

OKUMU OSCAR

Kampala | Tel: +256764341463 | Email: okumuoscar1712@gmail.com | Website: www.okumuoscar.dev

Personal Profile

I am a committed disciple of Jesus Christ and a data & records manager with a Bachelor of Science in Computer Science. I am experienced in managing records, bookkeeping, and data systems, including Salesforce and Microsoft Excel. Daily stewardship of financial and expense records in a ministry setting has instilled in me a strong culture of responsibility, where every mismatch must be identified, explained, and corrected. My background working directly with children and youth has taught me that data is never just numbers; it reflects real lives and real needs. I work with that in mind every day. I am collaborative, teachable, dependable and driven by a desire to serve others well, bringing integrity and compassion to everything I do.

Key Skills

- Records management and maintenance of organizational record systems
- Hands-on experience with Salesforce and other database systems for record management
- Proficiency in Microsoft Office packages (Excel, Word and PowerPoint), including data cleaning and formula application in Excel
- Strong communication and interpersonal skills, enabling effective collaboration with children and team members in organizational and ministry settings
- Good leadership and organizational abilities demonstrated through coordinating learning activities and supporting community-based programs
- Attention to detail and responsibility in bookkeeping and administrative tasks, ensuring accurate financial tracking and minimizing errors in ministry expenses and records
- Patient, compassionate and adaptable when working with children and diverse groups of people

Work Experience

1. Gospel Operation Africa (Muyenga, Kampala) _ Records Manager & Teacher *February 2025 – Present*

- € Managing daily financial records and expense tracking for the children's ministry using Excel, ensuring accuracy, completeness and transparency in all entries

- € Performing monthly reconciliation of income and expenditure records, identifying and resolving discrepancies before reporting to leadership
- € Teaching children of ages 3-5 years foundational English language as they prepare to join primary school. I teach under an initiative called Mission Academy (In a school setting that provides education to underprivileged slum children in preparation for them to join primary when opportunities become available to them)
- € Since the Yummy Book Club (a children's fun club) still operates on Saturdays, I am responsible for coordinating activities of a group of children between the ages of 3 and 7 years called the Cupcake Class.

2. Gospel Operation Africa (Muyenga, Kampala) _ Volunteer Staff

October 2024 – February 2025

- € Teaching children from Namuwongo Slum how to read through the Book Club initiative, which provides access to books and volunteer-led literacy support for children who have not had the opportunity to attend school. My role involved helping children learn basic English reading skills.
- € Leading Spiritual Truth Sessions (Bible stories narrated to the children with the motive for them to learn about Christ and how to live a Christ-like life) and Circle Time in an initiative called "Yummy Book Club" that is hosted by Gospel Operation Africa every Saturday. My responsibility has been to help children grasp the biblical way of living and to disciple them from a Christian perspective.
- € Coordinating activities of a group of children between the ages of 3 and 7 years.

3. Kakebe Technologies Limited (Lira) _ Software Developer & Intern Instructor

February 2024 – October 2024

- € Developing and maintaining software solutions involving structured data management, database interaction, and accurate system documentation.
- € Worked with Salesforce and related data platforms to manage client records, ensuring data fields were correctly populated and up-to-date.
- € Mentoring and instructing junior interns, facilitating knowledge transfer and team collaboration in a fast-paced IT environment.
- € Participated in troubleshooting systems and resolving data-related issues.

Education and Training

1. Bachelor of Science in Computer Science: August 2020 – February 2024

- Attended Gulu University in Gulu City

- Demonstrated strong academic performance and active participation in extracurricular activities.
 - Graduated with Second Class Upper Division Honors (CGPA: 4.15)
2. **Advanced Level (High School): February 2018 - December 2019**
 - Attended St. Andrew's College, Ssanda
 - Attained my Uganda Advanced Certificate of Education (UACE)
 3. **Ordinary Level (High School): February 2014 - December 2017**
 - Attended Hands of Grace Secondary School, Buikwe
 - Attained my Uganda Certificate of Education (UCE)

Extra-Curricular Activities and Awards

€ Cabinet Minister for ICT, Gulu University (20th Guild) _ 2021

I was in charge of communication and digital services. I worked to bridge communication between the student body and the administration by managing campus-wide information channels and lobbying for better digital university services.

€ Guild Representative Council, Faculty of Science (20th Guild) _ 2021

I was in charge of representing and presenting issues from the Faculty of Science to the guild so that they might be addressed.

€ Class Coordinator Computer Science Class _ 2020

I was in charge of managing day-to-day communication between lecturers and students.

€ Welfare Prefect (High School) _ 2016

I was in charge of advocating for students' well-being in school.

Interests and Hobbies

- Reading and writing
- Traveling
- Working out
- Playing board games

References

1. Pastor Winston Mukasa Muwanguzi
Missionary, Gospel Operation Africa
+256788443359
2. Mr. Okot Patrick

Lecturer, Gulu University Faculty of Science
+256772526255
p.okot@gu.ac.ug

3. Mr. Okot Joshua
CEO, Innoverse Technology Limited and Cofounder Kakebe Technology Limited
+256777854154