

## **KOLEBU BAMULUMBYE** | Detail - Oriented Human Resource Practitioner

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Experience: 2+ years | Available: 2 Weeks | Location: Kampala - Uganda

Email Address: bkolebu@gmail.com | Phone Contact +256-781-975-705 **OR** +256-708-324-552

### **ABOUT ME**

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Detail-oriented Human Resource practitioner with a deeper understanding of management and administration functions. Very passionate about changing the world through effective management. Having detailed knowledge in employee pay and benefits, employee relations, learning and development, performance management, HRMIS plus Recruitment and Selection. Fast-learning and adaptable worker with a proven history of reliability.

### **WORK HISTORY**

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#### **Steel & Tube Industries Ltd, Kampala – Uganda**

Human Resources Officer | Mid-level

November,2021 to Present

- Supporting in Recruitment and selection (identifying gaps, posting job adverts, shortlisting candidates, screening and conducting interviews)
- Onboarding of new staff, ensuring that new staff settle within their job positions.
- coordinating Training and development programs
- Maintaining updated staff files and administering the HRMIS
- Leave management
- Handling employee disciplinary cases and grievances
- Sensitizing employees on health and safety issues plus proper use of PPEs

#### **Mukwano Industries Uganda Limited, Kampala – Uganda**

Human Resource Administrator | Junior- level

August,2020 to November,2021.

- Participation in Disciplinary and grievance procedure management of staff
- Ensure line managers are aware of all the current company policies and procedures
- Medical Insurance management
- Keep an active case register (discipline, insurance and Labor matters)
- Adherence to company policy in all Human Resource functions
- Screening and vetting of all new applicants in line with relevant role requirements
- Schedule and conduct interviews
- Staff data management
- Compile reports on recruitment statistics
- Participate in safety forums created by company for example safety meetings and safety toolbox talks
- Ensure all staff are aware of company safety standards
- Report all safety incidents to the relevant stakeholders within the company

- Distribute safety information as and when required
- Monitoring attendance of all employees
- Ensuring staff overtime and Night allowance is paid within the monthly cutoff
- Leave management
- Support in conducting Training and development programs of staff

**Faammo stone masters (construction company), Kampala-Uganda**

Administrative Assistant | Entry Level

August,2018 to March 2020.

- Monitoring the attendance of workers (mansions and porters)
- Documentation
- Helping the Managing Director in following up with potential clients through phone calls.
- Helping in recruitment of mansions and porters
- Paying workers on weekly basis (mansions and porters)
- Ensuring safe storage of company property

**Luuka district local government, Luuka – Uganda**

Human Resource Intern

June,2015 to August,2015

- Collecting information from the district employees for the payroll updating process. Taking minutes in the local government meetings which I attended and entering them into a computer.
- Receiving and directing visitors in different offices
- Managing Human Resource files that is to say filing HR records

***EDUCATION BACKGROUND***

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- Makerere University January-2018; Bachelor of Human Resource Management degree
- Busalamu secondary school December-2013 Uganda Advanced Certificate of Education
- Busalamu secondary school December-2011 Uganda Certificate of Education

***SKILLS, COMPETENCES AND ABILITIES***

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- Data Analysis skills using Excel and Google sheets
- Excellent communication skills
- Exceptional interpersonal skills
- HRMIS knowledge
- SAP Elite

- Quick problem solving and decision-making skills

### **INTERESTS AND HOBBIES**

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- Soccer fan
- Story telling
- Reading Newspapers and Novels.

### **REFERENCES**

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#### **1. ANNAH KOMUJUNI**

HUMAN RESOURCE MANAGER

STEEL & TUBE INDUSTRIES LIMITED

[+256-700-667-142/a.komujuni@stil-group.com](mailto:+256-700-667-142/a.komujuni@stil-group.com)

#### **2. HELLEN NAMPIJJA**

HUMAN RESOURCE MANAGER

MUKWANO INDUSTRIES (U) LIMITED

[+256-785-256-710/hrm@mukwano.com](mailto:+256-785-256-710/hrm@mukwano.com)

#### **3. ROGERS BUKENYA**

SENIOR RECRUITMENT OFFICER

LITARM CONSULTS

[+256-788-121-922/rogersbukenya3@gmail.com](mailto:+256-788-121-922/rogersbukenya3@gmail.com)

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MAKERERE



UNIVERSITY



Office of the Academic Registrar, P.O. Box 7062, Kampala, Uganda.

Tel: +256-414-531830/533332 • Fax: +256-414-534125 • E-mail: ar@acadreg.mak.ac.ug • Web: www.ar.mak.ac.ug

## Academic Transcript

Undergraduate Programmes

Page 1 of 1

<b>NAME: BAMULUMBYE Kolebu</b>		<b>SEX: Male</b>		<b>NATIONALITY: Ugandan</b>			
<b>REG. No. 14/U/24993</b>		<b>FIRST REGISTERED: 2014</b>		<b>HALL: Nakawa</b>			
<b>FACULTY: MUBS</b>		<b>PROGRAM: BHRM</b>		<b>DATE OF BIRTH: 20 Apr, 1994</b>			
<b>Year :1 Academic Year :2014/2015 Semester 1</b>			<b>Year :3 Academic Year :2016/2017 Semester 2</b>				
<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>	<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>
BAD1101	PRINCIPLES OF BUSINESS ADMINISTRATION	4.0	A	BAD3210	STRATEGIC MANAGEMENT	4.0	A
BHR1102	PRINCIPLES OF HUMAN RESOURCE MANAGEMENT	4.0	C+	BHR3201	PERFORMANCE MANAGEMENT	4.0	A
BUC1111	PRINCIPLES OF INFORMATION COMMUNICATION TECHNOLOGY	4.0	C+	BHR3202	HUMAN RESOURCE MANAGEMENT POLICIES	4.0	A
FIN1106	MICRO ECONOMICS	3.0	C	BHR3204	PROJECT MANAGEMENT	3.0	B
MGT1106	BUSINESS COMMUNICATION SKILLS	4.0	A	BHR3205	OFFICE & RECORDS MANAGEMENT	3.0	C
<b>GPA : 4.05</b>		<b>CGPA:4.05</b>		<b>GPA : 4.55</b>		<b>CGPA:4.21</b>	
<b>Year :1 Academic Year :2014/2015 Semester 2</b>			<b>Minimum Graduation Load(CU):106 Total Credit Units Accumulated: 126</b>				
<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>	<b>Completion Date: May/June, 2017</b>			
ACC1203	PRINCIPLES OF ACCOUNTING	4.0	B	<b>Award: Bachelor of Human Resource Management</b>			
BAD1203	PRINCIPLES OF MANAGEMENT	4.0	B+	<b>Class Of Award: Second Class Honours - Upper Division</b>			
BHR1201	HUMAN RESOURCE PLANNING	4.0	B				
FIN1206	BUSINESS LAW	4.0	B+				
FIN1213	MACRO ECONOMICS	3.0	B+				
<b>GPA : 4.29</b>		<b>CGPA:4.17</b>					
<b>Year :2 Academic Year :2015/2016 Semester 1</b>							
<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>				
ACC2106	MANAGEMENT ACCOUNTING	4.0	C+				
BHR2101	INDUSTRIAL PSYCHOLOGY	4.0	A				
BHR2102	SALARY & EMPLOYEE COMPENSATION	4.0	B+				
BUC2108	ICT PRACTICAL AND THEORY	5.0	D+				
MGS2102	QUANTITATIVE METHODS	3.0	C+				
<b>GPA : 3.75</b>		<b>CGPA:4.03</b>					
<b>Year :2 Academic Year :2015/2016 Semester 2</b>							
<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>				
BHR2201	HUMAN RESOURCE TRAINING & DEVELOPMENT	4.0	B+				
COM2203	COMPANY LAW	4.0	B+				
FIN2215	FINANCIAL MANAGEMENT	4.0	B				
MGS2201	BUSINESS RESEARCH SKILLS	2.0	A				
MGS2206	BUSINESS STATISTICS	3.0	C				
MGT2208	HUMAN BEHAVIOUR AT WORK	4.0	A				
<b>GPA : 4.33</b>		<b>CGPA:4.11</b>					
<b>Year :3 Academic Year :2016/2017 Semester 1</b>							
<b>Course Code</b>	<b>Course Name</b>	<b>CU</b>	<b>Grade</b>				
BEM3102	ENTREPRENEURSHIP DEVELOPMENT	3.0	D+				
BHM3101	LABOUR LAW, OCCUPATIONAL HEALTH & SAFETY	4.0	A				
BHR2301	FIELD ATTACHMENT	5.0	A				
BHR3102	HUMAN RESOURCE INFORMATION MANAGEMENT	4.0	B				
BHR3105	INDUSTRIAL RELATIONS	4.0	B				
BHR3106	LEADERSHIP AND INTERPERSONAL SKILLS	2.0	B				
MRK3119	PRINCIPLES OF MARKETING	3.0	B+				
<b>GPA : 4.24</b>		<b>CGPA:4.14</b>					

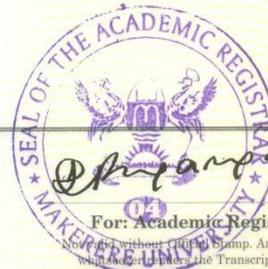


- A Credit Unit (C.U) is One Contact Hour per Week per Semester or a series of Fifteen (15) Contact Hours.
- The length of a Semester is Seventeen (17) weeks, Two (2) of which are for Examinations.
- Transcripts issued after April 2002 shall bear Photographs.

The Medium of Instruction is ENGLISH

\* (CP) - Conceded Pass

20181503202141



For: Academic Registrar

21st March 2018

For Key to Grades and Remarks, See Reverse

# 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 2013, 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.

BAMULUMBYE KOLEBU (AGE 19) U0703/508  
BUSALAMU SECONDARY SCHOOL, P.O. BOX 319 IGANGA

SUBJECT	U.A.C.E. STANDARD	GRADE
GENERAL PAPER	Subsidiary	6
HISTORY	Principal	B
ENTREPRENEURSHIP SKILLS	Principal	D
CHRISTIAN REL.	Principal	C
SUBJECTS RECORDED: FOUR		

Secretary

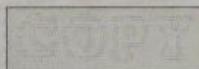
Uganda National Examinations Board



Chairperson

Uganda National Examinations Board

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A thread is running vertically through the sheet.  
The photograph of the candidate is printed, not affixed.



A 0151465



(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 2011, and qualified for the award of the

## Uganda Certificate of Education

### DIVISION II

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED.

BAMULUMBYE KOLEBU (AGE 17) U0703/009  
BUSALAMU SECONDARY SCHOOL P.O. BOX 319 IGANGA

	GRADE
ENGLISH	5 (FIVE)
CHRISTIAN RELIG ED	4 (FOUR)
HISTORY	4 (FOUR)
GEOGRAPHY	4 (FOUR)
MATHEMATICS	7 (SEVEN)
PHYSICS	7 (SEVEN)
CHEMISTRY	7 (SEVEN)
BIOLOGY	6 (SIX)
COMMERCE	5 (FIVE)

SUBJECTS NAMED: NINE      SUBJECTS PASSED: NINE

Secretary

Uganda National Examinations Board



Chairman

Uganda National Examinations Board

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U 2596380

(See overleaf)

ReadytoWork



Awarded to BAMULUMBYE KOLEBU

Completion of the ReadytoWork programme  
In recognition of

Modules done



Work Skills



People Skills



Money Skills



Entrepreneurial Skills

22/02/2017  
Date

Rakesh Jha  
MD Barclays Bank Uganda Limited

