CURRICULUM VITAE

Grace Achieng

Records Officer

grace.achieng@example.com | 0772 000 000 | Mbale, Uganda

PERSONAL PROFILE

Records officer with six years in local government. Set up and maintain file registries, train staff on records procedures and support audits with complete, traceable files.

ACADEMIC QUALIFICATIONS

Bachelor of Records and Archives Management, Uganda Christian University
2014 – 2017

Uganda Advanced Certificate of Education (UACE)
2012

Uganda Certificate of Education (UCE)
2010

EMPLOYMENT RECORD

Records Officer, a district local government
2020 – Present

- Manage the central registry of about 4,000 personnel and project files.
- Introduced a file movement register that cut time to find a file from days to under an hour.
- Trained 25 staff on records procedures across five departments.

Records Assistant, a municipal council
2018 – 2020

- Opened, indexed and tracked incoming and outgoing correspondence.

OTHER SKILLS

Records management, registry procedures, Microsoft Office, filing and indexing, customer care, English, Lumasaba and Luganda

REFEREES

Mr. Moses Wanyama, Principal Personnel Officer, 0772 000 000

Ms. Florence Nambozo, Senior Records Officer, 0772 000 000

Rev. John Mafabi, Parish Priest, 0772 000 000