

CURRICULUM VITAE**PERSONAL BIOGRAPHY:**

Name : Joseph Jacson Katongole
Nationality : Ugandan
Sex : Male
Tel : +256-781 122 922
Email : josephjacson77@gmail.com
Address : Mutungo, Nakawa East, Nakawa Division, Kampala.

PERSONAL SUMMARY:

I'm extremely friendly and organized professional, self-disciplined, hardworking, honest and reliable person with a relevant experience in Cleaning and Fumigation sector; Supervising and coordinating activities consistently with established objectives and set goals. I am confident, capable and multi-skilled with excellent knowledge in secretarial staffs, clerical skills and knowledge in computer applications such as; Ms Word, Ms Excel, Ms PowerPoint and Ms Access accompanied with proven working experience and skills in Office Administration (Office Assistance). And with a consistent track record of successfully delivering assignments, Office organization and filing of office documents in a well-organized way, and assisting in Bidding processes (Procurement).

CAREER OBJECTIVES:

- To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of a company or an organization.
- From a humble beginning with a noble aim of enhancing my working capacity and serve the company or an organization in the best possible way with great commitment and determination.
- To enroll for further studies so as to gain more skills and confidentiality in my field.

EDUCATION BACKGROUND:

Feb-April 2017	KCCA- Employment Service Bureau	Certificate in ICT Training
2013-2014 of Education	Holy Family Kyamulibwa S.S Masaka	Uganda Advanced Certificate
2009-2012 Education	Holy Family Kyamulibwa S.S Masaka	Uganda Certificate of

WORKING EXPERIENCE:**1. Firm:** Le Petit Village Hotel (Sokoni Africa Ltd)**Position:** Hotel Public Area Supervisor**Roles assigned:**

- ✓ Oversee the daily cleaning and maintenance of all public areas to meet the hotel's cleanliness standards and provide a welcoming atmosphere for hotel guests.
- ✓ Inspect public areas regularly to identify maintenance issues, safety hazards, and cleanliness concerns.
- ✓ Schedule and assign tasks to team members, ensuring proper coverage for all shifts and areas.
- ✓ Monitor and manage inventory levels of cleaning supplies and equipment required for public area cleaning.
- ✓ Place orders for supplies when necessary, ensuring adequate stock is available at all times.
- ✓ Maintain records and prepare regular reports on cleaning activities, inventory usage, and staff performance.
- ✓ Assist where necessary to ensure optimum service to hotel public area.
- ✓ Provide feedback on staff performance and report disciplinary problems to General Manager.
- ✓ Perform any other duties assigned by the General Manager.

2. Firm: Just Clean It**Position:** Truck Supervisor for Waste Collection**Roles assigned:**

- ❖ Schedules and supervises activities
- ❖ Participates in the development of routes and route assignments
- ❖ Investigates and resolves complaints from the public
- ❖ Maintains records and prepares basic reports.
- ❖ Assigns and reviews the work of employees.
- ❖ Evaluates the performance of employees
- ❖ Counsels with and corrects employees as needed.

3. Firm: Seven Star Cleaning Services**Position:** Supervise Cleaning at NBS TV**Roles assigned:**

- Supervised Cleaners, recording materials at site, maintaining client relationship with the Company

4. Firm: Bukos Engineering Service Limited**Position:** Office Assistant/Messenger**Roles assigned:**

- Issuing of invoices to clients and following them up
- Following up Local Purchase Orders for ongoing projects
- Participate in the preparation of proposals, bidding process and follow up
- Edits documents for accuracy
- Providing office support i.e. timely printing, photocopy, laminating, scanning, and binding among others
- Signs for delivered packages and distributes them to the appropriate recipient
- Sorts and distributes incoming mail
- Types correspondence, meeting notes, and forms among other documents
- Deliver and collect parcels and other documents as may be assigned
- Ensure that the office premises are kept tidy and clean all the time
- Organize, file and arrange office files and other documents in an organized way
- And any other duty as may be assigned.

5. Firm: Maintenance Group Limited**Position:** Cleaning Services Supervisor/Office Assistant**Role assigned:**

- Supervised cleaning and fumigation projects for several clients including: Ministry of Works and Transport, Central Mechanical Workshop, Kampala; Ministry of Works and Transport, Laboratory Testing, Kireka; Uganda Revenue Authority formally at House of Hope, Kamwokya, and Upcountry stations; NADDEC, Entebbe and NARO, Kawanda for Ministry of Agriculture, Animal Industry and Fisheries among others.
- Mediating janitors and the company with the client
- Issuing of invoices to clients and following them up
- Following up Local Purchase Orders for ongoing projects
- Maintaining employee-client relations so as to obtain appropriate client satisfaction
- Participate in the preparation of proposals, bidding process and follow up
- Better the Company through research and innovation.
- Edits documents for accuracy
- Providing office support
- Maintains accurate records and enters data
- Assists with organizing events when necessary
- Conducts research and compiles data
- Signs for delivered packages and distributes them to the appropriate recipient
- Interacts with directors when necessary
- Assists in setting up new client accounts

- Sorts and distributes incoming mail
- Arranges meetings by reserving rooms and managing refreshments
- Types correspondence, meeting notes, and forms among other documents
- Write and presenting monthly reports
- Involvement in corporate social responsibilities in the community.

OFFICE ASSISTANT SKILLS OBTAINED:

Previous experience in a related field preferred; self-driven; excellent customer care skills; exceptional communication skills; ability to maintain a strict level of confidence; proficiency in Microsoft office programs; attention to detail; professional appearance; excellent typing skills; strong problem solving skills; excellent organizational skills; highly motivated and ability to prioritize efficiently; ability to work alone or as part of a team; enthusiastic and reliable; knowledge of basic office management procedures and excellent communication skills (both oral and written).

6. Firm: Maintenance Group Limited

Position: Supervisor (at Ministry of Works and Transport under a contract)

Role assigned:

- Supervised Cleaners, recording materials at site, maintaining client relationship with the Company, following up Company LPOs and payments.

7. Firm: Basala Produce Industries Limited

Position: Janitor at Ministry of Works and Transport under a contract.

8. Firm: What's App Café of Hot Kit Group

Position: Cyber Café Attendant

Role assigned:

- Tasked with secretarial staffs such as typing, printing, scanning, photocopying, emailing, laminating, binding, keeping records, arrangements and cash receipts.
9. Worked as a Sales Personnel at Dondolo wholesale and retail shop tasked with selling to clients and cash receipts as well as marketing the products, getting clients and fetching markets for the products.

PERSONAL SKILLS:

1. Versatile Computer intelligent skills in different applications such as;
 - Microsoft word
 - Microsoft excel (Spreadsheet)
 - Microsoft access (Database)

- Microsoft power point (Presentation)
 - Microsoft publisher
 - Networking and computer maintenance
 - Installation of soft and hardware components
 - Internet and multimedia
2. Writing and verbal skills
 3. Human relations skill
 4. Managerial skills.
 5. Administrative skills
 6. Supervisory skills.

LANGUAGE PROFICIENCY:

Languages	Spoken	Read	Written
English	Fluent	Excellent	Excellent
Luganda	Fluent	Fair	Fair

INTERESTS:

- ✓ Making new discoveries
- ✓ Networking and browsing over the internet
- ✓ Discussing business ideologies.
- ✓ Reading and writing books
- ✓ Reading the bible and watching Christian literature.

PERSONAL COMPETENCES:

- ❖ Team work building
- ❖ Aptitude to work under minimal supervision
- ❖ Listening with care and observation
- ❖ Good communication skills (both oral and written) and interpersonal skills
- ❖ Aptitude to handle circumstances tactfully
- ❖ Aptitude to supervise and manage workers appropriately
- ❖ A team player with excellent work skills and experience in office administration
- ❖ Flexible and reliable person.

REFEREES:

1. Namayanja Mary
Cleaning and Fumigation Manager,
Maintenance Group Ltd
Tel: +256-772 999 195
Email: namayanjamar26@gmail.com

2. Niyigena Yves
Director/Quantity Surveyor,
Bukos Engineering Services Ltd
Tel: +256-778 943 740
Email: niyi Yves@gmail.com
3. Margret Bakubi (Mrs.)
Former Co-Secretary,
Office of the Prime Minister
Tel: +256-782 385 257
Email: maggiebak2001@yahoo.com
4. Brian Muhanguzi
Director/Electrical Engineer,
C1 Construction Services Ltd
Tel: +256-785 530 560
Email: brianmuhanguzi@gmail.com

DECLARATION:

I, the undersigned, declare that to the best of my knowledge and belief, this information correctly describes me, my qualification and experience.

.....

JOSEPH JACSON KATONGOLE.

Uganda National Examinations Board



This is to certify that the candidate named below, and whose photograph appears, sat for the Uganda Advanced Certificate of Education Examination in the year 2014, and qualified for the award of the



Uganda Advanced Certificate of Education

The candidate passed at the level shown (Principal or Subsidiary) in the subject(s) named and attained the Grade(s) as indicated.

KATONGOLE JOSEPH

(AGE 19)

U0457/508

HOLY FAMILY KYAMULIBWA SECONDARY SCHOOL, P.O.BOX 146 MASAKA

SUBJECT	U.A.C.E. STANDARD	GRADE
GENERAL PAPER	Subsidiary	5
HISTORY	Principal	C
ENTREPRENEURSHIP SKILLS	Principal	E
GEOGRAPHY	Subsidiary	0
SUBSIDIARY COMPUTER	Subsidiary	3
SUBJECTS RECORDED: FIVE		

Secretary

Uganda National Examinations Board



Chairperson

Uganda National Examinations Board

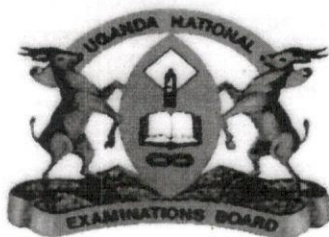
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The photograph of the candidate is printed, not affixed.



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(See overleaf)

Uganda National Examinations Board



This is to certify that the candidate named below sat for the Uganda Certificate of Education Examination in the year 2012, and qualified for the award of the

Uganda Certificate of Education

DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

KATONCOLE JOSEPH

(AGE 17)

U0457/007

HOLY FAMILY KYAMULIBWA SECONDARY SCHOOL P.O. BOX 146 MASAKA

GRADE

ENGLISH	6 (SIX)
CHRISTIAN RELIG ED	8 (EIGHT)
HISTORY	4 (FOUR)
GEOGRAPHY	3 (THREE)
MATHEMATICS	7 (SEVEN)
AGRICULT PRINC & PRAC	5 (FIVE)
PHYSICS	8 (EIGHT)
CHEMISTRY	7 (SEVEN)
BIOLOGY	6 (SIX)
COMPUTER STUDIES	6 (SIX)

SUBJECTS NAMED: TEN

SUBJECTS PASSED: TEN

Secretary

Uganda National Examinations Board



Chairman

Uganda National Examinations Board

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U 2825959

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EMPLOYMENT SERVICES BUREAU

Certificate

This is to certify that

.....JOSEPH JACSON.....KATONGOLE.....
has successfully completed ICT Training in;

- IT Basics
- Word Processing
- Presentations
- Internet & Multimedia
- Microsoft Publisher
- Spread Sheets

from.....FEBRUARY.....to.....APRIL.....2017..

Heel
Director
Gender Community Services
and Production

W. Mutunga
Deputy Executive Director