

USIU-Africa | Nairobi, Kenya

- Participated in a study on student engagement and academic performance; assisted in data collection, quantitative analysis, and academic reporting

SKILLS

Finance & Accounting: Financial Reporting & Analysis | Management Accounting | Budgeting & Variance Monitoring | Journal Entries & Bookkeeping | Audit Preparation

Software & Tools: Microsoft Excel (Intermediate–Advanced) | QuickBooks | Sage Accounting | ERP Systems (Introductory) | Google Sheets

Data & Analytics: Data Entry & Record Keeping | Business Data Analysis | ALX Data Analytics (In Progress)

LANGUAGES

Languages: English (Fluent) | Kirundi (Native) | French (Intermediate) | Swahili (Basic)

I, Jean Bukuru, confirm this information is true,

