

APIRL 15-2026

To

HEAD HUMAN RESOURCE

MACHAPALA GROUP

Dear **Madam/Sir**,

I am writing to formally apply for the position of Sales and marketing officer . I came across the job posting on your website and was immediately intrigued by the opportunity to join such a reputable organization.

With 4 years of experience in field sales, I am confident in my ability to contribute to your team and exceed expectations in this role. My strong communication and sales negotiation skills make me an ideal candidate to support and fulfill the company's needs.

I am particularly excited about the company's commitment to innovation and sustainable practices. I believe my background and passion align closely with the values and goals of the organization, and I am eager to bring my dedication and skills to contribute to its continued success.

Thank you for considering my application. I would welcome the opportunity to discuss how my qualifications and experiences make me a strong fit for the position. Please feel free to contact me at the provided email below.

Thank you for your time and consideration.

Sincerely,

Sempa Isaac

Email.sempaisaac92@gmail.com

0754876122,0778 675335

CURRICULUM VIATE

BIO DATA

NAME : SEMPA ISAAC
SEX : MALE
DATE OF BIRTH : 05TH.07.1993
NATIONALITY : UGANDAN
MARITAL STATUS : MARRIED
CONTACT : 0754876122
ADDRESS : KAMPALA

Personal profile

I am a highly articulate, confident and persuasive team builder, able to motivate and communicate to achieve exceptional organizational or institutional performance.

Educational Background

Year	Institution	Award
2016-2018	Makerere university Business school	Business administration
2013-2014	Good heart secondary school-jinja	U.A.C.E
2007-2010	St Florence secondary school-jinja	U.C.E
1999-2006	Bugembe Islamic primary school-jinja	P.L.E

Working experience

Year : 2018 -2021
Organization : Steel and tube industry LIMITED.
Position : Executive sales and marketing

Year : 2022
Organisation : HEP ELECTRICAL AND ENGEERING COMPANY
Position : Marketer

Skills, knowledge and competence

- Public relations and customer care skills: I am determined to promote good will between an organization or individual and any concerned party
- Develop, implement, monitor and evaluate project activities and proper documentation
- Knowledgeable on managing, providing, and disseminating information and resources of the organization as well as contributing to developing knowledge by capturing best practices during field visits.
- Research skills: competent in data collection, entry, analysis and presentation and report writing knowledge
- Ability to work in a multicultural environment with sensitivity and respect for diversity and a have the ability to travel throughout the country.

Language proficiency

Language	written	Spoken/Oral
English	Good	Good
Lusoga	Fair	Good
Luganda	Fair	Good
Swahili	Fair	Good

IT KNOWLEDGE :

Computer Application	Rating
Ms Word	Good
Ms Excel	Fair
Ms Access	Fair

Referees

1. Mirondo Richard

Manager

AOET Uganda

P.O BOX 491 JINJA

mirondorich@yahoo.com

0784490425

2. WAISWA RONALD

Human resource (HEP)

+256783538300

ronaldwaiswa90@gmail.com

3. ANDREW KABIRE

Head of marketing and sales

Steel and tube

cananandy@gmail.com



Business School

School No. MB2A23B162116D **Academic Transcript** Serial No. 126132

Name SEMPA Isaac Nationality UGANDAN Sex M Date of Birth 05 JUL., 1992
 Reg. No. B/16/U/D0579/PS Centre JINJA CAMPUS First Reg. 2016

Academic Transcript for the Ordinary Diploma in BUSINESS ADMINISTRATION

COURSE DESCRIPTION AND GRADES

Year I	Semester I	2016/2017	Credit Units	Grade Point	Letter Grade
DBA1102	Business Economics		4	2.0	C-
DBA1103	Fundamentals of Business Administration		4	5.0	A
DBA1101	Financial Accounting		4	2.5	C
DBA1106	Information Communication Technology		5	2.5	C
G.P.A.2.97					
	Semester II				
DBA1201	Business Communication Skills		4	5.0	A
DBA1203	Business Statistics		4	2.5	C
DBA1204	Principles of Management		4	3.5	B-
DBA1206	General Principles of Law		4	2.0	C-
DBA1301	Field Work		5	5.0	A
C.G.P.A.3.36					
Year II	Semester I	2017/2018			
DBA2103	Elements of Business Finance		4	2.5	C
DBA2104	Elements of Taxation		4	3.5 'RS'	B-
DBA2105	Marketing and Selling		4	4.5	B+
DBA2106	Intermediate Accounting		4	2.5	C
C.G.P.A.3.32					
	Semester II				
DBA2205	Computerised Accounting		5	3.5	B-
DBA2206	Enterprise Creation and Management		4	4.0	B
DBA2207	Cost Accounting		4	2.5	C
DBA2208	Business Planning		4	4.0	B
C.G.P.A.3.37					



Date of Completion DECEMBER 2018 Date of Graduation 31ST MAY 2019
 Award DIPLOMA IN BUSINESS ADMINISTRATION Class of Award SECOND CLASS - (LOWER)

Credit Unit is one Contact Hour per week per Semester (One Credit Unit is 15 hours)
 Length of Semester is Seventeen (17) weeks
 English Language is the Medium of Instruction
 For Key to Grading and Remarks See Reverse

Not Valid without Official Stamp and Seal. Any alteration whatsoever renders the transcript invalid.

for Obahabwe
 School Registrar
01/07/2019



Business School

This is to certify that

Sempa Isaac

Candidate Number: B/16/U/D0579/PS

has satisfied the requirements for the

**DIPLOMA IN
BUSINESS ADMINISTRATION**

Second Class (Lower Division)

and was awarded this Certificate

at the Fourteenth Makerere University Business School Congregation

on May 31, 2019.



School Registrar

Principal

A 1836550



NOV/DEC 2014 U.A.C.E.

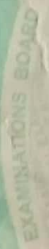
EXAMINATION FOR THE UGANDA ADVANCED CERTIFICATE OF EDUCATION

Please see overleaf

SEMPA ISAAC (AGE 20) U2088/583 ENTRY CODE 6
GOODHEART SECONDARY SCHOOL, JINJA

GENERAL PAPER SUBSIDIARY PASS
ENTREPRENEURSHIP SKILLS SUBSIDIARY PASS
CHRISTIAN REL. PRINCIPAL PASS
GEOGRAPHY SUBSIDIARY PASS
SUBSIDIARY COMPUTER FAIL

*** U.A.C.E. RESULT 5 ***



Subject Grades	Paper Grades					
	1	2	3	4	5	6
3						
0		9	5	5		
D		5	4		7	
0		8	5			
7						



2631174

2010 U.C.E.

EXAMINATION FOR THE UGANDA CERTIFICATE OF EDUCATION

SEMPA ISAAC
ST. FLORENCE SS, BUGEMBE

(AGE 17) U0641/147 ENTRY CODE 1
P.O. BOX 816 JINJA

1	ENGLISH	5	(FIVE)
2	CHRISTIAN RELIG ED	5	(FIVE)
2	HISTORY	7	(SEVEN)
2	GEOGRAPHY	6	(SIX)
4	MATHEMATICS	9	(NINE)
5	AGRICULT PRINC & PRAC	6	(SIX)
5	PHYSICS	8	(EIGHT)
5	CHEMISTRY	8	(EIGHT)
5	BIOLOGY	8	(EIGHT)
8	COMMERCE	6	(SIX)

1. GRADE AGGREGATE 51

*** RESULT 3 ***

Please see overleaf

5 & 0
7897.05-10/10
(U.C.E.)

REPUBLIC OF UGANDA
NATIONAL ID CARD



SURNAME
SEMPA
GIVEN NAME
ISAAC
NATIONALITY
UGA
NIN
CM93008104YTLG
DATE OF BIRTH
05.07.1993
SEX
M
DATE OF EXPIRY
25.04.2025
CARD NO.
007678054
HOLDERS SIGNATURE



