

CURRICULUM VITAE

BIODATA

Name Apodi Andrew
Sex Male
Date of birth 6th June 1981
Nationality Ugandan
Marital status Married
Language English & Luo
Profession Administrative Officer
Qualification Bachelor's Degree in Public Administration and Management
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PERSONAL SUMMARY:

I am self motivated with good written and verbal communication skills.

COMPETENCIES

- Excellent computer knowledge
- A leader and team player
- Excellent communication skills both oral and written
- Experience to provide excellent customer care services
- High knowledge of basic security operations and procedures

EDUCATIONAL BACKGROUND

Period	Institution	Award
2021-2022	TEAM University	Bachelor's Degree in Public Administration and Management
2014-2016	Nsamizi Training Institute of Social Development	Diploma in Public Administration and Management
2013-2014	Nsamizi Training Institute of Social Development	Certificate in Public Administration and Management
1997-2000	Alliance High School Soroti	Uganda Certification of Education

CAREER HISTORY

Period	position	Organization	Key duties and responsibilities
2025-Date	Assistant Administrative Officer	Lira University	<ul style="list-style-type: none">○ Interpreting and providing guidance in the implementation of the departmental administrative policies○ Assisting the senior Assistant Secretary/Dean/HOD

			<ul style="list-style-type: none"> ○ Organising and managing conferences and meetings convened by Faculty
2016-2025	Security Guard	Lira University	<ul style="list-style-type: none"> ○ Enforcing laws, rules and University policies ○ Protecting the University staff and property and controlling access to buildings
2010-2011	Security Officer	Days inn Hotel Limited	<ul style="list-style-type: none"> ○ Operating detecting devices to screen individuals to prevent prohibited materials into the hotel

Declaration

I, hereby declare that the information here correctly describes me, my qualification and experience.

Signed.....Date: 10th March 2026