

CURRICULUM VITAE

Bako Doud Miriam

C/O Gulu University Office of Academic Registrar, P. O Box 166 Gulu
Uganda

Cell Phone: +256 782621305, WhatsApp: +256-782320949, Email: m.d.bako@gu.ac.ug, Alt Email:kebitam@gmail.com

PERSONAL PROFILE

I am a hardworking, dependable, dedicated, committed, reliable, a down to earth person, a self starter, a result oriented individual with a high level of integrity. I am able to work independently, work as a team, a good time manager, able to work under minimum supervision as well as delivering under pressure and I have good interpersonal and communication skills.

PERSONAL DETAILS

Date of birth 22nd February 1981

Gender Female

Nationality Ugandan

Marital status Married

EDUCATIONAL BACKGROUND

PGDE Postgraduate Diploma in Education, **October 2018**-Uganda Christian University

MHRME Master of Human Resource Management in Education, **July 2017**-Uganda Christian University

DVS Bachelor of Development Studies, **July 2006**–Gulu University

UACE Uganda Advanced Certificate of Education, **December 1998** – Ombatini Secondary School

UCE Uganda Certificate of Education, **December 1996**-Yole Polytechnic Institute

OTHER TRAININGS ATTENDED

Diploma in Guidance and Counseling, **2022** Young Men Christian Association Comprehensive Institute

Administrative Officers' Law Course, **2020**-Law Development Centre

Trained in using Academic Information Management Systems (AIMS)' software with full rights in Registration, Results, **2019**-Kyambogo University

Certificate in Computer Applications, **2014**-Young Women Christian Association (Y.W.C.A) Vocational Training Centre

KEY TECHNICAL SKILLS

Key Board Skills

Guiding, Advising and Counseling

CAREER SUMMARY

Organization: Gulu University, P. O. Box 166 Gulu-Uganda

Period: 1st April 2023 to-date

Position: Senior Assistant Academic Registrar (Examinations)

Salary Scale Government Scale PU 6.1

1. Organizing and coordinating matters pertaining to University examinations.
2. Liaising with Deans/Directors at Faculties/Institutes, Heads of Departments, Assistant Registrars and in preparing requisitions for examinations.
3. Coordinating end of semester examinations at the Faculties/Institutes.
4. Linking the Faculty to the Department of Academic Registrar.
5. Taking Minutes of the Faculty Board, Quality Assurance, Examinations and Timetable Committee (QUATEC), Examination Malpractice and Irregularities Committee (EMIC).
6. Compiling cases of appeals on examination matters in consultation with Deans/Directors at Faculties/Institutes and presenting to the Academic Registrar through the Senior Assistant Registrar (Examinations).
7. Coordinating with Deans and Directors in compiling lists of students involved in examination malpractice and irregularities to be presented to the Examination Malpractice and Irregularities Committee (EMIC).
8. Coordinating issues of Special Examinations and dissemination of information to students after approval by the Senate.
9. Providing technical support in handling cases related to students' results and Examination Malpractice

CURRICULUM VITAE

Bako Doud Miriam

C/O Gulu University Office of Academic Registrar, P. O Box 166 Gulu
Uganda

Cell Phone: +256 782621305, WhatsApp: +256-782320949, Email: m.d.bako@gu.ac.ug, Alt Email:kebitam@gmail.com

and Irregularities Committee (EMIC).

10. Preparing database of graduates of Gulu University and printing their academic Transcripts.
11. Participating in the online enrolment and registration of students.
12. Semester registration of students for retakes.
13. Offering guidance to the students as well as the staff under the Examinations Unit in specified areas.
14. Providing input into the departmental annual report and budget.
15. Performing any other duty assigned by the Supervisor or/and the Academic Registrar.

Organization: Gulu University, P. O. Box 166 Gulu-Uganda

Period: 1st July 2021 to 31st March 2023

Position: Assistant Registrar I (Examinations)

Salary Scale Government Scale M 6.1

1. Organizing and coordinating matters pertaining to University examinations.
2. Liaising with Deans/Directors at Faculties/Institutes, Heads of Departments, Assistant Registrars and in preparing requisitions for examinations.
3. Coordinating end of semester examinations at the Faculties/Institutes.
4. Linking the Faculty to the Department of Academic Registrar.
5. Taking Minutes of the Faculty Board, Quality Assurance, Examinations and Timetable Committee (QUATEC), Examination Malpractice and Irregularities Committee (EMIC).
6. Compiling cases of appeals on examination matters in consultation with Deans/Directors at Faculties/Institutes and presenting to the Academic Registrar through the Senior Assistant Registrar (Examinations).
7. Coordinating with Deans and Directors in compiling lists of students involved in examination malpractice and irregularities to be presented to the Examination Malpractice and Irregularities Committee (EMIC).
8. Coordinating issues of Special Examinations and dissemination of information to students after approval by the Senate.
9. Providing technical support in handling cases related to students' results and Examination Malpractice and Irregularities Committee (EMIC).
10. Preparing database of graduates of Gulu University and printing their academic Transcripts.
11. Participating in the online enrolment and registration of students.
12. Semester registration of students for retakes.
13. Offering guidance to the students as well as the staff under the Examinations Unit in specified areas.
14. Providing input into the departmental annual report and budget.
15. Performing any other duty assigned by the Supervisor or/and the Academic Registrar.

Organization: Gulu University, Gulu-Uganda

Period: 1st April 2019 to-30th June 2021

Position: Assistant Registrar II (Examinations)

Salary Scale Government Scale M 7

1. Organizing and coordinating matters pertaining to University examinations.
2. Liaising with Deans/Directors at Faculties/Institutes, Heads of Departments, Assistant Registrars and in preparing requisitions for examinations.
3. Coordinating end of semester examinations at the Faculties/Institutes.
4. Linking the Faculty to the Department of Academic Registrar.
5. Taking Minutes of the Faculty Board, Quality Assurance, Examinations and Timetable Committee (QUATEC), Examination Malpractice and Irregularities Committee (EMIC).
6. Compiling cases of appeals on examination matters in consultation with Deans/Directors at

CURRICULUM VITAE

Bako Doud Miriam

C/O Gulu University Office of Academic Registrar, P. O Box 166 Gulu
Uganda

Cell Phone: +256 782621305, WhatsApp: +256-782320949, Email: m.d.bako@gu.ac.ug, Alt Email:kebitam@gmail.com

Faculties/Institutes and presenting to the Academic Registrar through the Senior Assistant Registrar (Examinations).

7. Coordinating with Deans and Directors in compiling lists of students involved in examination malpractice and irregularities to be presented to the Examination Malpractice and Irregularities Committee (EMIC).
8. Coordinating issues of Special Examinations and dissemination of information to students after approval by the Senate.
9. Providing technical support in handling cases related to students' results and Examination Malpractice and Irregularities Committee (EMIC).
10. Preparing database of graduates of Gulu University and printing their academic Transcripts.
11. Participating in the online enrolment and registration of students.
12. Semester registration of students for retakes.
13. Participating in the online enrolment and semester registration of students for retakes.
14. Providing input into the departmental annual report and budget.
15. Performing any other duty assigned by the Supervisor or/and the Academic Registrar.

EMPLOYMENT RECORD, INSTITUTIONS AND THE PERIOD

Organization: Gulu University, Gulu-Uganda

Period: 1st July 2007 to 31st March 2019

Position: Faculty Administrator/Assistant Registrar II, Gulu University Faculty of Science

Key responsibilities as the Assistant Registrar II Faculty of Science

1. Assisting the Dean Faculty of Science in the preparation for admission of students to programmes in the Faculty.
2. Carrying out registration of students in the Faculty.
3. Developing and maintaining students' database in consultation with the Dean.
4. Liaising with Heads of Departments and assisting the Dean to prepare teaching and examination timetables.
5. Assisting the Dean in the organizing, coordinating and managing of examinations including viva voce in the Faculty.
6. Liaising with Heads of Departments and compiling examination requirements to be submitted to the Academic Registrar by the Dean.
7. Assisting the Dean in the processing of examination results and ensuring that the results are presented in the format approved by Senate.
8. Assisting the Dean in the organization of Faculty Board meetings and preparing of the minutes.
9. Providing technical support and guidance to the Faculty in planning, organization and management of activities related to student registration and academic records.
10. Issuing academic transcripts to graduates from the Faculty following approved guidelines.
11. Keeping in close contact with the office of the Academic Registrar so as to be familiar with policies of the University and the responsibilities assigned to me.
12. Carrying out any other duty assigned by the Dean or by the office of the Academic Registrar in consultation with the Dean.

Key responsibilities as the Faculty Administrator Faculty of Science

1. Coordinating procurement requisitions and purchase of items needed in the faculty.
2. Maintaining and updating the records of the faculty assets.
3. Liaising with the Secretary of Dean faculty of Science on matters concerning the management and welfare in the faculty using the office imprest whenever availed.
4. Keeping, updating the data of all the staff in the Faculty.
5. Providing input into the Faculty annual report and budget with guidance from the respective Dean.

CURRICULUM VITAE

Bako Doud Miriam

C/O Gulu University Office of Academic Registrar, P. O Box 166 Gulu
Uganda

Cell Phone: +256 782621305, WhatsApp: +256-782320949, Email: m.d.bako@gu.ac.ug, Alt Email:kebitam@gmail.com

Performing any other duty assigned by the Dean Faculty of Science.

INTERESTS

Team work, yearning to learn more than what I know.

LANGUAGES SPOKEN AND WRITTEN

1. English	Very Good
2. Kiswahili	Very Good
3. Arabic	Good
4. Luganda	Good
5. Kakwa	Excellent
6. Lugbara	Good
7. Lusoga	Good
8. Luo	Good

DECLARATION

I Bako Doud Miriam hereby declare that to the best of my knowledge the information provided above is correct.

Sign:



Date:

Monday 10th July 2023

CURRICULUM VITAE

Bako Doud Miriam

C/O Gulu University Office of Academic Registrar, P. O Box 166 Gulu
Uganda

Cell Phone: +256 782621305, WhatsApp: +256-782320949, Email: m.d.bako@gu.ac.ug, Alt Email:kebitam@gmail.com

REFEREES

- 1 Dr. JERRY Bagaya
Academic Registrar
Gulu University
P. O. Box 166
Gulu
+256-772-959-140
ar@gu.ac.ug
j.bagaya@gu.ac.ug
- 2 Dr. BENEDICT Oyo
Senior Lecturer
Gulu University
Faculty of Science
P. O. Box 166
Gulu
+256 -787-067-441 / +256-752-634-334
b.oyo@gu.ac.ug
- 3 Dr. ROBERT Ayine
Senior Qualifications Framework Officer
Inter University Council for East Africa
Kampala
+256 -782-266-929
rayine@iucea.org
ayinerobert@yahoo.co.uk

DECLARATION

I BAKO Doud Miriam hereby declare that to the best of my knowledge the information provided above is correct.

Sign: _____



Date: _____

Monday 10th July 2023