

# Kajure Kamukere, Jeanne D'Arc (The Democratic Republic of the Congo)

[Original: French]

## Curriculum vitae

### I. Personal data

- Last name: Kajuru
- Middle name: Kamukere
- First name: Jeanne d'Arc
- Sex: Female
- Date of birth: 10 September 1989
- Place of birth: Bukavu (South Kivu)
- Marital status: Married; Mother to 3 children

### II. Professional experience

#### **Managing Director of Biopharm 2 Hospital Centre (Centre Hospitalier Biopharm 2): 2022 to date**

##### **Key Tasks and Responsibilities**

- **Maintaining Key Relationships:** Developing and fostering strategic partnerships with over 20 companies, increasing cost-effective collaborative partnerships.
- **Financial Management and Supervision:** Coordinate and supervise accounting and treasury operations, ensuring the efficient management of funds while reducing costs.
- **Strategic Analysis:** Conducting detailed financial analysis adjusting strategies to optimise operational performance, increasing annual revenues.
- **Expense Monitoring and Optimisation:** Reviewing operational expenses, generating substantial savings and proposing cost-effective alternatives.

#### **Chief Accountant, Centre Hospitalier Biopharm 2, Kinshasa: 2020 to 2022**

##### **Key Tasks and Responsibilities**

- **Recording Accounting Transactions:** Recording all accounting transactions, including purchases, sales and payments in the accounting records of the hospital.
- **Accounts Payable and Accounts Receivable Management:** Monitoring accounts payable and receivable to ensure timely payments and management of collections.
- **Preparation of Financial Statements:** Prepare balance sheets, income statements and other periodic financial statements of the hospital to assess its financial viability.
- **Control of Expenditures:** Control of Expenditures to ensure that the hospital has the necessary funds for its day-to-day operations.
- **Preparation of Tax Returns:** Prepares and submits tax returns and other regulatory obligations in accordance with the applicable laws.
- **Stock monitoring and analysis:** Monitoring inventories and ensuring that stock movements are correctly recorded and valued.
- **Drawing up budgets:** Helping to draw up annual budgets and monitoring their implementation in conjunction with the various departments.
- **Assistance with internal and external audits:** Participating in internal and external audits by providing the required accounting documents and replying to the queries of auditors.

#### **Teaching and Research Assistant at the Evangelical University in Africa: 2014 to present**

##### **Key Tasks and Responsibilities**

- **Teaching and Training:** Design and delivery of specialised finance and management courses, providing students with an in-depth understanding of financial concepts.
- **Academic Support:** Assisting lecturers in the preparation and conduct of teaching sessions, guaranteeing the quality of teaching.
- **Teaching Support:** Supervision of practical work and student projects, facilitating applied learning and academic success.
- **Research and Development:** Carrying out research on a variety of management topics, contributing to the advancement of knowledge and the publication of significant results.

- Institutional Audit: Programming and execution of audit interventions to evaluate and improve administrative and pedagogical practices.
- Process Analysis: Evaluation of key processes within the university, providing recommendations for optimising operations and strengthening institutional efficiency.

#### **Entrepreneur and CEO of AMINI BUSINESS: 2020 to date**

##### **Key Tasks and Responsibilities**

- Ensure the legal representation of the company
- Ensure the company's survival
- Design and implement the company's strategy

#### **Trainee Internal Auditor and Accountant at DIPHL Service: 2012**

##### **Key Tasks and Responsibilities**

- Check the compliance of organisations and companies.
- Assess the company's overall financial and operational status.
- Check compliance with all accounting procedures in force in the various departments of the organization.
- Carry out an analysis of malfunctions or quality defects detected during this process.
- Account for any discrepancies between standards and the actual situation.

#### **Accounting trainee at the Industrial Group of KIVU: 2010**

##### **Key Tasks and Responsibilities**

- Reconcile the accounts.
- Draw up KIVU's financial statements.
- Prepare tax returns.
- Record accounting transactions.
- Monitor bank account movements.
- Draw up payroll statements.

### **III. Professional experience in civil society**

- Member and activist of the Children's Parliament in the Democratic Republic of Congo in 1998.
- Co-founder and Executive Secretary of the Women's Parliament in the Democratic Republic of Congo 2015
- Member of the Young African Leaders Initiative (YALI) since 2015
- Protection coordinator with the Community Dynamics for Social Cohesion and Development (Dynamique communautaire pour la cohésion sociale et le développement DYCO-RDC) in 2021.
- Member of the Congolese civil society consultation framework responsible for monitoring incidents of human rights violations and combating hate speech.
- Executive Secretary of BERCO from 2023 to the present day.

### **VI. Education and training**

- **2021: University of Abomey-Calavi in Cotonou, Benin**  
Postgraduate Diploma (DEA) in Finance
- **2017: University of Professional Studies, Accra, Ghana**  
Master of Business Administration in Marketing (MBA)
- **2013: Evangelical University in Africa, Bukavu, Democratic Republic of Congo**  
Bachelor's degree in Economics and Management; specialisation: Financial Management
- **2008: Tumaini Institute, Bukavu, Democratic Republic of Congo**  
State Certificate in Commercial Science and Information Technology

### **V. Publications**

- 2021: 'Gender and Business Financing in Africa: An application to a Sample of Micro-businesses in Benin'.
- 2017: 'Developing a Marketing Communication Plan for ORCA-DECO in Ghana'.
- 2013: 'Customer Satisfaction with Sonas Motor Insurance'.

## **VI. Other training programs**

- June 2017: Training on strategic positioning in Ghana; obtained certificate.
- March 2015: OHADA training in Bukavu.
- June 2017: Training in Business Ethics at the University of Professional Studies in Accra, Ghana.
- October 2017: Leadership and management training in Accra, Ghana.

## **VII. Languages**

- French: spoken: very good, written: very good
  - English: spoken: good, written: very good
  - Swahili: spoken: very good; written: very good
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