

CURRICULUM VITAE

Odongkara Geoffrey

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

Cell Phone: +256 779200867, **WhatsApp:** +256 779200867, **Email:** geoffrey.odongkara@gu.ac.ug

PERSONAL PROFILE

I am a hardworking, committed, reliable, good time manager who is able to work under all conditions.

PERSONAL DETAILS

Date of birth 14th October 1982

Gender Male

Nationality Ugandan

Marital status Married

EDUCATIONAL BACKGROUND

DDK Diploma in Development Studies, **October 2011**–Gulu University

UACE Uganda Advanced Certificate of Education, **December 2008**–Gulu Central High School

UCE Uganda Certificate of Education, **December 2004**–Gulu Central High School

OTHER TRAININGS ATTENDED

Certificate in Computer Studies, **2011**, Nile Computer Centre, Gulu

A Driving Course, **2010**- Prestige Driving School, Gulu

KEY TECHNICAL SKILLS

Key Board Skills

Driving

CAREER SUMMARY

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

Period: 1st August, 2016 to-date

Position: Office Attendant

Salary Scale Government Scale PU 15

1. General cleanness and office maintenance.
2. Registration of all mails, documents, parcels and all written communication.
3. Proper receiving and attending to students and others visitors.
4. Organizing files for the meetings.

Organization: Gulu University (PHC) Primary Health Care Project

Period: 1st Feb 2014-June, 2015

Position: Assistant field Officer January 2014 – July 2015

Salary Scale M 20

1. Supported women groups to identify viable Health and Demographic Surveillance System (HDSS),

this has helped them to overcome the challenges of malnutrition and population increase and decrease
2. Trained women groups in among others to get well acquainted with socio economic and Health data

and proper planning and management of the consequences of children malnutrition.

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3. Analyzed assessment report and used outputs to guide communities on selecting most appropriate

measures for the project participants

4. Strengthened the communities and provided them through capacity building on non-formal artisans in

Order for them to impart their skills to the target participants; this has proven to be the most effective at a low cost.

5. Updated beneficiaries' workdays and submit for report in order to minimize complains and checking

due diligence

Organization: War Affected Children Association (WACA)–Gulu

Period: February 2012

Position: Assistant Field Assistant

Salary Scale Field Allowances of 400.000 Ugandan Shilling Per Month

1. Spearheaded the identification and mobilization of 100 small and medium enterprises (SMEs) business owners in the project.
2. Reorganized the books of accounts and record keeping system of the SMEs in the project; his increased on the business operation by up to 60%.
3. Trained 20 farmers in cooperatives organized them in their satellite collection points (SCPs) on bulking and collective marketing; this has seen the farmers bulked over 1000MTs of produce, over 33 million shilling was realized through collective marketing by the farmer groups.
4. Spearheaded redevelopment of internal tracking system in reporting the project progress resulting in reduction of time wastage by over 40% and 30% operation time.

INTERESTS

Team work, Consultation, Interaction

LANGUAGES SPOKEN AND WRITTEN

- | | |
|------------|-----------|
| 1. English | Very Good |
| 2. Luo | Excellent |

DECLARATION

I Odongkara Geoffrey hereby declare that to the best of my knowledge the information provided above is correct.

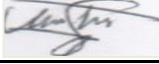
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Sign: _____



Date: _____

17th July 2023

REFEREES

- 1 Ms. Onencan Lilian
Administrative secretary
Gulu University
Department of Academic Registrar

P. O. Box 166
Gulu
+256-782-197-230

lilian.onencan@gu.ac.ug

Mr. Ocitti Richard
Programme Manager
Global Refugee Initiative, Kiryandongo
+256-782-879-213

richard.Ocitti@gmail.com

DECLARATION:

I ODONGKARA Geoffrey hereby declare that to the best of my knowledge the information provided above is correct.

Sign: _____



Date: _____

17th July 2023

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