

## Liliane MUTAMBA

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**Profession:** Finance Officer

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### Profile

Liliane is a Finance Officer at MRB Attorneys, known for her meticulous approach to financial operations and her strong command of accounting principles. With a Bachelor's in Business Administration, specializing in accounting, Liliane has built a career defined by precision and adaptability. Currently, she's expanding her expertise by pursuing a Master's in Project Management (Business Administration), demonstrating her commitment to continuous growth.

Throughout her career, Liliane has taken on various roles that showcase her versatility and comprehensive knowledge of financial processes. Her responsibilities include managing payroll, filing taxes, reconciling bank accounts, and overseeing petty cash balances to ensure company needs are met. Liliane has a proven track record in maintaining accurate financial records, thanks to her proficiency with accounting software like SAGE, SAP, and QUICKBOOKS.

Her previous experience as an Accountant at Remera Investment and Global Hail for Trading (RIGHT Ltd) provided her with a deep understanding of day-to-day bookkeeping, payroll processing, and client invoicing. At ATX Technology, she refined her skills in filing financial reports and managing cash flow, while her internship at Security World Technology Ltd gave her the foundational skills in petty cash management and cheque processing.

Her expertise extends beyond accounting and finance. Liliane has experience in office administration, data entry, and supervising teams, demonstrating her leadership capabilities. She is highly skilled in Microsoft Office, allowing her to create detailed reports and presentations that meet high standards of quality.

Liliane is a dedicated finance professional with a comprehensive background in accounting, payroll, and financial reporting. Her adaptability, technical proficiency, and excellent communication skills make her a valuable asset to any organization.

### Work experience

Finance Officer, MRB Attorneys

Accountant, Remera Investment and Global Hail for Trading (RIGHT Ltd)

Assistant accountant, ATX technology

Professional Internship, Assistant Accountant, Security World Technology

### **Education**

Candidate for a Master's Degree in Project Management (MBA Program)

Bachelor of Business Administration in Accounting

Certificate in Taxation System

Women in Innovation (WIN) certificate

### **Languages**

English, French & Kinyarwanda