

BANGI DINA – CV

KAMPALA, UGANDA

MOBILE: +256 764708009

Email: dinabangi02@gmail.com

PROFILE

Human Resource Practitioner with experience in human resource management and administration, lecturing and sales & marketing with experience in various sectors like Education, Hospitality, Manufacturing and Logistics & Distribution. Strong analytical skills, trustworthy, highly motivated and hard-working person with a high sense of duty and loyalty both professionally and privately. Extremely flexible and can easily adapt to the surroundings without compromising with any of my principles and responsibilities and a firm believer in team work.

KEY COMPETENCIES

Excellent communication and Interpersonal skills: Effective liaison with all organizational stakeholders.

Leadership and problem-solving skills.

Report writing skills and attention to detail.

Compliance & Reporting: Ensuring adherence to Ugandan tax laws and labour regulations.

Computer literate with high proficiency in word processing, excel, and power point packages.

Ability to meet tight deadlines.

Team working skills.

HR Software proficiency: Popay, Karibu, Odoo; with ability to learn new systems.

Budgeting skills

EDUCATION AND QUALIFICATION

Degree of Master of Human Resource Management (Alternative Work Arrangement, Transformational Leadership and Employee Resilience) Makerere University Business School/MUK, Kampala- Uganda.	2023 - 2026
Bachelor's Degree in Human Resource Makerere University Business School/MUK, Kampala – Uganda	2014 – 2018
Uganda Advanced Certificate of Education Lowell Girls School, Kampala – Uganda	2011 – 2012
Uganda Certificate of Education Victoria High School, Kampala – Uganda	2007 – 2010

CAREER HISTORY

Human Resource and Administration Manager
Errimat Industries Limited (Nice Foam- Uganda), Wakiso

Nov 2024 – present

These are my duties but not limited to the following;

- Implementation of learning and development culture. I am responsible for spearheading all training programs in various departments, ensuring that Training programs are in line with the with the Training Needs Assessment. I as well conduct HR trainings for Department heads and supervisors to ensure Human Resource devolution within the organization.
- Employee engagement and Welfare. I conduct team building activities, health, safety and wellness initiatives. Such programs have enhanced employee motivation, satisfaction and retention.
- Compliance and Reporting. I ensure that all labour laws are adhered too, I support both internal and external audits related to HR and administration. I have maintained HR records and I produce periodic reports (daily, weekly & monthly) on attendance, staffing, performance and other HR metrics. Additionally, I have developed HR manuals, and employees are familiar with company rules, regulations, policies and procedures resulting in minimal or no labour-related issues.

- Strategic HR Leadership. I advise management on strategic matters including organizational planning, workforce restructuring and change management initiatives. I have established a performance driven culture by setting quarterly objectives, conducting appraisals: top performers being rewarded improvement programs have been developed for underperforming employees.
- Administration. I oversee the property responsibilities include supervising fleet management, managing vendor relationships and procurement for office supplies and administrative services. Additionally, I represent the company in engagements with key stakeholders.

**Human Resource & Administration Officer
Kembabazi Catering Center Limited, Kampala**

Oct 2023 – Oct 2024

These were my duties but not limited to the following;

- Organisational restructuring including setting organogram, developing departments, designing job duties and specifications, and identifying positions.
- Human resource planning including staff number identification and redundancy management.
- Labour compliance and HR policy formulation including designing HR Manual and policies ensuring legal compliance.
- Implemented and Managed performance strategies with KPIs, targets, and periodic reviews.

- Managed monthly payroll ensuring accuracy and compliance in liaison with accounts and finance.
- Maintained company assets and ensured food handlers' certificate for employees.
- Liaised with regulatory bodies during inspections and audits.
- Coordinated training, employee benefits, leave schedules, and salary structure development.
- Managed general operations including front and back office, company emails, and support services.

Human Resource Manager

Sep 2020 – Sep 2023

Smartec Electronics Limited (Hisense Uganda)- Kampala & Noble Electronics- Nakaseke.

These were my duties but not limited to the following:

- Defined and strengthened HR policies and procedures including recruitment, onboarding, benefits, training and exit management.
- Developed and reviewed salary scales and managed staff annual pay increase and payroll processes.
- Led staff development initiatives and collaborated with senior management for performance appraisals and personnel issue advisement.
- Defined and implemented contractual frameworks and HR processes.
- Provided annual policy reorientation and updated HR database.
- Advised senior management and coordinated HR initiatives from top management

and board.

- Managed medical and GPA accident insurance schemes and related accounts.
- Coordinated performance management process and staff probation tracking.
- Managed leave and field visit schedules and prepared periodic reports for senior management.

Lecturer and Human Resource Consultant

Feb 2018 – Mar 2020 Destiny

International Business Institute and Markland Business Institute, Kampala

These were

my responsibilities but not limited to the following:

- Taught human resource management related courses including Human Resource Training and Development, Industrial Relations, HR Policies and Principles.
- Taught business communication skills, research skills, and marketing.
- Provided administration and management knowledge through HR consultancy.
- This was in form of Human Resource Consultancy.
- In charge of career guidance and internship placement for students.
- Provided HR consultancy services including payroll development, performance target setting, appraisals, and employee relations.

Marketing Executive

Feb 2016 – Dec 2017

Quality Assurance Examination Services, Kampala

These were my responsibilities but not limited to the following:

- Visited clients and analyzed feed back
- Found new clients and delivered products.
- Provided career guidance in different schools.

Internee

June 2025 – Aug 2015

Maganjo Grain Millers - Kampala

Being an internee, my roles were but not limited to the following:

-
- Ensured smooth company operations.
 - Attended to clients and received calls in HR department.
 - Marketed company products and recorded production inputs and outputs.
 - Prepared periodic sales graphs.

OTHER EXPERIENCES

Participation in Human Rights Day

Feb 2016 – Feb 2016

Participated in the Human Rights Day which was held at Makerere University Business School.

REFEREES

□ **Mr. Nasir Ud Din**, Head of Operations- Smartec Electronics Limited (HISENSE)

Email; nshunzai@gmail.com/nasir@smartecelectronics.co.ug. Phone+256775066901

□ **Mr. Mubiru Yusuf**, Director- Keratex

Engineering LTD

Email; keratexengineering@gmail.com. Phone +256782607594

□ **Mr. Aijuka Collins**, Lecturer – MUBS

Email; caijuka@mubs.ac.ug. Phone +256 782150646



MAKERERE UNIVERSITY BUSINESS SCHOOL

Plot 21A, New Portbell Road, P. O. Box 1337, Kampala - Uganda

General Line: +256-414-338120; Fax: +256-414-505921

Faculty of Graduate Studies & Research

TESTIMONIAL

REF : MHRM8924016 DATE OF ISSUE: September 16, 2024
 STUDENT'S REG. NO : 2023/HD10/4132U
 NAME OF STUDENT : BANGI Dina
 PROGRAMME : MASTER OF HUMAN RESOURCE MANAGEMENT
 YEAR OF ADMISSION : 2023

YEAR ONE SEMESTER ONE			SEMESTER TWO		
Course Code	Course Unit	GP	Course Code	Course Unit	GP
HRM 7102	Business Communication	3.50	HRM 7207	Performance Management and Control	4.50
HRM 7105	Industrial Relations	4.00	HRM 7205	Training and Development	4.00
HRM 7101	Human Resource Management & Planning Framework	4.00	HRM 7202	Labour Laws	5.00
HRM 7103	General Management	4.50	HRM 7201	Strategic Management	5.00
HRM 7107	Career Planning and Management	4.00	HRM 7204	Human Resource Forecasting and Planning	5.00
HRM 7106	Compensation and Reward System	4.50	HRM 7203	Job Analysis	3.50
HRM 7104	Organizational Behaviour	4.50	HRM 7206	Organizational Development	4.00
	GPA	4.16		CGPA	4.28

Note: This is not an Academic Transcript. The Transcript and Certificate will be issued by, Makerere University on completion of the study programme.

Any assistance rendered to her will be highly appreciated.

Prof. Vincent Bagire, PhD
 Dean



KEY TO GRADES:

GPA 5.00 = 80 - 100%; GPA 4.5 = 75 - 79.9%; GPA 4.0 = 70 - 74.9%; GPA 3.5 = 65 - 69.9%; GPA 3.0 = 60 - 64.9%; GPA 2.5 = 55 - 59.9%; GPA 2.0 = 50 - 54.9%; GPA 1.5 = 45 - 49.9%; GPA 1.0 = 40 - 44.9%; GPA 0.5 = 35 - 39.9%; GPA 0 = 0 - 34.9%

FGSR.doc/Masters/Results/2023 - All officially issued testimonials must bear an official stamp

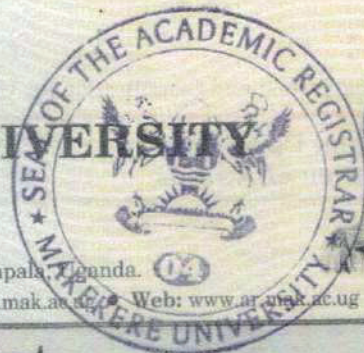
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MAKERERE



UNIVERSITY



Office of the Academic Registrar, P.O. Box 7062, Kampala, Uganda.

Tel: +256-414-531830/533332 • Fax: +256-414-534125 • E-mail: ar@acadreg.mak.ac.ug • Web: www.ar.mak.ac.ug

Academic Transcript

Undergraduate Programmes

Page 1 of 1

NAME: BANGI Dina

SEX: Female

NATIONALITY: Ugandan

REG. No. 14/U/17553/PS

FIRST REGISTERED: 2014

HALL: Nakawa

FACULTY: MUBS

PROGRAM: BHRM

DATE OF BIRTH: 20 Feb, 1994

Year :1	Academic Year :2014/2015	Semester 1	CU	Grade	FIN3222 INDUSTRY & LABOUR ECONOMICS	2.0=B+
Course Code	Course Name				LGD3203 BUSINESS ETHICS	2.0=C+
BAD1101	PRINCIPLES OF BUSINESS ADMINISTRATION		4.0	B+	GPA : 3.91	CGPA: 3.71
BHR1102	PRINCIPLES OF HUMAN RESOURCE MANAGEMENT		4.0	B	Minimum Graduation Load (CUs): 106	Total Credit Units Accumulated: 126
BUC1111	PRINCIPLES OF INFORMATION COMMUNICATION TECHNOLOGY		4.0	C	Completion Date: May/June, 2017	
FIN1106	MICRO ECONOMICS		3.0	C	Award: Bachelor of Human Resource Management	
MGT1106	BUSINESS COMMUNICATION SKILLS		4.0	B	Class Of Award: Second Class Honours - Upper Division	
GPA : 3.74		CGPA: 3.74				

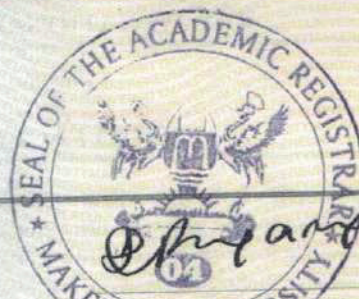
Year :1	Academic Year :2014/2015	Semester 2	CU	Grade
Course Code	Course Name			
ACC1203	PRINCIPLES OF ACCOUNTING		4.0	B+
BAD1203	PRINCIPLES OF MANAGEMENT		4.0	C
BHR1201	HUMAN RESOURCE PLANNING		4.0	C
FIN1206	BUSINESS LAW		4.0	B+
FIN1213	MACRO ECONOMICS		3.0	B
GPA : 3.79		CGPA: 3.76		

Year :2	Academic Year :2015/2016	Semester 1	CU	Grade
Course Code	Course Name			
ACC2106	MANAGEMENT ACCOUNTING		4.0	D+
BHR2101	INDUSTRIAL PSYCHOLOGY		4.0	C+
BHR2102	SALARY & EMPLOYEE COMPENSATION		4.0	B
BUC2108	ICT PRACTICAL AND THEORY		5.0	C
MGS2102	QUANTITATIVE METHODS		3.0	C
GPA : 3.20		CGPA: 3.57		

Year :2	Academic Year :2015/2016	Semester 2	CU	Grade
Course Code	Course Name			
BHR2204	HUMAN RESOURCE TRAINING & DEVELOPMENT		4.0	B
COM2203	COMPANY LAW		4.0	C+
FIN2215	FINANCIAL MANAGEMENT		4.0	B
MGS2201	BUSINESS RESEARCH SKILLS		2.0	A
MGS2206	BUSINESS STATISTICS		3.0	D
MGT2208	HUMAN BEHAVIOUR AT WORK		4.0	C
GPA : 3.52		CGPA: 3.56		

Year :3	Academic Year :2016/2017	Semester 1	CU	Grade
Course Code	Course Name			
BEM3102	ENTREPRENEURSHIP DEVELOPMENT		3.0	B
BHM3101	LABOUR LAW, OCCUPATIONAL HEALTH & SAFETY		4.0	B
BHR2301	FIELD ATTACHMENT		5.0	C
BHR3102	HUMAN RESOURCE INFORMATION MANAGEMENT		4.0	B+
BHR3105	INDUSTRIAL RELATIONS		4.0	B
BHR3106	LEADERSHIP AND INTERPERSONAL SKILLS		2.0	B
MRK3119	PRINCIPLES OF MARKETING		3.0	A
GPA : 4.00		CGPA: 3.66		

Year :3	Academic Year :2016/2017	Semester 2	CU	Grade
Course Code	Course Name			
BAD3210	STRATEGIC MANAGEMENT		4.0	C+
BHR3201	PERFORMANCE MANAGEMENT		4.0	B
BHR3202	HUMAN RESOURCE MANAGEMENT POLICIES		4.0	B
BHR3204	PROJECT MANAGEMENT		3.0	B+
BHR3205	OFFICE & RECORDS MANAGEMENT		3.0	C+



- A Credit Unit (C.U) is One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.
- The length of a Semester is Seventeen (17) weeks, Two (2) of which are for Examinations.
- Transcripts issued after April 2002 shall bear Photographs.

The Medium of Instruction is ENGLISH

* (CP) - Conceded Pass

For Academic Registrar
 No valid without Official Stamp. Any alteration
 whatsoever renders the Transcript invalid.
 16th March 2018

KEY TO GRADES

The Grading System and Classification for Undergraduate Degrees and Diplomas is as follows:

Registration Up to 1991 Classification of Awards

a) First Degrees		
A	70 - 100%	Excellent 1st Class Honours
B+	60 - 69%	Very Good 2nd Class Honours (Upper Division)
B	50 - 59%	Good 2nd Class Honours (Lower Division)
C	40 - 49%	Fair/Satisfactory Pass
D	35 - 39%	(Compensatable Fail)
E	00 - 34%	Fail
b) Undergraduate Diplomas/Certificates		
70 - 100%	Class One	
50 - 69%	Class Two	
40 - 49%	Class Three	

Registration between 1992-1996 Classification of Awards

a) First Degrees		
A	80 - 100%	Excellent 1st Class Honours
B+	70 - 79%	Very Good 2nd Class Honours (Upper Division)
B	60 - 69%	Good 2nd Class Honours (Lower Division)
C	50 - 59%	Fair/Satisfactory Pass
D	45 - 49%	(Compensatable Fail)
E	00 - 44%	Fail
b) Undergraduate Diplomas/Certificates		
80 - 100%	Class One	
60 - 79%	Class Two	
50 - 59%	Class Three	

Registration From 1997/98 to 2007/2008 AY

Grade	Marks	GP	Classification of Awards
A	80 - 100%	5.0	a) First Degrees
B+	75 - 79.9%	4.5	CGPA Class
B	70 - 74.9%	4.0	4.40 - 5.00 1st Class Honours
B-	65 - 69.9%	3.5	3.60 - 4.39 2nd Class Honours (Upper Division)
C+	60 - 64.9%	3.0	2.80 - 3.59 2nd Class Honours (Lower Division)
C	55 - 59.9%	2.5	2.00 - 2.79 Pass
C-	50 - 54.9%	2.0	
D+	45 - 49.9%	1.5	b) Diplomas:
D	40 - 44.9%	1.0	4.40 - 5.00 1st Class
D-	35 - 39.9%	0.5	3.60 - 4.39 2nd Class (Upper Division)
E	Below 35	0	2.80 - 3.59 2nd Class (Lower Division)
Pass Mark 50%			2.00 - 2.79 Pass

c) Certificates

4.40 - 5.00	Distinction
2.80 - 4.39	Credit
2.00 - 2.79	Pass

Registration From 2008/2009 AY

Marks	Letter Grade	Grade Point	Interpretation
90 - 100	A+	5	Exceptional
80 - 89	A	5	Excellent
75 - 79	B+	4.5	Very Good
70 - 74	B	4	Good
65 - 69	C+	3.5	Fairly Good
60 - 64	C	3	Fair
55 - 59	D+	2.5	Pass
50 - 54	D	2	Marginal Pass
45 - 49	E	1.5	Marginal Fail
40 - 45	E-	1	Clear Fail
Below 40	F	0	Bad Fail

- The Following 1st Degrees are not classified:
 - BVM, All Medicine-related Programmes except Pharmacy
- The Following Diplomas/Certificates are not classified:
 - All Medicine and Veterinary Medicine-related Programmes
 - Diploma in Theology

KEY TO RESULTS / GRADING CODES

AB Absent	RR Results obtained after a Repeat Year	Ex Exempt	IP In Progress
DY Dead Year Granted	RS Results obtained after Supplementary Examinations	FE Failed Elective	SE Special Examination Granted
WD Withdrawal Granted	RT Results obtained after Retaking a Course	RW Results Withheld	EL Elective Course
NE Not Examinable	CTR Course to be Retaken	GP Grade Point	EC Extra Course
RE Results Expected	UE University Exhibition	GPA Grade Point Average	PP Probationary Progress
AC Audited Course	NP Normal Progress	CGPA Cumulative Grade Point Average	CP Conceded Pass

KEY TO NATIONALITY CODES IN THE REGISTRATION NUMBER

U = Ugandan T = Tanzanian K = Kenyan X = Others



KEY TO FACULTY/INSTITUTE/SCHOOL ABBREVIATIONS

EASLIS East African School of Library and Information Science	MTSIFA Margaret Trowell School of Industrial and Fine Arts
IACE Institute of Adult and Continuing Education	MUBS Makerere University Business School
ISAE Institute of Statistics and Applied Economics	FEMA Faculty of Economics and Management
MUIP Makerere University Institute of Psychology	MUIENR Makerere University Institute of Environment and Natural Resources
FNC Faculty of Forestry and Nature Conservation	IPH/MUSPH Institute of Public Health/Makerere University School of Public Health
FCIT Faculty of Computing and Informatics Technology	

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 2012, 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.

BANGI DINA

(AGE 18)

U1935/504

LOWELL GIRLS SCHOOL, NSIMBE, P.O. BOX 7722 KAMPALA

SUBJECT	U.A.C.E. STANDARD	GRADE
GENERAL PAPER	Subsidiary	3
HISTORY	Principal	A
ECONOMICS	Principal	C
ENTREPRENEURSHIP SKILLS	Principal	D
CHRISTIAN REL.	Principal	D
SUBJECTS RECORDED: FIVE		

Secretary

Uganda National Examinations Board



Chairman

Uganda National Examinations Board

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A 0092989



(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 2010, and qualified for the award of the

Uganda Certificate of Education

DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

BANGI DINA

(AGE 16)

U2156/013

VICTORIA HIGH SCHOOL, NANSANA

P.O. BOX 5972 KAMPALA

GRADE

ENGLISH	4 (FOUR)
ISLAMIC REL ED	1 (ONE)
HISTORY	4 (FOUR)
GEOGRAPHY	4 (FOUR)
MATHEMATICS	6 (SIX)
AGRICULT PRINC & PRAC	5 (FIVE)
PHYSICS	7 (SEVEN)
CHEMISTRY	9 (NINE)
BIOLOGY	8 (EIGHT)

SUBJECTS NAMED: NINE

SUBJECTS PASSED: EIGHT

Secretary

Uganda National Examinations Board



Chairman

Uganda National Examinations Board

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U 2494637

(See overleaf)