

markbrightbaraka@gmail.com
08th February, 2022

The Chairman Human Resource Sub-Committee of LAC
Uganda Christian University Arua Campus
P.O. BOX 356 Arua

Dear Sir/Madam

Re: APPLICATION FOR DATA OFFICER POSITION

It is with interest and enthusiasm that I respond to your advertisement for Data Officer. I am confident that my experience and skills are an excellent match for this position. My credentials include:

- Experience in compiling, verifying and entering high volumes of information accurately into various databases
- Thorough working knowledge of computer applications including word processing, spreadsheet, database, and presentation software.
- Excellent alphanumeric keyboarding skills of qwerty with a typing speed of 50 to 60 words per minute.
- Demonstrated persuasive communication skills necessary to collect essential information in a professional and courteous manner.
- Strong planning and organizational skills used to manage complex, multiple assignments.
- Track record of working efficiently within a team environment to successfully meet strict deadlines and service level agreements.
- Acknowledged ability to identify and resolve problems independently.
- Proven dedication to preserving and protecting confidential information.

As a dependable and resourceful person with a strong sense of urgency and self-motivation, I am convinced that I can make a valuable contribution to the productivity of the institution.

I would welcome the opportunity to discuss my suitability further. I look forward to hearing from you to arrange a personal interview at your earliest convenience.
Thank you for your time and consideration

Sincerely

Baraka Mark Bright 0773034311/0758029195
markbrightbaraka@gmail.com

CURRICULUM VITAE

BIO DATA

First Name: Mark Bright
Other Name: Baraka
Nationality: Ugandan
Date of Birth: 23th April, 1996
Telephone: 0773034311 / 0758029195
Email Address: markbrightbaraka@gmail.com

OBJECTIVE

To secure a position of data officer where my organizational and office skills are well utilized.

OBJECTIVE STATEMENT

Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

WORKING EXPERIENCE

May 2019 – July 2019

Organization Muni University

Position Intern

Activities Assisted the ICT department in the following:

- Designing, setting up and installation of the computer laboratories.
- Designing, setting up and installation of the Muni University Incubation Centre workstations.
- Under the guidance of the Head of Department (ICT), we developed an Employee Leave Management System which is currently under testing.
- Any other duty assigned by the supervisor.

March 2019

Organization

Muni University - National Council for Higher Education

Position

Exhibitor for Muni University

Activities

Designed my team's exhibition stand at UMA Lugogo.
Gave a guided tour of our exhibition space to the visitors.

Interacted with the visitors and answered their questions regarding our projects.

October to November 2018

Organization

Aids Information Centre (Bantwana)

Position

Data Entrant (Kobo Toolbox Software)

Activities

- Prepared documents for data entry
- Verified, updated and corrected source documents
- Entered data into designated database and forms
- Performed statistical checks for accuracy
- Recorded all tasks and activities
- Routed data to appropriate staff
- Researched and retrieved requested data
- Performed daily control functions

EDUCATION AND TRAINING

2017 - 2020

- Title of qualification awarded Bachelor of Science in Information Technology
- Awarding body Muni University

2015 – 2016

- Title of qualification awarded Uganda Advanced Certificate of Education
- Awarding body Busaana Secondary School

2010 – 2013

- Title of qualification awarded Uganda Certificate of Education
- Awarding body Greenvine College

2001 – 2007

- Title of qualification awarded Primary Leaving Examination Certificate
- Awarding body Busaana R/c Primary School

SKILLS Technical

- Good at Microsoft Office functions management • Computer troubleshooting and repair
- Motorcycle riding.
- Typing skills - 60wpm
- Excellent spelling and grammar skills
- Database management

Professional

- Organizational and planning skills
- Teamwork
- Communication skills
- Data collection and management
- Attention to detail
- Problem-solving
- Confidentiality
- Reliability

LANGUAGES

- English (Professional)
- Lugbara(Native)
- Luganda(Native)

RELIGION

- Christian Under the Universal Apostles Fellowship Church of Righteousness.

REFEREES

Mr. Patric Opio Data Analyst Infectious Disease Institute Telephone: 0777743339	Mrs. Anena Lucy In-charge Pajulu Health Center II Telephone: 0786406435	Mr. Chandia James Muni University ICT Department Telephone: 0782788851
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