

Martine RUBONEKA



Profession: Office Administrator

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Profile

Martine is an Office Administrator at MRB Attorneys, supporting the Managing Partner and ensuring the seamless operation of MRB Attorneys. Proficient in coordinating office activities, streamlining processes, and contributing to the overall growth and success of the firm. She collaborates with the leadership team to develop and implement strategies for firm growth, operational efficiency, and goal attainment.

Martine serves as a key point of contact between departments, partners, and external stakeholders to ensure smooth coordination and efficient workflow. Manages day-to-day operations, including overseeing administrative tasks, office supplies, and facilities management to maintain a smooth-running office environment.

With a strong foundation in Finance from Kigali Independent University and expertise in business management and entrepreneurship from Davis College, Martine brings a solid educational background to her role. Proficient in adaptability, interpersonal communication, and written correspondence, she brings a proactive approach to problem-solving in her role as an Office Administrator.

Martine's proficiency in utilizing IT tools enhances administrative operations, ensuring tasks are completed efficiently and accurately. She excels in adapting to changing situations, effectively communicating with clients and colleagues, and maintaining clear and concise written records.

Work experience

Office Administrator, MRB Attorneys,

Front desk Manager & Assistant Accountant, MRB Attorneys,

Sales Executive, Afri Trade Rwanda

Education

Bachelor's degree in Finance from Kigali Independent University

Diploma in Business Management and Entrepreneurship from Davis College

Certificate in Cambridge Michigan Language Assessment English Placement Test, Davis College

Certificate of Digital Commerce, ITM Africa Rwanda

Certificate from the student recruitment committee, Akilah Institute

Languages

English, Kinyarwanda