



# CURRICULUM VITAE

## PERSONAL DETAILS

NAME	:	KAZIBWE JOSEPH
DATE OF BIRTH	:	14/09/1991
MARITAL SATTUS	:	SINGLE
GENDER	:	MALE
NATIONALITY	:	UGANDAN
PHONE	:	+256754586657
RELIGION	:	CHRISTIAN
HEIGHT	:	5'3FT
PASSPORT NO	:	A00876039
DATE OF ISSUE	:	11/10/2022
EXPIRY DATE	:	10/10/2032
LANGUAGES	:	ENGLISH/LUGANDA

## CAREER OBJECTIVES

To effectively and efficiently serve to the best of my capacity in ny filed to achiveorganizatinlato excel in any academic and professional endeavors and use my knowledge to attain success responsibility and positive influence and work with goo dleader ship

## PERSONAL PROFILE

I am a pro-activeselfstartr who is slef driven passionate and is cable of working idependently or as part of a team I would like to work in a busy dynamic and challenging environment which will enable me to achieve the highest level of my career and human development where resourcefulness initiative hand work and innovatin would be the emasure of success.

## EDUCATION BACKGROUND

2015 Makerere University	Bachelor's in Computer Science & Technology
2019 DRIVING LICENSE	GODCARES DRIVING SCHOOL
2010/11 AFRICAN POPULATION INSTITUTE	PUBLIC ADMINISTARTION & MANAGEMENT PROCUMENT & LIGISTICS, FINANCE AMANGEMENT & ACCOUNTING
2007-2010	LAWRENCE HIGH SCHOOL
1997-2006	MAEFE PRIMARY SCHOOL

## WORKING EXPERIENCE

2017-to date                      DISTRICT EDUCATION OFFICE

Position: *Office Assistant*

### DUTIES AND RESPONSIBILITIES

- Sorting and sending mail
- Writing memoranda, reports, letters, and other items
- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Completing banking transactions and carrying out basic bookkeeping
- Answering phone calls and taking messages
- Scheduling meetings and managing calendars
- Welcoming visitors to the office
- Providing visitors with information
- Resolving office-related issues
- Clerical and administrative duties may include typing, filing, mailing
- Handling complaints as they arise.

## PERSONAL ATTRIBUTES

- Self-motivated and able to work with or no supervision
- Ability to work in a team
- Flexible and ever ready to adjust to new for positive change
- Result oriented hard working
- Quick decision maker
- Commitment to working effectively and meeting deadlines.

## HOBBIES

Travelling

Socializing

Swimming

Music

## REFERENCE

To be provided upon request.

Type / Type  
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Surname / Nom  
**KAZIBWE**  
Given Names / Prénoms  
**JOSEPH**

Nationality / Nationalité  
**UGANDAN**  
Date of Birth / Date de naissance  
**14/09/1991**  
Date of Issue / Date de délivrance  
**11/10/2022**  
Date of Expiry / Date d'expiration  
**10/10/2032**  
CAN  
**291018**

Country / Pays  
UGA

Sex / Sexe  
M

Place of Birth / Lieu de naissance  
**KABAROLE**

Authority / Autorité  
UGANDA GOVT KAMPALA  
Holder's Signature / Signature du titulaire

Holder's Signature / Signature du titulaire

Passport No. / Passeport No.  
A00876039

ID Number / No. d'indentite  
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