**First Name of Application CV No 1621848**

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1. Personal information

Marital status:married

Nationality: Ghanaian

Date of birth: 11th February, 1980

2. Brief profile

Hardworking teacher possesses four years’ experience in teaching English, known for being a “Teaching shark” – Strong ability to help student learn and achieve their goals, through high level of determination, positive attitude and hard-work.

**Notable skills and competencies include:**

* Energetic | Friendly | Pleasant | Outgoing | Success/Result-Oriented | Enthusiastic
* Good written/verbal communication – Proficient in presentation, writing and/or editing manuals.
* Proven aptitude in problem solving.
* Can operate independently and as part of a team.
* Skilled at Excel, Microsoft Word and PowerPoint.

3. Employment and work experience

Jan 2015 -October 2015: sales assistant -micro medal-sharjah free zone

Responsibilities: Personal assistant to the manager and in charge of sending and responding to mails.

. Personal English Tutor to my boss and his wife after work

.Shoulder Teacher for the company sponsor family.

**Sep 2010 – Jun 2014** : Ekumfi Senior High School

**Job title** : Website administrator and English Teacher

**Responsibility**  :

* Update the school current information on the site daily
* Portrays the good image of the school to attract students for coming to the school.
* Follows professional practices consistent with school and system policies in working with students, students’ records, parents, and colleagues
* Complies with rules, regulations, and policies of governing agencies and supervisory personnel
* Demonstrates professional practices in teaching
* Acts in a professional manner and assumes responsibility for the total school program, its safety and good order
* Assumes a role in meeting the school’s student achievement goals, including academic gains of students assigned to the teacher

**Oct 2009 – Aug 2010** : Ministry of Finance, Accra

**Job title** : National Service Person

**Responsibility**  :

* Assist in the collection and collation of financial data on inflows and outflows for the Spain/Denmark Desk.
* Assist in the review and analysis of project/programme reports.
* Assist in the preparation of briefs on project/programme reports and minutes of meetings emanating from activities of the Desk.

4. Educational background

**2009-2013** : University of Cape Coast, Cape Coast

**Degree** : B. ED.ARTS English Language and Human Values.

**Course read** : English as a foreign language,English as a second Language, Business English, , Statistical Economics, Industrial Psychology, Administration, Human relationship, etc.

**1995-1998** : Potsin Secondary School, Potsin

**Certificate** : Senior Secondary Certificate

**Electives** : Biology, Physics and Elective Mathematics

5. Interests

Reading, Watching and Playing Football, Listening to Music

6. Languages

English