

Monica Akoi Mangar,
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Munuki Block 'A', Juba South Sudan

Human Resource Manager
Doctors with Africa CUAMM
Juba HQ
Lion Hotel
southsudan@cuamm.org

REF: APPLICATION FOR A JOB AS AN ADMINISTRATOR

Dear Sir/Madam,

This is a letter with reference to vacancy announcement in South Sudan NGO forum. The position title of an Administrator, position code CUAMM/SS/ADM. I am a graduate in BBIT (Bachelor of Business Information Technology) from Mount Kenya University, Nairobi campus.

I have worked with Bai Investment Bank Co. Ltd, a private company, as an accounts' assistant for over a year. I also previously did my industrial attachment with Ivory Bank. This has given me a slight peep into the financial world.

I have always believed in human equality regardless of gender, health status, marital status, background, tribe or religion. I have had a personal interest in administration and I have also had significant experience in the fore mentioned field.

Due to my personal principles, I am confident that working with CUAMM would give me the chance to fulfil my thirst of serving the community, and my previous minor work in administration gives me some knowledge on what you may be in search of.

I am ready and willing to undertake any given task with vigor and at-most dedication to be able to achieve the highest possible positive outcome. Given the opportunity to work, I would ensure productivity and strive to make an impact in the life of those around as we put our intellect together to achieve a greater good.

Please find attached a copy of my CV and supporting documents as you consider me for this great opportunity to contribute to your organization as I also learn from it.

I look forward to your positive response.

Yours Sincerely,

Monica Akoi Mangar

NAME: AKOI MANGAR

D.O.B: 22ND FEBUARY 1993,

Juba, South Sudan

Telephone: +211914771862/+254717177903

Mobile: +211914771862/+254717177903

Email: apandobill@gmail.com

PROFESSIONAL HISTORY

A versatile Business and Information Technology graduate, possessing a strong motivational drive to succeed in the IT and Finance industry.

I have a one year nine months work experience with Bai Investment Bank Company Limited as an Accounts' Assistant. Prior to this, I worked at all saints cathedral, Juba as a project secretary and also interned at Ivory Bank as an IT assistant for a month.

CAREER EXPECTATIONS

To develop my career in a dynamic, competitive and challenging environment in addition to being part of an organization that strives to improve the living standards of all.

PERSONAL SKILLS

- Computer literate
- Team builder
- Eloquence: English (written and spoken)
Kiswahili (written and spoken)
Dinka (spoken)
- Highly developed skills in problem identification and implementation of effective solutions.
- Comfortable with analyzing and understanding data.
- Working under time pressure.
- Presenting myself in a professional manner.
- Excellent interpersonal communication and social skills.
- Mature flexible individual with proven approach towards objectives and tasks.

OTHER INFORMATION

- Keen interest in the environment.
- Accountability
- Self-driven character

PROFESSIONAL BACKGROUND

Accounts' Assistant – April 2016 – Present

Bai Investment Bank Co. Ltd, Juba, South Sudan

Roles and Responsibilities.

- Preparing of monthly salary lists
- Recording and management of daily expense and revenue within the company
- Preparation of invoices and receipts
- Tax documentation and follow-up
- Management of employees and ensuring they properly execute their respective roles as required by the company directors
- Filing and documentation

Project Secretary – December 2015 – March 2016

All Saints Cathedral Church – Juba Parish

Roles and Responsibilities.

- Handling of project accounts
- Preparation of office schedule and taking down minutes at meetings
- Data management
- Coordination between different committees involved in the project

IT Assistant (Attaché), September – November 2015

Ivory Bank – Juba Town Branch

Roles and Responsibilities.

- Installation of new system software as per demand
- Opening and closing of bank accounts of individuals and companies
- Clearing of cheques
- Money transfer between different branches
- Printing of new cheque books and ATM cards

EDUCATION AND TRAINING

Degree: Bachelor in Business Information Technology

Graduation Year: December 2017

Mount Kenya University, Nairobi.

Computer packages

Computer Packages:

- Ms-Windows
- Ms-words
- Ms-Excel
- Ms-Access
- Ms- PowerPoint
- Internet and Email

Certificate: Kenya Certificate of Secondary Education

Graduation Year 2011

Lepic School Nairobi, Kenya.

Certificate: Kenya Certificate of Primary Education

Graduation Year 2007

Testimony School Eldoret, Kenya.

REFERENCES

- Mr. Abram Miek Kau
Chief Executive Officer
Bai Investment Bank Co. Ltd.
Juba, South Sudan
+254 727500142 +211911196300

- Mrs. Piath Mangar Kau
Chief Finance Officer
Bai Investment Bank Co. Ltd.
Juba, South Sudan
+254 742 407 811

- Dr. Kediende Mapuor Akec
Chair
Country Coordinating Mechanism
Juba, South Sudan
+211928884621

Mount Kenya



University

*Upon the recommendation of the Senate and the authority of the
University Council, hereby confers upon*

MANGAR MONICA AKOI

the degree of

**BACHELOR OF BUSINESS AND INFORMATION
TECHNOLOGY**

with

SECOND CLASS HONOURS - LOWER DIVISION

*at a congregation held at this University on the
fifteenth day of December in the year Two Thousand*

and Seventeen,

*with all rights and privileges thereunto appertaining, in witness
whereof we have affixed our signatures and the seal of the University*

Registrar
Academic Affairs

Vice-Chancellor

Deputy Vice-Chancellor
Academic & Research Affairs



017024187

Serial No.....

Mount Kenya University



OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS ACADEMIC TRANSCRIPT

Name of Student : AKOI MANGAR MONICA
Reg No. : BBIT/112/03114
Faculty / School : School of Computing and Informatics
Department : Department of Enterprise Computing
Programme : Bachelor of Business Information Technology
Academic Year : 2013/2014 **Level of Study :** First Year

Unit Code	Unit Title	Academic Hours	Marks %	Grade
BAF1201	Financial Accounting II	42	40	D
BAF2206	Principles of Risk Management and Insurance	42	40	D
BBM112	Foundation Mathematics	42	60	B
BBM113	Introduction to Business Studies	42	61	B
BBM114	Fundamentals of Accounting I	42	53	C
BBM122	Principles of Management	42	67	B
BBM124	Principles of Marketing	42	66	B
BBM125	Fundamentals of Accounting II	42	34	F
BBM223	Statistics I	42	50	C
BBM224	(Old) Principles of Risk Management and Insurance	42	34	F
BIT1101	Basic Electricity and Optics	42	44	D
BIT1102	Computer Application	42	70	A
BIT1103	Computer Architecture	42	40	D
BIT2101	Accounting Information Systems	42	58	C
BIT2102A	Database Systems	42	50	C
BIT2105	Introduction to Web Design	42	40	D
BIT3102	Event Driven Programming	42	53	C
BMA1202	Discrete Mathematics	42	40	D
UCU001	Communication Skills	42	59	C
Mean :			50.48	

***** END *****

RECOMMENDATION
PASS. PROCEED TO LEVEL TWO

KEY TO GRADING SYSTEM

A	=	70 - 100	Excellent
B	=	60 - 69	Very Good
C	=	50 - 59	Good
D	=	40 - 49	Pass
F	=	0 - 39	Fail

CT = Credit Transfer
 Exempt = Exempted

Dr. Ronald Maathai (Phd) .
REGISTRAR(ACADEMIC AFFAIRS)

Mount Kenya University
 P. O. Box 342 - 01000,
 Thika
 REGISTRAR, ACADEMIC AFFAIRS

Date of Issue : Mon 04-Dec-2017 11:51

017024186

Serial No.....

Mount Kenya**University**

**OFFICE OF THE REGISTRAR ACADEMIC AFFAIRS
ACADEMIC TRANSCRIPT**

Name of Student : AKOI MANGAR MONICA
Reg No. : BBIT/112/03114
Faculty / School : School of Computing and Informatics
Department : Department of Enterprise Computing
Programme : Bachelor of Business Information Technology
Academic Year : 2014/2015 **Level of Study :** Second Year

Unit Code	Unit Title	Academic Hours	Marks %	Grade
BAF2104	Financial Management I	42	40	D
BBM123	Business Law	42	46	D
BBM211	Cost Accounting	42	58	C
BBM213	Organizational Behavior	42	62	B
BBM221	Management Accounting I	42	61	B
BIT1201	Digital Electric and Logic	42	67	B
BIT1202	Fundamentals of Internet	42	74	A
BIT2104	Business Information System Analysis and Design	42	50	C
BIT2201	Computer Programming Methodology	42	52	C
BIT2202	Data Structure and Algorithms	42	40	D
BIT2203	Introduction to Data Communication and Computer Networks	42	56	C
BIT2210	Object Oriented System and Design	42	50	C
BMA3102	Business Statistics II	42	41	D
BUCU-004	Hiv/aids and Drug Abuse	42	75	A
Mean :			55.14	

***** END *****

RECOMMENDATION**PASS. PROCEED TO LEVEL THREE****KEY TO GRADING SYSTEM**

A	=	70 - 100	Excellent
B	=	60 - 69	Very Good
C	=	50 - 59	Good
D	=	40 - 49	Pass
F	=	0 - 39	Fail

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 Exempt = Exempted

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Reg No. : BBIT/112/03114
Faculty / School : School of Computing and Informatics
Department : Department of Enterprise Computing
Programme : Bachelor of Business Information Technology
Academic Year : 2015/2016 **Level of Study :** Third Year

Unit Code	Unit Title	Academic Hours	Marks %	Grade
BAF3204	Principles of Taxation	42	54	C
BBM121	Development Studies	42	62	B
BBM3107	Human Resource Management	42	70	A
BIT3101	Software Engineering	42	58	C
BIT3105	Management Information Systems	42	54	C
BIT3106	Object Oriented Programming	42	47	D
BIT3202	Internet Programming	42	40	D
BIT3204	Network Management	42	49	D
BIT3205	Business Systems Simulation and Modeling	42	50	C
BIT3206	Ict Project Management	42	53	C
BIT3224	Computing Projects Development Approaches	45	55	C
BMA3201	Operation Research I	42	60	B
BUCU004	Entrepreneurship	42	51	C
PBCU003	Industrial Attachment	42		Pass
UCU003	Operations Research	42	62	B
Mean :			54.64	

***** END *****

RECOMMENDATION**PASS. PROCEED TO LEVEL FOUR****KEY TO GRADING SYSTEM**

A	=	70 - 100	Excellent
B	=	60 - 69	Very Good
C	=	50 - 59	Good
D	=	40 - 49	Pass
F	=	0 - 39	Fail

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Name of Student : AKOI MANGAR MONICA
Reg No. : BBIT/112/03114
Faculty / School : School of Computing and Informatics
Department : Department of Enterprise Computing
Programme : Bachelor of Business Information Technology
Academic Year : 2016/2017 **Level of Study :** Fourth Year

Unit Code	Unit Title	Academic Hours	Marks %	Grade
BAF4103	Principles of Auditing	42	63	B
BBM4117	Strategic Business Management	42	60	B
BIT2103	Principles of E-commerce	42	55	C
BIT4101	Business Data Mining and Warehousing	42	60	B
BIT4102	Computer Graphics	42	67	B
BIT4103	Human Computer Interaction	42	62	B
BIT4104	Security and Cryptography	42	52	C
BIT4201	Mobile Computing I	42	55	C
BIT4202	Artificial Intelligence	42	50	C
BIT4203	Distributed Multimedia Systems	42	70	A
BIT4205	Network Programming	42	42	D
BIT4206	Ict in Business and Society	42	61	B
BIT4207	Distributed Databases and Systems	42	56	C
BIT4208	Knowledge Based Information Systems	42	48	D
BIT4217	Total Quality Management for Information Technology	42	60	B
PBCU002	Research Project	42	61	B
Mean :			57.62	

***** END *****

RECOMMENDATION

PASS. AWARDED THE DEGREE OF BACHELOR OF BUSINESS AND INFORMATION TECHNOLOGY AT SECOND CLASS HONOURS, LOWER DIVISION

KEY TO GRADING SYSTEM

A	=	70 - 100	Excellent
B	=	60 - 69	Very Good
C	=	50 - 59	Good
D	=	40 - 49	Pass
F	=	0 - 39	Fail

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