

ARINANYE RONAH TUGUME
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A. PERSONAL DETAILS:

MARITAL STATUS: Married

GENDER: Female

NATIONALITY: Ugandan

B. PROFESSIONAL SUMMARY

I am an Administrative support professional experienced at working in fast-paced environments demanding strong organizational, supervisory, team building, technical and interpersonal skills. I am highly trustworthy, ethical and discreet; committed to superior customer service. Confident and composed in interactions with individuals at all levels. I am detail-oriented and resourceful in completing tasks; able to multi-task effectively.

C. EDUCATION & TRAINING

- **Executive Masters in Business Administration specialized in Human Resource Management and Development**, Uganda Technology And Management University (UTAMU) (2015)
- **PGD in Human Resource Management**, Uganda Management Institute (UMI), Kampala (2009-2010)
- **BSC in Management Science** with Honors, Kyambogo University, Kampala (2005-2007)
- **Diploma in Business Administration**, Institute of Teachers Education, Kyambogo (ITEK), Kampala(1999-2001)
- **U.A.C.E**, St. Peters S.S. Nsambya, Kampala (1997-1998)
- **U.C.E**, Bishop Comboni College, Rukungiri (1993-1996)
- Certificate in Utilization of Evaluations by the Office of the Prime Minister in Collaboration with the GIZ (March 2015)
- Certificate in Empowering a Secretary for Better Service Delivery from Makerere University (2010)
- Certificate in End User Training Programme (EUTP) in ICT skills from Makerere University (2008)

D. WORK HISTORY

- 1. SENIOR HUMAN RESOURCE OFFICER** at Uganda Technology And Management University (UTAMU) from January 2017 – todate

Responsibilities;

- i. Deliver effective Human Resources services to the University;
- ii. Ensure that staff of the University promote and support the mission and vision of the University for which they are responsible and at all times ensure that the staff of the University;
- iii. Provide an efficient and effective recruitment, appointment and promotion service to the University;
- iv. Assist the Director Finance and Administration in developing and advising on and implementing policies relating to the effective use of staff within the University;
- v. Involve in a range of activities required by the University that include coordination of the development and review of HR policies, working practices; recruitment, promotion and termination of services; staff performance appraisals; staff welfare and administration; terms and conditions of service; HR strategy and planning; negotiation with external work-related agencies such as National Social Security Fund (NSSF); and equality and diversity;
- vi. Promote the corporate values and culture of the University through the development and implementation of relevant policies and procedures and appropriate personal behavior;
- vii. Liaising with a wide range of people involved in policy areas such as staff performance and health and safety;
- viii. Develop and implement policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management, among others.

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- 2. REGISTRAR**, School of Business and Management at Uganda Technology And Management University (UTAMU) from February 2015 – December 2016;

Responsibilities;

Overseeing the coordination, administration and organization of all undergraduate and graduate activities in the School of Business and Management including results processing of both Undergraduate and Graduate students, receive and handle results complaints for both Graduate and undergraduate students, provide back-up for and maintain the academic record of all students, plan and implement the registration process for classes, preparing agenda and provide secretarial services to the School Academic Board meetings and other meetings called on special matters, preparing testimonials and cover letters for students, ensure that all the necessary

information on students is transferred and filed on students' files, make follow ups on the progress of students where research is concerned especially for graduate students, responsible for collecting, recording, maintaining and reporting of student records within UTAMU guidelines, e.g. grades, registration data, testimonials, transcripts and verification, collaborate with administrators, deans and staff in the schools to facilitate and provide maximum service to students while ensuring efficient and effective workflow, assist in timetabling for both teaching and examinations.

Achievements so far;

- Over 50 graduate students have defended their masters' research proposals and over 35 students have defended their final dissertations and graduated due to my continuous reminders, guidance and monitoring skills through constant follow ups between students and supervisors.
- The rate of students' results complaints have reduced by 70%
- All academic records of all Students in the School of Business and Management are well maintained.
- Have kept up to date records for the School regarding students' research, results, and registration statistics where by it takes a few minutes to retrieve a record once requested for it.

3. ASSISTANT IN THE OFFICE OF THE VICE CHANCELLOR at Uganda Technology And Management University (UTAMU) from October 2015 – to date;

Responsibilities;

- Provide day to day administrative support by drafting letters, book meeting appointments for the Vice Chancellor, maintaining and updating his Diary, schedule meetings for the Vice Chancellor, Process travel documents for the Vice Chancellor and his deputy; Help with logistical planning of workshops, meetings and special projects, Follow up on documents sent out for signatures and approvals. Review all outgoing mails for attachments, dates, signatures, completeness and destinations. Receive all communications sent to the office of the Vice Chancellor and draft responses depending on the communication. Establish and maintain correspondences and data files.

4. PROJECT ADMINISTRATOR

I have worked as an administrator on the projects below;

- a) **BTC/Ministry of Education and Sports, Technology and Science (Curriculum Review for the Lower Secondary Schools Project)** – March 2016 – to date;

Responsibilities;

- Create meeting agendas and record meeting minutes
- Make sure that the experts on this project get up to date information regarding the project
- Organize project workshops by booking venues and sending out invitations.
- Follow up on all communications sent out to ensure that they are received
- Make accountability of all expenditures on different activities of the project
- Proof read all documents before they are submitted to the owners of the project
- Write workshop reports

b) Public Procurement and Disposal Unit (PPDA)

(Developing A Public Procurement And Disposal E-Learning System Project) from April 2016 – to date;

Responsibilities;

- Organize for meetings and record meeting minutes
- Send out communications to partners of this project
- Make accountability of all expenditures on different activities of the project
- Proof read all documents to be submitted to the partners of the project
- Develop Scorm files for the different modules as part of the assignment

c) Online Master of Science in Agricultural Information and Communication

Management (AICM) project funded by RUFORUM from 1st October 2014 to January 2015.

Responsibilities;

- Provided project managers with technical and project support
- Co-managed day to day aspects of projects including schedule budget contract client needs
- Ensured quality of all deliverables through Quality Assurance
- Organized project workshops by booking venues and sending out invitations.
- Managed project budgets
- Organized for meetings and workshops
- Wrote reports (workshop and project reports)

5. DEPARTMENTAL REGISTRAR at Makerere University, College of Computing and Information Sciences (Computer Science and Networks departments) from *July 2010 – January 2015*;

Responsibilities;

- Prepared agenda and provided secretarial services to the School Academic Board and departmental meetings and other meetings called on special matters.
- Organized activities for the department including industrial training for students.
- Prepared businesses for internal and external examiners.
- Gave counsel to both parents and students.
- Prepared testimonials and cover letters for students.
- Processed marking claims for lecturers in the department.
- Drafted letters for students who requested to withdraw or stay put on the programme for the School of Computing and Informatics Technology.
- And implemented other duties as assigned by my supervisors whom I directly report.

6. ADMINISTRATIVE ASSISTANT, Office of the Dean, Faculty of Computing and Information Technology, Makerere University from Oct 2008 – June 2010;

Responsibilities;

- Provided day to day administrative support ;
- Processed travel documents for the dean and his deputies
- Helped with logistical planning of workshops, meetings and special projects by;
- Took part in departmental projects handled in the office of the deputy dean by;
- Sent updates regarding the project to partners and students on the project.
- Followed up on documents sent out for signatures and approvals.
- Made sure that the faculty generator is well serviced and running.
- Managed the faculty's fuel for both the university cars and generator.
- Assisted the Human resource manager when she would be away on leave.
- Reviewed all outgoing mails for attachments, dates, signatures, completeness and destinations.
- Received all communications sent to the office of the Dean.
- Established and maintained correspondences and data files.

7. OFFICE ASSISTANT, Office of the Dean, Faculty of Computing and Information Technology, Makerere University from October 2006 – September 2008

Responsibilities;

- Assisted the personal assistant in providing administrative support to the Dean / Deputy Deans in the day to day running of the office, reviewed all outgoing mails for attachments, dates, signatures, complete addresses and destinations, composed routine correspondence as outlined by the Dean / Deputy Deans, received visitors, maintained calendar, scheduled and confirmed meetings and appointments for the Dean / Deputy Deans, established and maintained correspondence and data files, acknowledged mails as necessary, helped with

logistical planning of workshops, meetings and special projects including, preparation/distribution of materials and notices, arranged transportation and meeting room space; food/catering and required supplies and equipment.

E. LANGUAGES SPOKEN

- Fluent English (Written/spoken)
- Runyankole/Rukiga (Written / Spoken) – local language
- Luganda (Fluent) (Written/Spoken) – Local language

F. PERSONAL STRENGTHS

- Well-developed communication skills
- Enthusiastic and committed to excellence in my work
- Honesty and Trustworthy
- Cultural awareness, sensitive and flexible while demonstrating sound work ethics

G. REFEREES:

Prof. Dr. Benon C. Basheka Vice Chancellor,
Uganda Technology and Management University (UTAMU)
P. O. Box 73307 Kampala
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Prof. John Ngubiri Dean, School of Computing and Engineering
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Assoc. Prof. Dr. Engineer Bainomugisha Head of Department, Computer Science
College of Computing and Information Sciences
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Dr. Alfred Tingo College Registrar,
College of Engineering, Design Art and Technology (CEDAT)
Makerere University
P. O. Box 7062 Kampala

Tel: +256 788778039 (Mobile)

Email: registrar@cedat.mak.ac.ug

Declaration

I hereby declare that the above Information is true to the best of my knowledge.

A handwritten signature in blue ink, appearing to read 'Arinanye' with a stylized flourish below it.

Arinanye Ronah Tugume