

MUHUMUZA REAGAN

FORT PORTAL CITY,  
UGANDA.

OCTOBER 25<sup>TH</sup>, 2022

TELL: 0772976996

Muhumuzareagan0@gmail.com

THE HUMAN RESOURCE

UGANDA PROTESTANT MEDICAL BUREAU

PO. Box 4127, Kampala

PLOT 877 Balintuma Road, Mengo

UGANDA,

Dear Sir/ Madam

RE: APPLICATION FOR THE POSITION OF I.T OFFICER-EASTERN REGION

In response to the advertisement, I saw at Uganda Protestant Medical Bureau website, I am humbly applying for the above position. I am a highly capable male of twenty-six years of age, and a Ugandan, seeking a position that will enable me utilize my academic, practical and professional skills to the optimum. I am adept at applying myself to a variety of responsibilities and hopeful that I would be an ideal candidate for your consideration.

I hold a Bachelor's degree of Information Technology, of Mountains of The Moon University. I have acquired skills in the fields of computer literacy and ability to apply computer software like Ms Word, Ms Excel, Ms Power point and internet among others, I believe that my strong work ethic and sense of independence will be beneficial to the organization.

I have attached copies of my academic certificates and Curriculum Vitae (CV) for your further reference and consideration. I would appreciate the opportunity to discuss my qualifications more fully in an interview, looking forward to hearing from you.

Yours sincerely,



Muhumuza Reagan.

**CURRICULUM VITAE**  
**MUHUMUZA REAGAN**  
**TELEPHONE: 0772976996**  
**E-mail: muhumuzareagan0@gmail.com**

**BIOGRAPHICAL DATA**

NAME: MUHUMUZA REAGAN  
NATIONALITY: UGANDAN  
DATE OF BIRTH: 22<sup>nd</sup>/JULY/1996  
GENDER: MALE  
MOBILE NUMBER: 0772976996  
E-MAIL ADDRESS: muhumuzareagan0@gmail.com

**EDUCATION BACKGROUND**

YEAR	INSTITUTION	AWARD
2015 - 2018	MOUNTAINS OF THE MOON UNIVERSITY	BACHELOR OF INFORMATION TECHNOLOGY
2013 - 2014	COUNTRYSIDE COLLEGE MUKONO	U.A.C.E
2009 - 2012	NYAKASURA SCHOOL	U.C.E
2002- 2008	KIBIITO PRIMARY SCHOOL	P.L.E

**KEY SKILLS**

- Ability to work independently with minimum supervision.
- Good organization skills and strong ability to multitask.
- Analytical thinking, judgment and ability to make decisions.
- Excellency in problem solving and forward thinking.
- Computer literacy and ability to apply computer software like Ms Word, Ms Excel, Ms PowerPoint, and the internet among others.

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**WORK EXPERIENCE**

**KASESE MUNICIPALITY LOCAL GOVERNMENT HEADQUARTERS**

Industrial Training: June-July 2017 as the assistant ICT officer at the district.

In addition, I worked with Baylor Uganda and Holy Family Virika Hospital as M&E and IT Officer in the data department.

**INTERESTS AND EXTRACURRICULAR ACTIVITIES**

- Singing and listening to music.
- Attending education seminars, conferences and workshops.
- Making friends and sharing challenges in provision of quality services.
- Punctuality in all my spheres of life and politeness are a key to my respect and success in my objectives or goals and being smart especially by observing my dressing code on different functions/ offices, regions and culture.

**LANGUAGE PROFICIENCY**

	UNDERSTANDING		SPOKEN		WRITTEN
	listening	reading	Spoken interaction	Spoken production	
English	proficient	proficient	proficient	proficient	proficient
Runyoro/ Rutooro	proficient	proficient	proficient	proficient	good
Luganda	proficient	good	proficient	proficient	good

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**RESPONSIBILITIES:**

- Develop and supervise administration of the project performance M&E tools to track indicators in line with the project Log frame, Detailed Implementation Plan (DIP) and M&E Plan.
- Develop & supervise implementation of the mechanisms including Community Response (CRM) and community engagement in line with the project design and mission.
- Identify target groups for M&E through sampling and other methods, for the conduct of M&E exercises among project beneficiaries and other stakeholders, including women and/or children, such as surveys, focus-groups discussions, individual interviews or other approaches as agreed.
- Conducts analysis of data, providing both descriptive and inferential statistics, as well as qualitative analysis, that will allow for an enhanced understanding of the project indicators.
- Prepare M&E monthly reports (and contribute to overall project progress reports) for management decision making in line with the program implementation plan and donor requirements.

**ACHIEVEMENTS**

- Prepared M&E Weekly, Monthly and Quarterly reports (HMIS 105, HMIS 106, Surge report, Epidemiological surveillance report (HMIS 033) and HMIS 108) for management decision making in line with the program implementation plan and donor requirements.
- Prepared M&E recommendations in line with donor requirements, and identified cases of action taken by project management, beneficiaries, community leadership, among others.
- Implemented Monthly data review meeting in order to evaluate projects performance and track actions and recommendation to achieve Country Operation Plan targets.
- Provided supervisory role to data collectors and data clerks in data validations and cleaning
- Reinstated standard operating procedures of data cleaning, validation and reporting.
- Timely reporting of all reports i.e. weekly, monthly and quarterly reports.
- Established customer satisfaction and staff satisfaction surveys on a monthly basis to management decisions and planning.

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**MUHUMUZA REAGAN**  
**TELEPHONE: 0772976996**  
**E-mail: muhumuzareagan0@gmail.com**

**REFEREES**

MISS. MWEBAZE ROSSET  
ART INCHARGE HOLY FAMILY VIRIKA HOSPITAL  
mwebazerosset@gmail.com

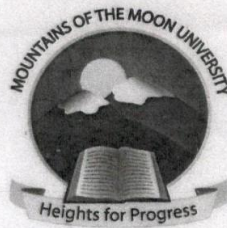
TEL: 0777351279

MR. GEORGE WILLIAM KAYOMAYA  
BUSINESS DEVELOPMENT OFFICER  
kakyomaya@gmail.com

TEL: 077208977

MISS. MURUNGI MARY  
ADMINISTRATOR HOLY FAMILY VIRIKA HOSPITAL  
murungimary@gmail.com

TEL: 0702885163



# MOUNTAINS OF THE MOON UNIVERSITY

This is to Certify that

**MUHUMUZA REAGAN**

was awarded a degree of

**BACHELOR OF  
INFORMATION TECHNOLOGY**

on the 28th Day of September, 2018

Class of Award: **Second Class (Lower Division)**

  
REGISTRAR ACADEMIC



Address: P.O Box 837, Fort Portal, Uganda. East Africa Tel: +256 483 422637  
Website: [www.mmu.ac.ug](http://www.mmu.ac.ug) Email: [registrar@mmu.ac.ug](mailto:registrar@mmu.ac.ug)





Website: [www.mmu.ac.ug](http://www.mmu.ac.ug) Email: [registrar@mmu.ac.ug](mailto:registrar@mmu.ac.ug)

COURSE: BACHELOR OF INFORMATION TECHNOLOGY  
NATIONALITY: UGANDAN  
DATE OF BIRTH: 22nd July 1996  
SEX: MALE

Examination 2015/2016				Examination 2016/2017				Examination 2017/2018			
YEAR I				YEAR 2				YEAR 3			
Semester I		Semester II		Semester I		Semester II		Semester I		Semester II	
Credit Units	Later Grade	Credit Units	Later Grade	Credit Units	Later Grade	Credit Units	Later Grade	Credit Units	Later Grade	Credit Units	Later Grade
<b>Course Units</b>				<b>Course Units</b>				<b>Course Units</b>			
BCS 1101	Computer Literacy	4	C	BCS 2101	Fundamentals of Object Oriented programming	4	C	BIT 3101	System Administration	4	B
BIT 1102	Mathematics for Information Technology	3	B	BCS 2102	Database Management Systems I	4	C	BIT 3102	Human Computer Interaction	3	C
BIT 1103	Fundamentals of Information Systems	3	D	BIT 2101	Electronics Media Systems & Multimedia	4	B	BIT 3103	Information Techn. Project Planning Management	4	C+
BBMT 1102	Principles of Management	3	C	BIT 2103	Information Security	3	B	BCS 3101	Software Engineering	4	C+
CSK 1101	Communication Skills	3	B	BBMT 2105	Entrepreneurship & Skills Development	3	C+	BCS 3102	User Interface Design	4	B
				BIT 2102	Computer Networks and Data Communication	4	D	BIT 3104	E-Commerce and E-Business	4	B
GPA = 3.19				GPA = 3.20				GPA = 3.70			
CGPA = 3.19				CGPA = 3.17				CGPA = 3.31			
Semester II		Semester II		Semester II		Semester II		Semester II		Semester II	
<b>Course Units</b>		<b>Course Units</b>		<b>Course Units</b>		<b>Course Units</b>		<b>Course Units</b>		<b>Course Units</b>	
BIT 1201	Information Management	4	C	BCS 2201	Operating Systems			BIT 3201	Social and Professional Issues in Computing	3	A
BIT 1202	Marketing in the IT Sector	3	C+	BCS 2202	Systems Analysis & Design			BIT 3202	Network Security	3	C
BIT 1203	Basic Statistics	3	C	BIT 2201	Research Methodology			BIT 3202	Mobile Technologies	4	A
BIT 1204	Introduction to Website Development	3	C	BIT 2203	Internet Tech and Advanced Web Design			BIT 3204	Final Year Project	4	C
BCS 1202	Structure Programming	4	D	BIT 2207	Industrial Training			BIT 3206	Business Communication and Report Writing	4	B
BCS 1204	Practical Skills Development	5	B							4	B
GPA = 3.11				GPA = 3.14				GPA = 3.41			
CGPA = 3.11				CGPA = 3.14				CGPA = 3.31			

For the key to grades and remarks, check reserve

CERTIFICATE OF GRADUATION  
OFFICE OF THE REGISTRAR

GPA = 4.00

18 SEPT 2018

CLASS: SENIOR CLASS (Lower Division)

P.O. BOX 837

CERTIFIED TRUE COPY

FOR PORTLAND STATE UNIVERSITY

REGISTRAR ACADEMIC

# 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 2014, 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.

MUHUMUZA REGAN

(AGE 17)

U2293/556

COUNTRYSIDE COLLEGE, MUKONO, P.O. BOX 81 MUKONO

SUBJECT	U.A.C.E. STANDARD	GRADE
HISTORY	Principal	D
ECONOMICS	Subsidiary	O
GEOGRAPHY	Principal	D
SUBJECTS RECORDED: THREE		

Secretary

Uganda National Examinations Board



Chairperson

Uganda National Examinations Board

Not valid without a hologram with the UNEB crest.  
Hold this document to the light to verify the security  
watermark which can be seen through the paper.  
A thread is running vertically through the sheet.  
The photograph of the candidate is printed, not affixed.



A 0315703



(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 2012, and qualified for the award of the

## Uganda Certificate of Education

DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

MUHUMUZA REGAN

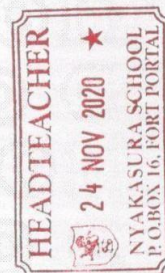
(AGE 15)

U0070/083

NYAKASURA SCHOOL

P.O. BOX 16 FORTPORTAL

	GRADE
ENGLISH	6 (SIX)
CHRISTIAN RELIG ED	6 (SIX)
HISTORY	4 (FOUR)
GEOGRAPHY	5 (FIVE)
MATHEMATICS	7 (SEVEN)
PHYSICS	6 (SIX)
CHEMISTRY	7 (SEVEN)
BIOLOGY	7 (SEVEN)
ART	4 (FOUR)
HOME MANAGEMENT	3 (THREE)
SUBJECTS NAMED: TEN	SUBJECTS PASSED: TEN



*True copy*  
*[Signature]*

*[Signature]*  
Secretary

Uganda National Examinations Board



*[Signature]*  
Chairman

Uganda National Examinations Board

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Hold this document to the light to verify the security  
watermark which can be seen through the paper.  
A thread is running vertically through the sheet.

U 2782758

(See overleaf)

P 5123213



RESULTS FOR THE PRIMARY LEAVING EXAMINATIONS

P.L.E. 2008

MUHUMUZA REGAN  
KIBIITO PRIMARY SCHOOL

KABAROLE

002717/187

ENGLISH  
BASIC SCIENCE & HEALTH EDUC.  
SOCIAL STUDIES  
MATHEMATICS

4 (FOUR)  
4 (FOUR)  
4 (FOUR)  
4 (FOUR)

\*\*\* RESULT 2 \*\*\*

GRADE AGGREGATE 16

180  
0009-010  
P.L.E.

This result slip is not a certificate. The Uganda  
National Examinations Board reserves the right  
to correct the information given on result slips.



# CERTIFICATE OF ATTENDANCE

THIS IS TO CERTIFY THAT

**MUHUMUZA REAGAN**

has attended a Training in

*CONSOLIDATED GUIDELINES FOR THE PREVENTION  
AND TREATMENT OF HIV AND AIDS IN UGANDA*

Held at VIRIKA HOSPITAL

Date(s): 30/SEPT-5/OCT/2020



Dr. Jennifer Baluka  
Capacity Building Manager

Dr. Patrick Ajuna  
Deputy Program Manager  
(Acting Program Manager)"



**HOLY FAMILY VIRIKA HOSPITAL L t d .**  
**P.O. BOX 233, FORT PORTAL, UGANDA.**  
**Tel: 0772666943; 0392883165, [www.virikahospital.org](http://www.virikahospital.org)**  
**E-mail: [Virika@ucmb.co.ug](mailto:Virika@ucmb.co.ug) , [virikahosp@gmail.com](mailto:virikahosp@gmail.com)**

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Our Ref.: .....

Your Ref.: .....

10<sup>th</sup> June 2022

**To Whom It May Concern:**

Dear Sir/Madam,

**Re: Muhumuza Reagan**

This is to certify that Muhumuza Reagan is an employee of Holy family Virika Hospital Ltd. working as a Monitoring & Evaluation Officer from 1<sup>st</sup> June 2019 to date.

Reagan as a Monitoring & Evaluation Officer is responsible for patient's files, data entry and report making.

He can work independently and is able to follow through to ensure that the job is done. He is flexible work with minimum supervision.

I recommend him for any assignment in similar tasks.

Thank you.

Sincerely yours,

Ms. Murungi Mary  
**Hospital Administrator**



**HOLY FAMILY VIRIKA HOSPITAL Ltd.**

P.O. BOX 233, FORT PORTAL, UGANDA.  
Tel: 0772666943; 0392883165, [www.virikahospital.org](http://www.virikahospital.org)  
E-mail: [Virika@ucmb.co.ug](mailto:Virika@ucmb.co.ug) , [virikahosp@gmail.com](mailto:virikahosp@gmail.com)

Our Ref: .....

Your Ref: .....

10<sup>th</sup> October 2022

**To Whom It May Concern:**

Dear Sir/Madam,

**Re: Muhumuza Reagan**

This is to certify that Muhumuza Reagan is an employee of Holy family Virika Hospital Ltd. working as a Medical Records Assistant from 1<sup>st</sup> June 2019 to date.

Reagan as a Medical Records Assistant is responsible for patient's files, data entry and report making.

He can work independently and is able to follow through to ensure that the job is done. He is flexible and able to work with minimum supervision.

I recommend him for any assignment in similar tasks.

Thank you.

Sincerely yours,

*Dr. Nakiwala Stens*  
Dr. Nakiwala Stens  
Medical Director

