

BAINOMUGISHA LIBRA

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Bugolobi, Nakawa, Kampala.

01<sup>st</sup>/November/ 2023

To Human Resource Officer.

Microhaem Scientifics and Medical Supplies Ltd

P.O Box 73496 Kampala-Uganda

Dear Sir/Madam,

RE: **APPLICATION FOR QSSU-MHS-QA-QUALITY ASSURANCE SPECIALIST  
(MEDICAL DEVICES MANUFACTURING) JOB AT YOUR ORGANIZATION.**

I am writing to express my interest on the job position mentioned above. I am a female Ugandan with a Bachelor's Degree of Oil and Gas Management from Uganda Technology and Management University.

I have skills in computer, team work, and very flexible working in any environment. I pay great attention to detail and passionate on growing my career. Given an opportunity to work with you, I am prepared to use my skills and knowledge to contribute positively to growth of your Company.

I am looking forward to having an opportunity to discussing with you further on my abilities and nature of work.

Yours Sincerely,

libra

BAINOMUGISHA LIBRA

## **CURRICURUM VITAE**

### **BIO DATA**

**NAME:** BAINOMUGISHA LIBRA  
**DATE OF BIRTH:** 09<sup>TH</sup>/JUNE/1998  
**GENDER:** FEMALE  
**RELIGION:** ANGLICAN  
**NATIONALITY:** UGANDAN  
**EMAIL:** [librabainomugisha@gmail.com](mailto:librabainomugisha@gmail.com)  
**CONTACTS:** 0778764631, 0708523529

### **PROFESSIONAL PROFILE**

Bainomugisha is a motivated and self-driven individual with good academic and interpersonal skills and the capacity to communicate clearly and simply with clients and colleagues while maintaining a high standard of honesty. She holds a Bachelor's degree in Oil and Gas Management from Uganda Technology and Management University and possesses extensive experience in the field of computing. Bainomugisha takes pride in being a member of a productive and successful team and has proven to have a good aptitude for leadership in a challenging and intensely competitive industry. Finally, Bainomugisha appreciates working in a team to solve challenges from the actual world and doing so with less oversight.

### **OBJECTIVE**

I am currently seeking a new challenge that will put my professional skills to use for the good of the academia, the industry, the society as well as enhancing my career.

### **ACADEMIC QUALIFICATIONS**

<b>Period</b>	<b>Institution</b>	<b>Qualification</b>
2019-2022	Uganda Technology and Management University	Bachelor's Degree of Oil and Gas Management
2017-2018	St. Mary's College Rushoroza	Uganda Advanced Certificate of Education (UACE)
2013-2016	St. Mary's College Rushoroza	Uganda Certificate of Education (UCE)

## **OTHER TRAININGS AND COMPETITIONS**

<b>Period</b>	<b>Training</b>	<b>Organizers</b>
January, 2023 – February, 2023	Digital Marketing	InfoClan Uganda Limited

## **WORK EXPERIENCE**

**PERIOD:** September 2022 – September 2023

**ROLE:** Front Desk Officer/ Intern

**ORGANIZATION:** Uganda Technology and Management University

**KEY ACTIVITIES:** which include;

- Being an interface between the university and public by providing information for students and general public
- Being a liaison between the students and lecturers
- Answering to students day to day queries
- Managing all matters pertaining to reception/office appearance and utilities
- Issuing application forms and other relevant documents to prospective students
- Printing, photocopying and scanning of documents
- Preparing and serving tea to lecturers

**PERIOD:** May 2022 – July 2022

**ROLE:** Intern

**ORGANIZATION:** Ministry Of Lands Housing and Urban Development (MLHUD)

**KEY ACTIVITIES:** which include;

- Report writing and editing for meetings
- Planning and budgeting for physical planners and fellow interns as per intern supervisors guidelines
- Data collection with the use of GIS and analysis
- Team building with fellow interns and staff

**PERIOD:** May 2021 – August 2021

**ROLE:** Intern

**ORGANIZATION: NILE ENERGY LIMITED (GAZ)****KEY ACTIVITIES:** which include;

- Recording financial transactions and keeping the records for future use
- Offloading petroleum liquids
- Receiving and counting money collected from fuel pump attendants and banking assigned by the supervisor

**SKILLS**

- Graphics and design with use of Adobe Photoshop, illustrator and Canvas
- Computer literacy skills including Microsoft office packages (word, Excel, Access. PowerPoint)
- Computer management skills including troubleshooting hardware and software problems as well as operating systems
- Data entry
- Record management
- Communication both efficient and effectively
- Planning

**INTERESTS**

- **Work:**
  - Exhibiting confidence and responsibility at work
  - Team work and coordination
  - Working under minimal supervision
- **Leisure time:**
  - Prayers
  - Listening to music
  - Adventuring

**LANGUAGES**

<b>Language</b>	<b>Speaking</b>	<b>Writing</b>	<b>Reading</b>
English	Good	Very good	Very good
Runyankole	Very good	Good	Good
Luganda	Good	Good	Good

## **REFERENCES**

Dr. J.M. Okwadi Tukei, Ph.D

HOD Monitoring, Evaluation & Project Planning / Academic Staff Representative Council

Uganda Technology and Management University

Phone:+256 772 825 410

Email: tukeiokwadi@yahoo.co.uk

Miss.Nantongo Josephine

Centre for Transformative Parenting

Accountant

Phone:+256 779 990291

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Mr.Mutaka Swaibu

Physical planner

Ministry of Lands Housing and Urban Development

Phone: +256-771 495625

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