

CURRICULUM VITAE

Surname: EMOKOL

Given name: ALEX

Email-address: emokolalex05@gmail.com

Current address: Dubai(Al quoz)

Mobile: +971 544 938 059

Passport No.: A00593140



Personal profile	Date of birth	: 17 th July, 1997
	Sex	: Male
	Profession	: Data Entrant / Document Controller
	Nationality	: Ugandan
	<ul style="list-style-type: none">▪ Possesses excellent interpersonal skills.▪ Hard working, self-motivated, efficient and effective.▪ Organized and committed in articulating issues related to the field of work assigned to, without compromising ethical standards while promoting the image of the organization/company for both organizational and national development.▪ Intrinsically motivated to work with or without minimum supervision.▪ Computer literate and dedicated to work whenever assigned to.▪ Dynamic and flexible person always and willing to learn and adopt to challenging positions and high pressure environment.	

EDUCATION BACKGROUND

YEAR		SCHOOL / INSTITUTION	AWARD
From	To		
2020	2021	Light Innovation Hub	Certificate in Motel Management
2018	2019	Buyopa Vocational Training Institute	Certificate in ICT
2014	2017	Bukedea Senior Secondary School	Uganda Certificate of Education
2006	2013	Kobaale Primary School	Primary Leaving Examination Result Slip



WORKING EXPERIENCE

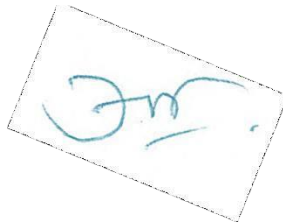
YEAR		ORGANIZATION	POSITION
From	To		
2019	2022	Wash and Wills Hotel - Uganda	Data Entrant. Document Controller
		<p><u>Duties and Responsibilities Held</u></p> <ul style="list-style-type: none"> • Entering, updating text and figures into company spreadsheets and/or database and making necessary print outs. • Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing. • Informing relevant parties regarding errors encountered. • Storing hard copies of data in an organized manner to optimize retrieval. • Scanning through information to identify pertinent information. • Handling confidential information and data. • Establishing entry priorities. • Handling additional duties from time to time. • Transferring data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners 	
Career Goals		<ul style="list-style-type: none"> ➤ My ambition and objective is to promote the image of the company or an organization within the set deadlines in order to achieve the targeted goals. ➤ To expose my working experience, skills, knowledge and our cultures as well as to meet new friends. 	

	<ul style="list-style-type: none"> ➤ To be honest and I wish to get a working environment that requires critical thinking, problem solving and analysis as well as team work that is geared towards meeting minimum set targets within the given time frames. 			
Motivational factors	<ul style="list-style-type: none"> ➤ I have the ability to work with every one regardless of sex, religion and ethnicity. ➤ I am self-motivated and a confident data entrant who is good at mobilization, monitoring and evaluation of company or organization progress. ➤ Ability to work with minimum supervision ➤ Meeting set deadline with excellent communication skills, good typing speed with accuracy, ability to research and collect data, ability to multitask and time management. 			
Language Proficiency	Language	Status	Speaking	Reading
	English	Official Language	Near Narrative	Fluent
Other interests and activities	<ul style="list-style-type: none"> • Researching to come up with new innovations especially in the areas of development. • Sharing or exposing working experience. • Team work. • Working in new environments. • Attending workshops 			
Added skills	<ul style="list-style-type: none"> • Record keeping. • Reception skills. • Excellent communication skills. • Monitoring and evaluation skills. • Management and supervisory skills. 			

Referees	1. Ms. Ampurire Gerald H.R. Wash and Wills Restaurant - Uganda Tel. +256 784 521 012
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DECLARATION

LEMOKOL ALEX with passport no.: **A00593140** hereby declare that the information given above is authentic to the best of my knowledge.



SIGNATURE:.....

