

ABDUL RASHID MUHAMMED DJISHI

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ACADEMIC QUALIFICATIONS:

AKENTEN APPIAH MENKA UNIVERSITY

From: 2021 - 2022

Degree: Postgraduate Diploma in Education

Islamic University of Niger

From: 2007 - 2011

Degree: Bachelor of Arts in Arabic Language and Literature.

WORK EXPERIENCE:

ALFALAH-SUWAIDI SENIOR HIGH SCHOOL

Job title: **Head of Arabic Department** [October 2020 –2023]

My duties at this post beside teaching includes:

- Managing the Arabic curriculum, developing and monitoring the teachers within the department
- Monitoring and assessing student progress to ensure the continued development of student progress in learning Arabic.
- To oversee the preparation of reports and maintain relevant records for individual student files and communicating with parents.

BONSU ISLAMIC SCHOOL – KUMASI GHANA

Job title: **Head-teacher** [October 2017 – September 2020]

My duties at this post beside teaching includes:

- Managing the Arabic curriculum, developing and monitoring the teachers within the department
- To review and manage the Arabic curriculum across the Early years, Primary and Secondary sections of the school.
- To oversee the preparation of reports and maintain relevant records for individual student files and communicating with parents.

ALHUDA EDUCATIONAL COMPLEX

Job title: **Arabic teacher** [September 2012 - JUNE 2017]

I worked at this institution as an Arabic tutor in various levels (i. e. primary and middle) through the period of my employment there, and I was also the head of lower primary from 2016-2017.

OTHER CERTIFICATES

Certificates	Title	Place issued	Date
English Language Certificate	English Proficiency - Intermediate	Ghana Institute of Languages	2019
Certificate	General Electricity	Iqraa Vocational Training Center	2009
Certificate	Aluminum furniture production	Life Guide Company LTD.	2003-2007

IT SKILLS:

- Microsoft Word
- Microsoft Excel
- PowerPoint
- Webex

INTERPERSONAL SKILLS:

- Teamwork
- Flexibility
- Hard-working
- Leadership skills
- Creative
- Effective Communication skills
- Self-Discipline

LANGUAGES:

- Arabic: Fluent
- English: Fluent
- Songhai: Fluent
- Akan : Fluent
- Hausa: Fluent