**Aminata**

**Aminata.367235@2freemail.com**



**PERSONAL INFORMATION**

**Age:**  **29yrs**

**D.O.B 04-07-1986**

**Nationality:** **Ghanaian**

**Marital Status:** **Married**

**Sex: Female**

**OBJECTIVE**

To become a specialist with excellent skills and a wealth of knowledge that set me apart as a leader and an icon in the fastest growing Teaching and Learning field.

**PROFESSIONAL&EDUCATION**

**Advance Diploma in Journalism (2007-2008)**

Trans Africa College, Accra - Ghana

Specialization: **Marketing, Sales Management and Communication Skills**

**Senior Secondary Certificate of Education (S.S.C.E.)**

Accra High School, Accra – Ghana (2003-2006)

**Basic Education Certificate of Education (B.E.C.E.)**

Happy Home Academy, Accra – Ghana (2000-2003)

**EXPERIENCE**

**Security service personnel (September 2012 till date)**

**Star Security Services**

**Abu Dhabi**

**Unite Arab Emirates**

**From**

**Job Description**

* Assist customers with their items in shelves at the mall and give items numbers in other to make identification easy and effective
* Make sure customers items are safe and secured from all alarms
* Mann and observe the area in other to ensure safety in the shop at the mall .

**RICHES OF GLORY ACADEMY (December 2009- December 2011)**

**TEACHER ASSISTANT**

**Accra - Ghana**

**Job Description:**

* Acted as an assistant by supporting the teachers and helping the children with their educational and social background and assisting them get the most out of their learning
* Supporting the teachers in completing tasks
* Helping the teachers in planning learning activities and completing records.

**Treasure Island Montessori (2008-2009)**

**Kindergarten teacher**

**Job Description:**

* planning learning activities and completing records based on school’s curriculum
* Maintaining safety and health of the kids at all times
* Correcting assignments of the kids
* Communicating with the parents of the kids concerning their day to day progress .
* Assist with any new development as far as the school’s curriculum is concerned.

**Job Description:**

**National Service Personnel (September 2008 to August 2009)**

National Health Insurance Scheme

Sogakope – Volta Region

Ghana

**From**

* Collecting and updating information in the Database.
* Updating the Manager with day to day activities
* Registration of new clients
* Updating clients’ database, forwarding client complaints through email to operations department.
* Dispatching of Insurance cards to individuals once completed.

**SUMMARY OF STRENGTHS**

* Gifted with a creative mind.
* Excellent personal and interpersonal communication skills.
* Sound leadership capabilities.
* Easily adapt to different cultures and environment
* Good in oral and written English communications.
* Able to work without supervision

**LANGUAGES**

* English and French

**INTERESTS & ACTIVITIES**

* Reading / Surfing the internet
* Singing
* Swimming

**AREAS OF EXPERTISE**

**Visual Supervision**

**Child Protection**

**Classroom Management**

**Curriculum Development**

**Parent Communication**

**Staff Meetings**