PHILIP AWADU

Makerere University

P.O BOX 7062, KAMPALA

[awaduphilba@gmail.com](mailto:awaduphilba@gmail.com)

0773275065/0777658265

November 20, 2019

Head of Human Capital,

United Bank for Africa,

Plot 2, Jinja Road,

Kampala, Uganda.

Dear Sir/Madam,

Re: Application for consideration as a teller

I submit my application to your office for the above mentioned subject.

I am a 23-year old Ugandan graduate from Makerere University with a Bachelor of Science in Quantitative Economics. I possess adequately the relevant skills, knowledge and attitude required in the position advertised. I am self-driven and highly committed, with excellent communication, presentation and organization skills. I work efficiently as an individual or in a team under strict, minimal or even no supervision.

I will be very grateful if you offered me a chance to start off my career in an institution with a good reputation of nurturing unique talents.

Please contact me via email for any information you might need.

Thank you

Yours Sincerely

**……………………….**

Philip Awadu

**CURRICULUM VITAE**

**Bio Data**

Name: PHILIP AWADU

Gender : Male

Marital status: Single

Date of Birth: May 9, 1996

Address: Nsambya Police Barracks, Kampala

Mobile contact : 0700632665/0777658265

Email: [awaduphilba@gmail.com](mailto:awaduphilba@gmail.com)

**About me**

I am a self-driven and highly committed achiever. I work efficiently as an individual or in a team under strict, minimal or even no supervision. I aspire to always learn, grow and have a bigger influence in decision making in the society.

**EDUCATIONAL BACK GROUND**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Period** | **Award** |
| Makerere University, Kampala. | Aug 2015- May 2018 | Bachelor of Science in Quantitative Economics |
| St. Joseph’s College, Ombaci, Arua | 2013-2014 | Uganda Advanced Certificate of Education (UACE) |
| Wiggins Secondary School, Kumi | 2009-2012 | Uganda Advanced Certificate of Education (UCE) |
| Koloin Primary School, Ngora | 2002-2008 | Primary Leaving Education (PLE) |

**WORK EXPEREIENCE**

**Organisation:** MTN-Uganda

**Position:** Internship Trainee

**Department:** Finance

**Supervisor:** Mrs. Gloria AnekOpwonya, Manager Financial Planning, MTN-Uganda

**Duties performed**

* Receiving and sending Invoices (invoice tracking)
* Capture invoice data in to the online data base (electronic storage)
* Computation and Reconciliation of Value added tax
* Preparation of withholding tax certificates from the URA portal
* Analysis of data on bundle (Voice, SMS and internet) usage
* Update of the organization’s traffic (calls and SMS) database
* Preparation of Monthly reports

# AREAS OF COMPETENCY:

* Intermediate level competency on Microsoft Packages like Word, Excel, Access and PowerPoint
* Expert level data management skills using Stata and SPSS
* Professional research skills
* Good Communication, presentation and negotiation skills
* Good Interpersonal Skills

**KNOWLEDGE OF LANGUAGES**

|  |  |  |
| --- | --- | --- |
| **Language** | **Written** | **Oral** |
| English | Good | Fluent |
| Ateso | Good | Fluent |

**HOBBIES**

* Playing chess
* Watching European football

**DECLARATION**

I **Awadu Philip** do hereby declare that the information provided above is true and can be confirmed where and when necessary.

Philip AWADU

**REFEREES**

1. **General Supervisor, Internship**

**Gloria Anek OPWONYA**

Manager Financial Planning, MTN-Uganda

P.O. BOX 24624

Tel +256 772121271

Email: [Gloriaanek.opwonya@mtn.com](mailto:Gloriaanek.opwonya@mtn.com)

1. **Immediate Supervisor, Internship**

**Resty BESIRO**

VAT Reconciliation Assistant, MTN-Uganda

P.O. BOX 24624

Tel +256772122106

Email: [Resty.Besiro@mtn.com](mailto:Resty.Besiro@mtn.com)

1. **Sponsor,**

**Msgr. Dr. Cosmas ALULE**

Rector, Alokolum National Major Seminary, Gulu

Tel: +256 780633400

Email: [alule.1960.cosmas@gmail.com](mailto:alule.1960.cosmas@gmail.com)









