

## **CURRICULUM VITAE**

Name : Raphael John Opira  
Nationality : Ugandan  
Contact : +256701610558 / +256789052563  
Email address : opiraraphael@gmail.com

## **PERSONAL ATTRIBUTES**

A self-motivated, open minded, flexible and reliable individual with immense integrity, great interpersonal and communication skills.

I have great knowledge of reporting, good presentation, communication skills. I am conversant with the commonly used Computer skills, ability to learn, adopt to new environment quickly, and work under minimum supervision.

## **SKILL PROFILE**

- Knowledge of and experience with Fleet management.
- Ability to manage company resources.
- Good leadership, analytical, Interpersonal and organizational skills.
- Ability to take accurate records and deliver report promptly.
- Good customer- relations background.
- Manual and Automatic Transmission Vehicles expertise.
- Very assertive with high degree of reasoning, Self-motivated with integrity.
- Excellent computer knowledge and skills (QuickBooks, MS word, MS excel, MS access, MS PowerPoint, Tally).

## **Education Background**

<b>Year</b>	<b>Institution</b>	<b>Award</b>
2013-2016	Makerere University Business School	Bachelor's degree in Business Computing
2011-2012	Lugazi Mixed School, Naalya	Uganda Advanced Certificate of Education(UACE)
2007-2010	Jinja College	Uganda Certificate of education(UCE)
2000-2006	Iganga Boys Boarding Primary School	Primary Leaving Examinations(PLE)

## **EMPLOYMENT HISTORY**

### **Fleet Supervisor - April 2022-Current**

Programme for Accessible Health, Communication and Education (**PACE**)

- To coordinate safe and efficient transport to organization staff, guests and commodities to assigned destination on a daily basis.
- To maintain vehicles in good mechanical conditions and reduce wear and tear.
- Ensure organization vehicles are driven in accordance with Uganda national road authority and organization vehicle policy and guidelines.
- Ensure vehicles are insured, cost effective in line with organizational policies.
- Supervise organization drivers on the direction of the different activities they are to undertake.
- Ensure full checking and follow-up on the signing and filing of vehicle reports by drivers. (Log sheets, checklists, fuel reconciliation and authorization) from head office and regions for consistency and accuracy every end of month.
- Ensure staff movements from head office to the field and other destinations are well coordinated.
- Conduct random and periodical vehicle checks, handle handovers, process and recommend necessary steps.
- Ensure Drivers place in vehicle repair requests, raising work orders and follow up on approvals of pro forma invoices and other required documents.
- Recording all expenses for each vehicle in the fleet section and prepare reports to the Fleet Supervisor.
- Coordinate vehicle repairs amongst garages/insurance company to ensure efficient and effective services to PACE.
- Preparation of monthly reports on fleet, fuel, garages, and drivers and submit to the Head of Fleet by 4th of every month.
- Coordinate and support of regions on all fleet issues.

### **Fleet Officer April 2021-March 2022**

Programme for Accessible Health, Communication and Education-**PACE**

- Checking and follow-up on the signing and filing of vehicle reports (log sheets, checklists, fuel reconciliation and authorization) from head office and regions for consistency and accuracy every end of month.
- Coordination of staff movements from head office to the field and other destinations.

- Assist in conducting random and periodical vehicle checks, handle handovers, process and recommend necessary steps.
- Checking of vehicle repair requests, raising work orders and follow up on approvals of pro forma invoices and other required documents.
- Recording all expenses for each vehicle in the fleet section and prepare reports to the Fleet Supervisor.
- Coordinating vehicle repairs amongst garages/insurance Company to ensure efficient and effective services to the organization.
- Preparation of monthly reports on fleet, fuel, garages, and drivers and submit to the Fleet Supervisor by 4th of every month.
- Coordination and supporting of regions on all fleet issues and reporting to the fleet supervisor.

### **Fleet Assistant - August 2020-March 2021**

Programme for Accessible Health, Communication and Education -**PACE**

- ✓ Assist in Checking and follow-up on the signing and filing of vehicle reports (log sheets, checklists, fuel reconciliation and authorization) from head office and regions for consistency and accuracy every end of month.
- ✓ Assist in Coordination of staff movements from head office to the field and other destinations.
- ✓ Assist in conducting random and periodical vehicle checks, handle handovers, process and recommend necessary steps.
- ✓ Assist in checking of vehicle repair requests, raising work orders and follow up on approvals of pro forma invoices and other required documents.
- ✓ Recording all expenses for each vehicle in the fleet section and prepare reports to the Fleet Supervisor.
- ✓ Assist in coordinating vehicle repairs amongst garages/insurance Company to ensure efficient and effective services to the organization.
- ✓ Preparation of monthly reports on fleet, fuel, garages, and drivers and submit to the Fleet Supervisor by 4th of every month.
- ✓ Assist in the coordination and supporting of regions on all fleet issues and reporting to the fleet supervisor.

**Volunteer/Intern-Programs-Global Fund Malaria-July 2019 to July 2020.**

**Programme for Accessible Health, Communication and Education-PACE**

### **Roles and Responsibilities**

- 🌍 Supported the Area Program Officers scale up the Intergration in Community Case Management of Malaria, Diahorea, Pneumonia, HIV, TB, Malnutrition interventions across the nine selected districts and communities of

Bukomansimbi, Butambala, Mpigi, Gomba, Kalungu, Kyotera, Rakai, Masaka and Wakiso where key activities included

- ✚ On spot data cleaning of Both Addendum and HMIS reports during the Quarterly coordination meetings in their respective facilities
- ✚ Validation of the participants' attendance vis a vie the number registered for the respective activities (VHT training, coordination meetings, Home visit exercises)
- ✚ Compilation of the Home visits/supervisors' reports in the respective communities that reported high malaria cases
- ✚ Conducting Spot checks of during the data verification exercises to validate findings in the reports submitted by VHTs in their Home Visit Activities.
- ✚ Verification of Telephone numbers of VHTs while processing their payments quarterly
- ✚ Processing Beyonic payments of VHTs in the field by way of Mobile Money

**Intern – PACE Procurement Department-July-Sept 2019**

### **Roles and Responsibilities**

- ✚ Scanning of Procurement documents i.e. carvass sheets, bridgers, contracts
- ✚ Follow up the signing and filling of contracts.
- ✚ Attended Procom meeting where bids for various companies and the most competitive one was decided on especially depending on the price and quality respectively.
- ✚ Minutes meeting while in departmental meetings.
- ✚ Processing Bridger, as well as worked on Invoices which were brought in to Procurement Department.

**Farm Manager- Jacobs Farms-June 2016- April 2019**

### **Roles and Responsibilities**

- ❖ Weekly Report writing and submission to the Farm proprietor about the performance of the farm
- ❖ Attending to clients, through listening and responding to their different queries.
- ❖ Contacting clients on behalf of the company and receiving calls
- ❖ Book keeping (i.e. sales, purchases, and orders)
- ❖ Weekly liaison with veterinary doctors and continuous research about farm.
- ❖ Daily Supervision, interaction with farm staff on bettering of the farm and conducting weekly meetings every Monday about the status of farm.
- ❖ Maintaining accurate customer records and correctly updating customer records.

- ❖ Ensuring that employees have a safe and conducive work environment
- ❖ Work conflict resolution to ensure team work at the farm and business area.

## REFERENCE:

1. Irene Nabalende  
Procurement Officer  
Population Services International  
TEL: +256-759985078  
EMAIL: [inabalende@psiug.org](mailto:inabalende@psiug.org)
2. Florence Nampijja  
Global Fund Malaria Coordinator  
PACE  
TEL: +256-701041038  
EMAIL: [fnampijja@pace.org](mailto:fnampijja@pace.org)
3. Mrs.Sssemakula Rose Ikiror  
Director Clerks' Department  
Parliament of Uganda  
TEL: +256-772445620