



RICHARD DYCON KAMUKAMA

TEACHER

PROFILE

A Ugandan male aged 30, married with 2 children & a wife and a graduate with a grade III teachers' certificate.

SKILLS

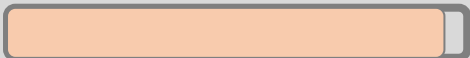
Critical thinking



Patience



Communication



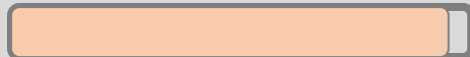
Organization



Teamwork



Technological skills



CONTACT

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+256703779032

+971506901558

EXPERIENCE

ADMINISTRATIVE CLERK:

Western Bainoona Group Abu Dhabi (U.A.E)

Duties and Responsibilities:

- Managing office inventory and working with vendors to ensure the regular supply of office materials
- Setting up appointments, scheduling meetings, distributing reports and managing the correspondence between the office and external bodies
- Compiling and maintaining records of office business transactions
- Training, onboarding and supervising junior clerks
- Operating office equipment including printers, copiers, fax machines and multimedia instruments
- Receiving and responding to emails accordingly
- Answering customer questions, providing information, taking and processing orders and addressing complaints
- Answering phone calls and calling customers and vendors to follow up on appointments and deliveries
- Compiling, maintaining and updating company records

2012

CLASSROOM & SPORTS (P.E) TEACHER:

(With certified documents).

To

- *Mubende Infants' Primary School. Kampala UGANDA*
- *Bweya Junior Primary School. Kampala UGANDA*
- *Sir Apollo Primary School. Kampala UGANDA*

2019

Duties and Responsibilities:

- ✓ Teach literacy, social science, numeracy, creative expression as well as physical education skills to all primary school students.
- ✓ Develop students' abilities, interests and coordinate through mode of creative activity
- ✓ Present subject matter utilizing range of teaching materials and techniques.
- ✓ Guide discussions and supervise work in class.
- ✓ Test and analyze students for customized progress in oral and written work.
- ✓ Enforce personal development by supporting students to utilize and develop capabilities.
- ✓ Maintain and update attendance records as well as school discipline.
- ✓ Involve in staff meetings along with educational conferences and workshops.
- ✓ Conduct extra-curricular activities like supporting school concerts, sport, excursions along with special interest programs.
- ✓ Oversee student teachers on placement tasks
- ✓ Head responsibility for progress of class of primary age students.
- ✓ Organize classroom as well as learning resources to develop positive learning atmosphere.
- ✓ Plan, prepare and present lessons catering to needs of entire ability range within classes
- ✓ Motivate students with enthusiasm and imaginative presentation
- ✓ Prepare and facilitate positive student development

Declaration

Experience wise I have taught Mathematics & science for over 5 years, I can also teach English on addition to being talented in games & Sports and all indoor games so with such ability I can help to develop and maintain the pupil's talents with the help of other staff members

I pledge my reserved effort, skills & commitment in obtaining the school's mission and objectives when given an opportunity to work with you.

There is much that I can do that perhaps I have not written down but with your help and trust, I truly promise that I will be of great importance in your institution.

Looking forward to working with you and attain our best goals & objectives,

I promise to work with all my abilities & Technical know-how for the betterment of the institution.

Kamukama Richard Dycon