**CURRICULUM VITAE**



**Name: Lordrich**

**Email:** [**lordrich.367249@2freemailcom**](mailto:lordrich.367249@2freemailcom)

**PERSONAL DATA** **Nationality** : Ugandan

**Date of Birth** : 05thJanuary 1990

**Sex** : Male

**Visa status**: Cancelled visa.

**PERSONAL STRENGTHS**

* Team Player and good time management
* Flexible and willing to work long hours, Patient and willing to listen
* Strong communication and negotiation skills

**KEY SKILLS**

* Excellent knowledge of Microsoft Office packages as word, PowerPoint, access, Ms Excell, SQL.
* Good knowledge of computerized accounting packages like Tally and Quick book.
* Database Management System
* Computer based system audit
* Computer based statistical data analysis using SPSS, STATA
* Computer Hardware and software maintenance
* Networking
* Management and supervision of Information systems

**Personal Objective** I am a dynamic professional, who quest and thrives to excel even in the face of difficulties and challenges. I am self motivated, reliable, dependable person, capable of working under pressure in a competitive environment under minimum supervision with capacity to meet deadlines. All these require effective motivation and achievement orientation .I posses well developed and smooth communication skills, good interpersonal skills, result oriented, team spirit, action oriented decisions, and innovativeness.

**WORK EXPERIENCE:**

**Sales Representative - Zain Uganda now Trading as Airtel Uganda:**

**May 2010 to March 2012**

As a person who also ventured in the business world ,the following were my key responsibilities

* Selling of company products like smart phones and their accessories
* Selling of laptops and their accessories
* Distributing of the company products like airtime, pay phones, sim cards and internet modems.
* Preparing of monthly reports with regard to the products in terms of sales and customer responses towards the products.
* Handling customer complaints and finding possible solutions for their problems.
* Providing the best of the customer service, ability and skills because of being the company’s mouth piece.
* Handling of petty cash and availing it to the casual workers.

**Faculty Administrator**

Duration: 2013-2015

Department: Faculty of Education

In the Faculty of Education at Kampala International University - Western Campus.

**Responsibilities:**

* Responsible for data entry of students’ records in the faculty
* Entry of students results in University Results Database Management system
* Managing staff records
* Schedule meetings for the faculty and also calling the general staffs informing them about the meeting with the Agenda.
* Ensuring security and easy retrieval of information
* Maintaining the security of Students’ Exams at the faculty level
* Making office requisitions where there is a need and also maintaining the office clean and smart all the time.
* Reach the targets and goals set for my area and serving the needs of the management

**Lecturing**

Duration: 2015-2016

Faculty: Faculty of Science and Technology

Department: Computing

Teaching courses in Computer science: Computer applications, Electronic Commerce, Database , Operating systems and Management Information Systems.

And also setting& marking of Examinations, Ensuring that the University ICT facilities are secure and well mantained, advertising the University management on issues concerning the efficient delivery of ICT servicesto students and providing leadership to some ICT staff members.

**Responsibilities.**

* To Set, invigilate and process University Examination
* To Monitor and update the software Management System that captures the students results.
* To update the sytem in Accounts Department in order to cupture the students records Payment system.
* To carry out progressive assements and mark examinations scripts of the course taught.
* To develop and continually improve the curricular of my courses and subjects.
* To develop marking shemes.
* One of the Information system who keeps monitoring the systems in the University.
* To teach students both software and Hard ware

**Working with Ramz Al Theqa**

12th December 2016

Working withRamz Al Theqa company as asupplier.

**EDUCATION PROFILE**

**July 2015 Kampala international university (Certificate in administrative law)**

**2012-2015 Kampala international University (Degree in Computer Science)**

**2010-2012 Kampala international University (Diploma in computer science)**

**2008-2009 Uganda Advanced Certificate of Education**

**2004-2007 Uganda Certificate of Education**

**I hereby the accuracy of the information declared above is true and correct to the best of my knowledge and belief.**

**LORDRICH**