

NGOBI YUSUF

DATA ENTRY • DIGITAL DATA COLLECTION • RESEARCH • VIRTUAL ASSISTANCE

Kamuli, Busoga Region, Uganda | +256 758 133 901 | yusufngobi22@gmail.com

PROFESSIONAL SUMMARY

Organised and results-driven field practitioner with 8+ years of experience in community development, program coordination, training facilitation, data collection and data management. Experienced in tablet-based surveys, Kobo/ODK, field data quality assurance, Excel, reporting, digital and physical records management, and stakeholder engagement. Proven ability to collect, enter, verify and report accurate information under tight deadlines. Seeking remote and hybrid opportunities in data entry, data collection, research, administrative support and virtual assistance.

CORE COMPETENCIES

- Data entry and database updating
- Kobo / ODK and similar survey platforms
- Data quality checks and verification
- Structured surveys, KIIs and FGDs
- Field supervision and daily reporting
- Community mobilisation and stakeholder engagement
- MS Word, Excel, PowerPoint and Access
- Digital data collection using tablets
- Excel spreadsheet management
- Quantitative and qualitative data collection
- Web/information research
- Document and records management
- Confidentiality, consent and data protection
- Basic mobile-device troubleshooting

RELEVANT PROFESSIONAL EXPERIENCE

Enumerator (Contract) — Uganda Bureau of Statistics (UBOS), National Population & Housing Census | June 2024

- Collected household and population data using tablet-based tools; ensured accuracy and timely daily submission to central servers.
- Performed data quality checks, maintained survey equipment and followed census protocols, confidentiality requirements and timelines.
- Liaised with supervisors to report field progress and completed end-of-assignment reporting.

Administrative Assistant (Volunteer) — Nabwigulu Sub-county, Kamuli District | November 2023 – Present

- Manage front-desk operations, physical and digital filing systems, and preparation of reports for sub-county administration.
- Support office coordination, records organization, events and administrative processes.

Outreach Officer — Get Up Speak Out (GUSO), Reproductive Health Uganda (RHU) | 2019 – 2022 | Bugiri & Iganga

- Mobilised and engaged young people aged 10–24 for programme activities and community outreach.
- Trained and supervised peer educators, monitored indicators and compiled programme reports.
- Supported community dialogues and accurate documentation of field activities and outcomes.

Youth-Led Social Accountability Facilitator — Reproductive Health Uganda | 2017 – 2018

- Facilitated focus group discussions and interface meetings and produced monitoring reports.
- Developed tracking matrices and followed up action points with stakeholders.

Data Clerk Assistant / Research & Field Roles — Reproductive Health Uganda | Multiple short-term roles | 2013 – 2017

- Collected, entered and reviewed programme data and supported monitoring, evaluation and donor reporting.
- Supported research activities, training and supervision of interns and peer educators.

Field Department Supervisor — Victoria Nyange Investments | 2013 – 2015

- Supervised field teams, reviewed field data and supported quality assurance of data collection and reporting.

Other Temporary Roles | Various periods

- Polling Assistant — Electoral Commission Uganda (February–March 2016).
- Supported consultancies and pilot surveys related to youth services and community assessments.

EDUCATION

Qualification	Institution	Year
Diploma in Information Technology	Mukono YMCA College	2014–2016
Certificate in Information Technology	YMCA Wandegaya	2013–2014

Uganda Certificate of Education	Kigulu High School Bukoona	2009–2012
Primary Leaving Certificate	Butende Islamic Primary School	2000–2008

SELECTED TRAINING & CERTIFICATIONS

- Trainer of Trainers (TOT), Reproductive Health Uganda / IPPF — July 2018
- Family Life Education Program (FLEP) — June 2018
- Youth-Led Social Accountability Training — August–September 2018
- Community-based SRHR & Behaviour Change Trainings — 2017–2019
- Computer Application Skills — Reproductive Health Uganda — June–July 2015

LANGUAGES

English: Fluent **Lusoga:** Fluent **Luganda:** Working proficiency

AVAILABILITY

Available immediately. Willing to work remotely and travel for field assignments, including across the Busoga region.

PROFESSIONAL REFERENCES

Mr. Amin Bbossa Nkono

Minister of Sports — Obwa Kyabazinga bwa Busoga
Tel: +256 703 839 900 / +256 782 397 607

Mrs. Kwagala Brenda

Sub-county Chief, Nabwigulu Sub-county, Kamuli District
Tel: +256 701 809 375 | Email: kwagalabre@gmail.com

Mr. Mulesa Dominiko

Regional Coordinator, Health Access Connect
Email: mulesadominic@gmail.com | Tel: +256 701 285 963 / 0773 852 577

DECLARATION

I confirm that the information provided in this curriculum vitae is true to the best of my knowledge.