

## Simina USANASE

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**Profession:** Front desk manager & Assistant accountant

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### Profile

Simina Usanase, currently serving as a Front Desk Manager and Assistant Accountant at MRB Attorneys, is a versatile professional with a wealth of experience in various domains. With a pragmatic approach and a strong focus on results, Simina ensures the seamless operation of front desk activities while also contributing to financial tasks.

Her role at MRB Attorneys encompasses a diverse set of responsibilities, from greeting and directing clients to managing financial records and invoicing. Simina excels in providing excellent customer service, addressing inquiries, and ensuring client satisfaction. She leverages her proficiency in administrative tasks to streamline office operations, ensuring efficiency and accuracy in all tasks undertaken.

Simina's technical prowess extends to financial management, where she utilizes her skills in QuickBooks to assist with accounting tasks. Her adeptness in data analysis enables her to conduct market research and provide valuable insights for strategic decision-making.

Simina's ongoing pursuit of a Bachelor's degree in Business Marketing from the University of Kigali enhances her role at MRB Attorneys. Her academic endeavors equip her with theoretical knowledge and practical insights that she applies to her daily responsibilities. Simina leverages her education to implement strategic approaches in client interactions, administrative procedures, and financial management tasks.

### Work experience

Sales and Administrator Officer | Skindered cosmetics,

Part time Internal Auditor & Accountant | BM MAX LIMITED,

Customer care agent | ISON EXPERIENCES

Finance management with dealer in Airtel Rwanda

### Education

Bachelor's Degree in Business marketing, University of Kigali

**Languages**

English, Kinyarwanda