

(16a)

ISIKO MUSA

CURRICULUM VITAE

NATIONAL CURRICULUM DEVELOPMENT CENTRE

P.O BOX 7002 KYAMBOGO – KAMPALA

TEL: +256-701-698 174

Email: isikomusa32@gmail.com

SUMMARY

Hard working, team player and self-motivated with more than five (5) years of experience in Administration and customer care, strong leadership credentials and with demonstrated passion and zeal for programme development, completion and engagement. Musa is a result oriented well networked with an influential approach achieving business and development, outstanding relationship building training and presentation skills in addition to being intelligent, articulate and driven to succeed.

PERSONAL OBJECTIVE

To find challenging positions that can enable me meet my competences, capabilities, skills, education and experience.

PERSONAL PROFILE

DATE OF BIRTH	:	1 ST JUNE, 1985
NATIONALITY	:	UGANDAN
GENDER	:	MALE
MARITAL STATUS	:	MARRIED

EDUCATION BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2012 - 2016	Makerere University	Bachelors' of Business Administration (Finance)
Oct 2008 - Feb 2010	Uganda Institute of Information and Communication Technology (UICT)	Diploma in Business Administration
2004 – 2005	Uphill College Mbuya	Uganda Advanced Certificate of Education (UACE)
1998 – 2001	Waitambogwe S.S.S	Uganda Certificate of Education (UCE)

ADDITIONAL PROFESSIONAL TRAINING

- Public integrity, Research Consultancy Organisation (PRCUg) – Kyambogo University

PROFESSIONAL WORK EXPERIENCE

June 2016 to Date: Assistant Accountant – National Curriculum Development Centre

KEY RESPONSIBILITIES

- Project Accountant – United Nations Population Fund (UNFPA)
- Departmental Accountant – Pre-Primary and Primary (NCDC)
- Filing Uganda Revenue Authority Returns
- Financial Reconciliations at NCDC
- Making payments
- Working as Bank Agent

From 2012 to 2016: Data Entrant – Kyambogo University (Main Campus)

- Capturing Students' Bio data
- Receiving Students' Application Forms
- Issuing out Admission Letter to Students
- Organising Students' Files

OTHER-APPOINTMENTS

Member of Board of Surveyors at National Curriculum Development Centre.

RESPONSIBILITIES

Checking and reporting on the status of assets of the Centre at the end of the Financial Year.

To write the asset's disposal off the books of account. The profit and loss arising out of disposal of assets shall be carried out to the income and expenditure for the period in which assets are disposed.

From June 2010 – Aug 2011 appointed as Data entrant Academic Registrar's Office, Admission Department, Kyambogo University

RESPONSIBILITIES

- Receiving application for applicants wishing to study from Kyambogo University.
- Sorting applications according to courses applied for.
- Capturing data for the applicants and preparing data for admission process.
- Proof reading the captured data to eliminate errors.
- Giving out admission letters to students who have been admitted.
- Invigilating examinations during examination period.

Volunteering in the accounts section at National Curriculum Development Centre.

- Recording books of accounts for example, Cash Book and posting ledgers.
- Recording cash from customers and issuing receipts.
- Helping in cash transaction and payments
- Banking cash
- Filling URA returns (PAYE & WHT)
- Helping in preparation of a trial balance

SPECIAL ASSIGNMENT

- Appointed as a records clerk in the records office academic registrar's office Kyambogo University.

- Opening up students files.
- Receiving students' application forms.
- Sorting out and arranging students' application forms according to courses applied for.
- Giving out students Admission Letters.
- Giving out students Examination Cards.

SKILLS DEVELOPED

- Computer skills in Microsoft Word, Excel and Power Point Packages programmes.
- Data management skills
- Organizational skills
- Financial skills for instance, making accountability.
- Interpersonal communication skills public speaking.
- Planning, organizing and reporting skills.
- Time management and leadership skills.
- Problem solving skills and good conflict solving techniques ..

KEY COMPETENCES AND ABILITIES

- Good written and verbal communication skills with ability to interact at different levels.
- Ability to multitask activities and ability to adopt the changes in the organization and environment.
- Good administration and organizational skills.

HOBBIES

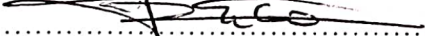
- Team work
- Traveling
- Acquiring new skills

REFEREES

1. Steven Kwiiri
Manager Finance,
National Curriculum Development Centre
Tel: +256 753 316 414
2. Ms. Ainomugisha Peace
Procurement Officer - KCCA
Tel: +256 772 690 671
3. Emuruti Okumu John
Manager, Secondary department - NCDC,
Tel: +256 701 083 236

DECLARATION

I ISIKO MUSA, hereby certify to the best of my knowledge that, the particulars given in this document are true and complete.

Signature: 

Date: 15/07/2022