**CURRICULUM VITAE**

Emaase

[Emaase.347473@2freemail.com](mailto:Emaase.347473@2freemail.com)

***PERSONAL***

***INFORMATION***

**Name**: Emaase

**Marital Status**: Married

**Tribe:** Itesot

**Sex:** Male

**Qualification**: Bachelor in Information Technology

**Nationality**: Ugandan

**Interests and Activities** Playing Golf, Traveling, Learning, Meeting people, Reading, Athletics

**CAREER OBJECTIVE** To develop a Career in a dynamic, busy and a technological environment where I can put the Knowledge I acquired in school and skills built and acquired in the field. To form a team player with interpersonal and communication skills that can add value to organizational growth and development and the country at large.

## ***EDUCATION BACKGROUND***

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| --- | --- | --- |
| DATE | INSTITUTION | QUALIFICATION |
| 2011-2014 | Kyambogo University | Bachelor of Information Technology and Computing |
| Jan 2011-April 2011 | Makerere University Faculty Computing and Information Technology | CCNA (Cisco Certified Network Associate ) Certificate |
| Sept-2006– June-2008 | Uganda Institute of Information and Communications Technology (UICT) | Diploma in Information Technology Business(IT) |
| 2004– 2005 | Green Stars High School | Uganda Advanced Certificate of Education (U.A.C.E) |
| 1999 – 2003 | Air force Senior Secondary | Uganda Certificate of Education (U.C.E) |

## ***WORKING EXPERIENCE***

## **YEAR COMPANY POSITION**

## 2011-2013 Posta Uganda Assistant Post Officer Telecentre

## 2010-2011 Co-brain Enterprises Chief Technician

## Uganda Limited

## 2008 –2009 Telematics Uganda Limited Instructor

## 2007-2008 Telematics Uganda Limited Café Attendant

## ***CAREER PROGRESSION***

2011-2013 **Assistant Posta Officer Telecentre**

**POSTA UGANDA**

**Duties and Responsibilities**

1. Install ,Configure and administer café timing software ,Office and all other software that may be used at the café
2. Service IT equipments
3. Maintains all IT equipments e.g Computers, Routers, Hubs Keyboards, Mice, Monitor and any other IT equipments at the office.
4. Assist Clients in accessing their mail, websites, print, fax, and scan and photocopy their documents.
5. Supervise the usage of internet café ensuring optimum revenue generation
6. Maintain the internet café to an operational and neat standard
7. Report Generation and Submission

From July 2009 **Chief Technician**

-2010 **CO-BRAIN ENTERPRISES UGANDA LIMITED**

**(**Java Internet Cafe**)**

**Duties and Responsibilities**

1. Networking for the schools that purchase computers from the company
2. Computer Repair and Hardware maintenance
3. Installation of operating system in company computers.
4. Lecturing students Microsoft office which entails (Ms word , Ms Excel , Ms Access , Ms PowerPoint and Publisher) open e-mail addresses, download ,files
5. Photos (Attachments), upload, sending composing, receiving e-mails.
6. Entering data in the database by use of ms access.
7. Travelling country wide to rectify the problems encountered with our clients machines (computers) incase of need of installation and configuration of software.

From July 2008 **Instructor**

-2009 **TELEMATICS UGANDA LIMITED**

**(**Telematics Internet Cafe**)**

**Duties and Responsibilities**

1. Downloading students work from the internet.
2. Teaching students internet protocols and concepts.
3. Instructing student on how to open e-mail addresses.
4. Lecturing students Microsoft office which entails (Ms word , Ms Excel , Ms Access , Ms PowerPoint and Publisher )
5. Teaching students on how to download, files, photos (Attachments), upload, sending composing, receiving e-mails
6. Entering data in the database by use of access

Jan -June 2008 **CAFE ATTENDANT**

**TELEMATICS UGANDA LIMITED**

(Telematics Internet Cafe)

**Duties and Responsibilities**

1. Opening e-mail. Addresses for the customers
2. Trouble shooting in computer
3. Networking computers using the LAN
4. Downloading document from the internet
5. Scanning documents and computer, laptops
6. Printing
7. Photocopying
8. Laminating / sealing Certificates Identity Cards
9. Binding books ,Papers , Files
10. Refilling cartridges
11. Software installation
12. Burning Compact Disks, DVDs
13. Design Business Cards , Invitation Cards , Identity Cards using Ms Publisher , Ms Word
14. Computer Repair and Hardware maintenance

***OTHER QUALITIES***

1. I have Good communication skills
2. I am Honest and Faithful
3. I can work for long hours in a busy environment

# ***LANGUAGE PROFICIENCY***

|  |  |
| --- | --- |
| English | Very good |
| Ateso | Very good |
| Gishu | Very good |
| Luganda | Very good |
| Swahili | Very good |
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***Declaration***

To the best of my knowledge, I declare that, this curriculum vitae correctly describes me, my qualifications, qualities, abilities, and working experience.

**Signature Date**



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