DAS HANDLING SERVICES,

P.O.BOX, 6002, KAMPALA.

0774803443/0772459909

10/12/2021

The Human Resource Manager,

RTI,

P.O. Box, Kampala Uganda

Dear Sir/Madam,

**Re. APPLICATION FOR THE POST OF A DRIVER**

I wish to respond to your advertisement for the post of a driver in your organization. I am a male Ugandan who have completed Uganda advanced certificate of education among other certificates herein attached.

I have more than 15 years’ experience in driving, and hold a valid driving permit, and accident free record. I have worked with organizations such as, Sinohydro Corporation Limited/Karuma Hydropower Project as a driver/ Safety inspector, Rural Women and Youth in Development, and also with the Uganda Police Force as a Police Constable before I asked to leave the forces at owner’s request which was granted in 2010, I am also computer literate with very good communication skills, and psychosocial skills which makes me the most suitable candidate for the post of a driver.

I believe that you will find my application suitable for the above advertised job.

Yours faithfully

Ogula Andrew

**CURRICULUM VITAE**

**BIO DATA**

Name: Ogula Andrew

Date of Birth: 24thApril 1974

Gender: Male

Nationality: Ugandan

Contact address: C/o. Martha Adilo,

Das Handling Limited,

P.O. Box, 6002, Kampala –Uganda.

Telephone: +256 774803443/077245990

Email: ogula\_a@yahoo.com

**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Qualification** |
| 2003- 2010 | Police Training School Masindi | Initial Training Certificate |
| 1996-1998 | Kyambogo College School | Uganda Advanced Certificate Of Education |
| 1992-1995 | Aduku Senior Secondary School | Uganda Certificate of Education |

**WORK EXPERIENCE**

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| --- | --- | --- | --- | --- |
| **Duration** | **Institution** | | **Position** | |
| 2018 – 2020 | RURAL WOMEN AND YOUTH IN DEVELOPMENT-LIRA. | | A DRIVER. | |
| **RESPONSIBILITIES.**   * Routine laitance and ensure that the vehicle is clean. * Keep the vehicle free from damage and in good condition and well serviced. * Driving the staff and ensure the safety of vehicle passengers and contents. * Prepare monthly, periodic reports, and updating the motor vehicle log book. * Making sure the motor vehicle is in a clean and neat condition. * Reporting any mechanical default / accident to the supervisor. * Adhere to traffic rules, regulation and procedures. * Ensure that the vehicle is fueled and in a road worthy condition | | | | |
| **Duration** | **Institution** | | **Position** | |
| 2015 - 2018 | SINOHYDRO CORPORATION  LIMITED, KARUMA HYDROPOWER PROJECT. | | DRIVER / SAFETY INSPECTOR | |
| **RESPONSIBILITIES.**   * Routine maintance of the motor vehicles * Maintaine and update motor vehicle log book * Driving staff * Enforce the company laws, and regulation regarding safety, and health of employees * Compiling daily hazard report * Communication and reporting accidents and incidents to the authority * Protection of individual, company properties, and minimizing risks and hazards to workers. | | | | |
| **Duration** | | **Institution** | **Position** | |
| 2003 -2010 | | Uganda Police Force | Police constable | |
| **RESPONSIBILITIES**   * To uphold and enforce the law impartially, and to protect life, liberty, property, human rights, and dignity of the members of the public * To promote and preserve public order * To prevent crimes, and reduce the opportunities for the commission of crimes * To register and investigate all cognizable offences * Protection of individual, public properties and human rights | | | | |
|  | | | | |
| REFFEREE: | | | |
| * **Mrs. Adio Betty Caroline**   **Executive Director,**  rural women and youth in development-Lira  ,P.O. Box 3187, Lira-Uganda.  Tel: 0783922129  Email: adiocb@yahoo.co. | | | |
| * **MR. Ogwang Tom Kabos**   **Academic Registrar,**  All Saints University Lango.  P.O. Box 32, Lira.  Tel: 0779399341  Email: togwangkabos@yahoo.com | | | |
| * **Rev. Atine Wilson,**   **Head of Department,**  Theology and Divinity,  All Saints University Lango,  P.O. Box, 32, lira–Uganda.  [Tel:0772637311](tel:0772637311).Email: atine.wilson@yahoo.com | | | |
| **DECLARATION** | | | |
| I, the undersigned certify to the best of my knowledge and belief that this information correctly describes me, my qualification and experience. | | | |