

NALUNKUMA BARBRA
MPELERWE

KAMPALA, UGANDA

0777535540/0758256281

Nalunkumabarbra20@gmail.com

10/9/2019

TO HUMAN RESOURCE MANAGER

PREG-TECH COMMUNICATIONS LTD.

KAMPALA-UGANDA.

Dear Sir/Madam

RE: APPLICATION FOR THE POSITION OF BUSINESS DEVELOPMENT
EXECUTIVE/ADMINISTRATOR

I would like to take this opportunity to express my sincere interests in the post of Business Development Executive/Administrator vacancy at Preg-Tech communications ltd. Being a detail-driven individual with more than 2 year of experience in similar roles, I am certain in my ability to contribute positively to your company.

During my job a cashier with my current employer, I have adequately demonstrated an ability to consistently achieve and exceed targets. My knowledge of accounting functions is great and includes the ability to correctly identify and understand business goals, resolve errors, and recommend changes that allow teams to meet objectives quickly and efficiently

Through my experience, I have gained exceptional skills in developing a close relationship with co-workers as well as a strong ability to communicate and motivate. I believe those qualities shall contribute significantly to the success of your company. My resume, attached with this job application, gives you detailed information on my professional achievements, skills, and qualifications for the Business Development Executive/Administrator role.

I would like to thank you very much for your time and consideration. I am looking forward to a meeting with you soon.

Sincerely,

NALUNKUMA BARBRA

CURRICULUM VITAE

BIOGRAPHY

Name : Nalunkuma Barbra
Sex : Female
Age : 23yrs
Date of birth : 20th/12/1995
Nationality : Ugandan
Residence : Mpererwe, Kawempe Division
Kampala – Uganda
Religion : Christian
Marital status : Single
Contact : 0777-535540 / 0758-256281
Email : nalunkumabarbra20@gmail.com

PERSONAL PROFILE

I am a self-motivated, innovative, hardworking, result oriented individual having a passion for excellence and consistently pursuing ways to improve my personal output willing to show initiative on every opportunity that comes around my way by exploring them to the fullest.

I have the ability and experience to relate with people from diverse backgrounds and working in a multi-cultural environment.

CAREER OBJECTIVE

I am looking forward to working with a company which offers a challenging opportunity to enhance my knowledge, skills and experience that would allow me to contribute towards achieving the company goals to the best of my potential. To pursue a highly rewarding career with emphasis on becoming an administration specialist for a high end company.

EDUCATION BACKGROUND

<u>YEAR</u>	<u>INSTITUTION</u>	<u>AWARD</u>
2015-2018	YMCA Comprehensive Institute	Bachelors of Business Administration majoring in accounting
2012 – 2014	Lugoba Senior Secondary School	U.A.C.E
2004 - 2007	St. Joseph Senior Secondary School	U.C.E
1996-2003	Global Junior School – Mukono	P.L.E

WORKING EXPERIENCE

<u>YEAR</u>	<u>POSITION</u>	<u>COMPANY</u>
2017 – 2019	Cashier	Beautiful Home Electronics
2017 – 2018	Distributor	Neolife International (Part Time)
2015-2016	Sales Agent	Sanlam Insurance Company
2013-2014	Manager	Kaddu & Sons Hardware

LANGUAGES SPOKEN

<u>Language</u>	<u>Spoken</u>	<u>Written</u>
English	Excellent	Excellent
Luganda	Excellent	Average
French	Average	Average

COMPUTER SKILLS

- Good with M/S Office
- Email communication
- Internet / social network parameters

MARKETING SKILLS

- Brainstorming themes for advertisements leadership skills
- Conducting media research
- Applying strategies for targeting to marketing projects
- Conducting market research
-

MOTIVATION SKILLS

- Being open to discuss, in a constructive and non judgmental manner, employee concerns
- Creating a pleasant and ergonomic workplace for my team members
- Empowering staff to choose the way in which they will address goals whenever possible
- Focusing on ways to learn from rather than punish mistakes
- Giving to office collections to support favourite staff charities, celebrate birthdays, or sympathize with personal family loss

HOBBIES

- Volunteering
- Research about new ideas
- Socializing
- Advertising
- Reading
- Swimming

REFEREES

1. Mr. Nkugwa Paul
Director
Neo Life International
Tel: 0700-122882
Email: nkugwapaul12@gmail.com
2. Mr. Godfrey Nakabale
Lecturer and Accountant
godfreynakabale@mtn.com
Tel: 0772-122068
3. Mr. Moses Isabirye
URA Supervisor Service Support
Uganda Revenue Authority
misabirye@ura.go.ug
Tel: 0701-725331

I NALUNKUMA BARBRA certify that the information and qualifications written above is true and correct to the best of my knowledge and belief.

Signature

Nalunkuma Barbra



COMPREHENSIVE INSTITUTE

This Is To Certify that

Nalunkuma Barbra

was awarded the degree of

**Bachelor of Business Administration
(Accountancy)**

Second Class Honours - Lower Division

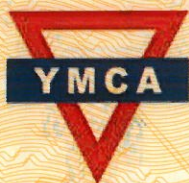
and was admitted to the YCI 21st Congregation

held on 1st March 2019


PRINCIPAL


ACADEMIC REGISTRAR
Print Date 12-Jun-2019

SR No. 006753



Comprehensive Institute

P. O. Box 2817, Kampala Uganda. 0414 233294, 0414 232856
Web: www.yci.ac.ug Email: info@ycl.ac.ug



Academic transcript

NAME: NALUNKUMA Barbra
REGNO: BBA/213/SEP/2015/EVE

NATIONALITY: Ugandan
Entry Type: A'LEVEL

GENDER: F BIRTH DATE: 20 DEC 1995
YEAR OF ENTRY: 2015

First Year Academic Year: 2015/2016 Semester One

Code	Course Name	CU	Grade
BAD1102	Business Administration	4	N B+
BBA1104	Operation Management	4	A D
BCS1101	Business Communication Skills	3	L C+
ECV1103	Ethics & Christian Values	3	U D+
ICT1105	Inform. Comm. & Technology	4	N D
GPA 2.89		CGPA 2.89	

First Year Academic Year: 2016/2017 Semester Two

Code	Course Name	CU	Grade
ACC1203	Principles Of Accounting	4	K D
BBA1201	Quantitative Methods	4	U C
COA1202	Computer Applications	4	M D
ECN1206	Principles of Economics	3	A D
ENT1205	Entrepreneurship	3	B D
SMT1204	Strategic Management	3	A D+
GPA 2.26		CGPA 2.55	

Second Year Academic Year: 2016/2017 Semester One

Code	Course Name	CU	Grade
BBA2101	Intermediate Accounting	4	R B
BBA2102	Marketing Management	3	B A
BBA2103	Organizational Behavior & Dev't	4	R A
BSL2104	Business Law	3	N B+
BST2105	Business Statistics	4	N C
GPA 4.25		CGPA 3.09	

Second Year Academic Year: 2017/2018 Semester Two

Code	Course Name	CU	Grade
BBA2201	Taxation & Public Finance	4	V C+
BBA2204	Human Resource Management	4	L B+
MEC2202	Macro economics	4	C C+
POM2205	Principles of Management	4	N B+
RMD2203	Research Methods	3	K C+

GPA 3.92

CGPA 3.30

Third Year Academic Year: 2017/2018 Semester One

Code	Course Name	CU	Grade
AUD3102	Auditing	4	U B+
BBAA3104	Advanced Accounting	4	M C
CMA3103	Cost & Management Accounting	4	A D
FMT3101	Financial Management	4	B D
RTP3105	Research report	4	A B
GPA 3.10		CGPA 3.26	

Third Year Academic Year: 2018/2019 Semester Two

Code	Course Name	CU	Grade
AMT3201	Actuarial Mathematics	4	R B+
BBA3202	Computerized Accounting	4	B A
BBA3203	Public Sector Accounting	4	B B+
BBA3204	Microfinance	4	N B+
FAR3206	Field Attachment Report	5	N A
GPA 4.71		CGPA 3.52	

Minimum Graduation Load(CUs): 104

Total Credit Units: 117

Class of Award: SECOND CLASS HONOURS - LOWER DIVISION

Award: Bachelor of Business Administration (Accountancy)



Completion Date: JULY 2018

Graduation Date: MAR 2019

Program Name: BACHELOR OF BUSINESS ADMINISTRATION (ACCOUNTANCY)



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12 Jun 2019

For Key to Grades and Remarks See Reverse

ACADEMIC REGISTRAR

Not Valid without Official Seal and alteration whatsoever renders this Transcript Invalid

SR No. 006435

KEY TO GRADES

GRADING FOR (2015 - DATE)			
Low Score	High Score	Score Average Point	Letter Grade
80	100	5.0	A
75	79	4.5	B+
70	74	4.0	B
65	69	3.5	C+
60	64	3.0	C
55	59	2.5	D+
50	54	2.0	D
0	49	0	F

Classification of Awards for Diploma and Bachelors

CGPA	CLASS
4.40 - 5.00	First Class Honours
3.60 - 4.39	Second Class Honours (Upper Division)
2.80 - 3.59	Second Class Honours (Lower Division)
2.00 - 2.79	Pass

Classification for Certificate level

CGPA	CLASS
4.40 - 5.00	Distinction
3.60 - 4.39	Upper Credit
2.80 - 3.59	Lower Credit
2.00 - 2.79	Pass

KEY TO RESULTS CODES

CODE	Description
AC	Audited Course
CGPA	Cumulative Grade Point Average
CP	Conceded Pass
CTR	Course to be Retaken
CU	Credit Units
GP	Grade Point
GPA	Grade Point Average
RT	Results Obtained After Retaking a Course

A Credit Unit (CU) is Equal to 15 Lecture hours or 30 hours of practical

A 1818232



NOV/DEC 2014 U.A.C.E.

EXAMINATION FOR THE UGANDA ADVANCED CERTIFICATE OF EDUCATION

Please see overleaf

NALINKUMA BARBRA
LUGOBA SECONDARY SCHOOL

(AGE 18)

U1482/538

ENTRY CODE 5

GENERAL PAPER
HISTORY
ENTREPRENEURSHIP SKILLS
CHRISTIAN REL.
SUBSIDIARY COMPUTER

SUBSIDIARY PASS
PRINCIPAL PASS
PRINCIPAL PASS
SUBSIDIARY PASS
FAIL

Subject Grades	Paper Grades					
	1	2	3	4	5	6
3						
B	5		2			
D	6	5	4			
O	5	4		9		
B						

*** U.A.C.E. RESULT 5 ***

EXAMINATIONS BOARD

UACE ENTRY CODES

- Code 5:** School candidate sitting for the first time.
Code 6: School candidate repeating the examination.
Code 7: Visually challenged candidate.
Code 8: Private candidate sitting for the first time.
Code 9: Private candidates repeating the examination.
Note: Only candidates with Result 5 qualify for the award of UACE certificates

IMPORTANT

This result slip is not a certificate. Any errors detected must be reported to UNEB immediately. The Uganda National Examinations Board reserves the right to correct the information given on results slips which will be confirmed by the issue of certificates.

O 3176912



2012 U.C.E.

EXAMINATION FOR THE UGANDA CERTIFICATE OF EDUCATION

NALUNKUMA BARBRA
ST. JOSEPH'S SS, NAGGALAMA

(AGE 16)

U0391/083 ENTRY CODE 1
P.O. BOX 22002 NAGGALAMA

1 ENGLISH
2 CHRISTIAN RELIG ED
2 HISTORY
2 GEOGRAPHY
3 FRENCH
4 MATHEMATICS
5 PHYSICS
5 CHEMISTRY
5 BIOLOGY
6 ART

4 (FOUR)
3 (THREE)
5 (FIVE)
5 (FIVE)
3 (THREE)
7 (SEVEN)
6 (SIX)
7 (SEVEN)
6 (SIX)
2 (TWO)

Id

S & O
11713.03-10/12
(U.C.E.)

1. GRADE AGGREGATE 34

*** RESULT 2 ***

Please see overleaf

UCE ENTRY CODES

- Code 1:** School candidate and school private candidate sitting for the first time.
- Code 2:** School candidate repeating the examination.
- Code 3:** Non-school private candidate sitting for the first time.
- Code 4:** Private candidate repeating the examination.
- Code 0:** Visually challenged candidate.
- Note:** Only candidates with Result 1, 2, 3 or 4 qualify for the award of UCE certificates.

IMPORTANT

This result slip is not a certificate. Any errors detected must be reported to UNEB immediately. The Uganda National Examinations Board reserves the right to correct the information given on results slips which will be confirmed by the issue of certificates.