

CURRICULUM VITAE

Bio – Data

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Opening Profile

I am a graduate, I hold a Master of Business Administration, Bachelor of Business Administration and Diploma in Secretarial and Information Management all of Gulu University.

Qualification

Award	Institution	Period
Master of Business Administration (Management)	Gulu University	2016 –2020
Bachelor of Business Administration (Accounting)	Gulu University	2010 – 2013
Diploma in Secretarial and Information Mgt	Gulu University	2007 – 2009
Certificate in Secretarial (UNEB stage I &II)	Gulu Hall	2006 – 2007
Uganda Certificate of Education	Sam Iga Memorial College	1994 – 1997
Primary Leaving Examination	Mattuga Primary School	1987 – 1993

Other Qualifications

Certificate Refugee Rights and Protection	Makerere – Gulu University	2019
Information Competence and Electronic Library	Gulu University	2017
Certificate in Information Technology	Gulu University	2005

Employment history

Organisation	Position	Period
Gulu University	Assistant Academic Registrar	April 2023
Gulu University	Assistant Registrar II (Faculty of Law)	2021 – 2023
Gulu University	Caretaker Assistant Registrar II (Admissions)	2014 - 2016
Gulu University	Stenographer	2005 – to-date

Professional experience performing duties of an Assistant Academic Registrar (Admissions and Records)

- Updating the statistics of registered students (first year and continuing students)
- Organising for Admissions Board, Mature Age and Gender Mainstreaming Committee Meetings
- Compiling of application data for all applicants to Gulu University for presentation to Admissions Board Mature Age and Gender Mainstreaming Committee
- Compiling applications for change of programme, subject combination, withdrawal from semesters and academic years, resumption of studies under the supervisor of Senior Assistant Registrar (Admissions)
- Co-ordinating the issuing of admission letters to first year students
- Compiling the list of admitted students and printing their admission letters
- Performing any other duties as assigned by Senior Assistant Registrar (Admissions)

Professional experience performing duties of and Assistant Registrar II (Faculty of Law)

- Assisting the Dean in the preparation for admission of students to programs in the faculty
- Carrying out registration of students in the Faculty using Academic Management Information Systems (ACAMIS)

- Developing and maintaining student's database
- Assisting the Dean in the organisation, coordination and management of examination in the Faculty
- Liaising with Heads of Departments, compiling examination requirements to be submitted to the Academic Registrar by the Dean
- Assisting the Dean processing examination results and ensuring that the results are presented in the format approved by senate
- Assisting the Dean in the organization of Faculty Board Meetings
- Compiling student's issues and ensuring that they are presented to the Dean
- Working on annual report in consultation with the Dean Faculty of Law
- Performing any other duties as assigned by the Faculty Dean

Professional experience as a Stenographer (Admissions Office)

- Receiving, despatching and recording incoming and outgoing mails
- Typing Admissions Board minutes
- Processing all kind of letters (withdrawal, resumption, change of programme, change of subject combination, calling letters for the meetings among others)
- Processing student's applications
- Filling student's records to ensure proper record keeping
- Organising senate committee meetings
- Entering the details of each applicant on the computer
- Preparing, arranging and issuing admission letters
- Issuing and receiving registration forms
- Supervising office attendants
- Photocopying documents
- Sending official mails
- Carrying out reception work when required (receiving visitors)
- Typing documents and ensuring that they are received by the relevant officer
- Ensuring that offices are kept tidy and orderly

Skills

Communication Skills

Interpersonal Skills

Intra-personal Skills

Computer Skills

Key-board Skills (60 words per minute)

Personal interests

- Meeting new people
- Learning new skills
- Listening to music, especially gospel

Information Technology Competency

Ability to use MS-Office application including:

MS-Office 2003, 2007, 2010, 2013

- MS Word
- MS Excel
- MS Power Point

Statistical Programme

- Statistical Package for Social Scientists (SPSS)

Nakityo Prossy

Sign

Referees

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