

NIYINDABIRA Chéride

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0465/827789

Célibataire, 30ans

Stress Resistance, Flexible and Engaged

Professional experiences

2013/2016: English-Chinese commercial translator; French-Chinese Freelancer-China

2012/2016: English teacher and Human Resources assistant: Canadian International School-China

- Recruit and hire foreign professors
- Welcome and inform visitors about the different services offered by the school

2006/2009: Secretary APROCUBU, BJM, Burundi:

- Greet visitors and coordinate appointments,
- Manage calls, mail and emails,
- Purchase and manage supplies of office supplies

Education and training

2017-Present: Liège Management and commerce Center: Import-export Assistant

1 / 2015- 06/2016: Shenyang University, China Bachelor in Business Administration and Management General

09 / 2010-6 / 2014: Shanghai University, Business Administration

09/2009 -06/2010: Nanjing Normal University, China Certificate Language and Chinese Literature

09 / 2005-07 / 2008: - Independent School Bujumbura -Burundi Graduate in Modern Literature

Office: Common use of Microsoft Office, Outlook

Languages

French, English, Mandarin, and Swahili: fluent

Kirundi: Mother tongue

Kinyarwanda: Good knowledge

Hobbies: Tourism, Reading, Dance, Movies