

**CURRICULUM VITA**

**Brief Profile**

Dr. Abul Firdaus Bayinat Basha is a Ghanaian Theologian who started his basic school in Ghana and moved to Saudi Arabia for his second cycle education. He rose to become the Student Representative Council’s (SRC) President in the Islamic University of Madina, Kingdom of Saudi Arabia. He was also the Chief Imam of Saudi State Transport Corporation (SAPTCO). He has facilitated and coordinated scholarship for over 400 West Africa students to study in Saudi Arabia and gulf states. Doctor Abul Firdaus was also the Hajj organizer of Sokoto state in Nigeria, Togo, cote d'ivoire Madagascar, Comoro Island, U.S.A and Great Britain, from 1997 to 2004.

Dr Abul Firdaus has strong managerial and leadership skills with proven supervisory abilities, capable of identifying key issues accurately by analyzing and assessing complex situation within group setting for goal accomplishment. He has the ability to evaluate critical objectives and strategic direction, transform them into result-oriented projects. Imam Dr. Abul Firdaus has excellent communication skills and capable of managing formal and informal sectors as well as racial and religious groups for the promotion of coexistence among humanity for development. Detailed profile attached as an **appendix A.**

**PERSONAL DETAILS**

**NAAILS**

**Name:** Dr. Abul Firdaus Bayinat Basha Al Bajali

**Date of Birth:** 11th November, 1974

**Nationality:** Ghanaian

**Marital Status**: Married

**Sex:** Male

**Tel:** 024-9797970/ 0500606667

**E-mail:** [abulfaradeesatnet@yahoo.com](mailto:abulfaradeesatnet@yahoo.com) / abulfaradees11@gmail.com

**EDUCATION**

* **Doctorates:**
* Ph.D. in International Relationship, Universite Privee Africaine Franco-Arabe, Mali- Faculty of Adminitrstion and Political Science, Department of Diplomatic and International Relations 2019- (Awaiting Graduation)
* Ph.D. in Quranic Sciences and Interpretation, Faculty of Islamic Sciences, Al Madina International University, Malays
* **MPhil:**
  + - MPhil in Diplomatic Studies, Universite Privee Africaine Franco-Arabe, Mali- Faculty of Adminitrstion and Political Science, Department of Diplomatic Studies and International Realtion.
    - MPhil in Quranic Sciences & Interpretation, Faculty of Quran and Islamic Studies, Al-Madina International University, Malaysia- 2011-2012
* **Certificate Courses;**
  + - Conflict Analysis/United States Institute of Peace, Washington, DC, United States of America.
    - Interfaith Conflict Resolution (Mediation) Courses/United States Institute of Peace, Washington, D.C., United State of America
    - Negotiation & Conflict Management/United States Institute of Peace, Washington, D.C., United State of America
* **Bachelor’s Degree:**
* Bachelor’s in Quranic Sciences & Islamic Studies, Faculty of Qur’an and Islamic Studies, Islamic University of Madina, Kingdom of Saudi Arabia
* Quranic Sciences courses: The Ten Readings1,2&3 Script & Diacritics of Quran1&2, Statson the Quran, Exegesis1,2,3&4 Studies in Various Quranic Readings, Science of the Quran1&2, Thematic Exegesis2, Inimitability of the Quran. Studies in Various Quranic Readings1, 2, 3&4
* Islamic Studies courses: Studies in Monotheism 1, 2&3, Principles ofJurisprudence1&2, Jurisprudence1, 2&3, Studies in Hadith, Hadith1, 2&3,
* Arabic Language courses: Arabic Grammar 1, 2, 3&4, Morphology (Arabic Literature) 1, 2&3,
* Educational courses: Islamic History, Islamic Education, Biography of the Prophet, Educational Media, History of the Kingdom, The Contemporary Islamic World, Principles & Methods of Islamic Call, Religious Sects, Educational Curriculum, Teaching Methods and Practical Education, Da'wah Methodology.
* Administration & Management; courses: Methods of the Commentators, Research Methods, Research 2&3, Psychology, Administration & Organization
* **Basic and Secondary Education:**
* 1993-1996: Islamic University Senior Secondary School, Madina University,

Kingdom of Saudi Arabia

* 1992-1993: Islamic University Junior Secondary School, Madina University, Kingdom of Saudi Arabia
* 1987-1991: Havaad College, Kokomlemle, Accra, Ghana
* 1984-1987: Green Hills International School, Achimota, Accra, Ghana
* 1978-1984: Nuriya Islamic Institution, Tamale Northern Region, Ghana

POSITIONS/ WORKING EXPERIENCE

From 1997 to 2013

* Corporate Representative Abu Gazal Company West Africa, Beirut, Lebanon
* West African Representative, Aligadeer International Group of Companies, Al Ahsaa, Kingdom of Saudi Arabia
* Hajj & Umra Coordinator and Business Negotiator in charge of Africa– Abdul Razak Foundation for General Construction, Hotel Management, Renovations, Hajj and Umra Operations, Makkah, Kingdom of Saudi Arabia
* Hajj Organizer of Sokoto State–Nigeria, Togo, Coted’ivoire, Madagascar, ComorosIs Land, U.S.A and Great Britain
* Chief Imam, Saudi State Transport Corporation SAPTCO, Kingdom of Saudi Arabia
* Head Imam of Islamic University of Madina, Madina, Kingdom of Saudi Arabia
* President, Student’s Representative Council (SRC), Islamic University of Madina, Kingdom of Saudi Arabia
* Scholarship Coordinator for West Africa, Islamic University of Madina Kingdom of Saudi Arabia
* Scholarship Facilitator for Brilliant Students, University of Ummul-Qurah, Mecca, Kingdom of Saudi Arabia
* President, Ghana Gulf & OIC Member States, Chamber of Commerce,

Accra, Ghana

* International Islamic Preacher and Motivational Speaker on Contemporary

Islamic Themes

* President of the Supreme Council for African Muslim Youth Union “SCAMYU’ Continental Headquarters, Ghana
* Africa Representative, AL U-WAYTHANI Business Investments, Riyadh,

Kingdom of Saudi Arabia

Foreign Relations Director & Advisor on Islamic Finance, ALMOLABI of

* ARRRAJIHI Bank & International Financial Group of Companies, Kingdom of Saudi Arabia
* External Marketing Director and Negotiator- ALHIDAYA INTERNATIONAL

Company, Kingdom of Saudi Arabia

* Administrative Assistant, ZINEALABIDINE Business Investment, Kingdom of Saudi Arabia
* Corporate Representative, PHILIPPARKER in conjunction with Infoterra
* Global in charge of West Africa, excluding Nigeria, United Kingdom & Kingdom of Saudi Arabia.
* West Africa Representative, KIRBISIM International Company Limited, Damascus, Republic of Syria
* Corporate Representative Abu Gazal Company West Africa, Beirut, Lebanon



# SPECIAL KNOWLEDGE/ABILITIES:

1. Expert in International Relations and Diplomacy
2. Expert in Economics, Investment and Islamic Banking
3. Legal expect in Human rights, values and Law

# HOBBIES:

* + Preaching, Guidance and Counseling
  + Researching
  + Humanitarian Services

# REFERENCES:

1. **Shaihk Ibrahim Basha ( Bayan)**

National Chairman Islamic Education Council, Founder and

General Overseer of Nuriya and Bayan Ummah.

Mobile: 0244517651

# Bugri Naabu

NPP Member, Council Elder/

Former NPP Northern Regional Chairman

0244440069

1. **Dr. Ibrahim M. Gunu** Dean, Faculty of Education, University for Development Studies (UDS) Faculty of Education, Tamale

024-4715630 / 0208887590

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**WORKSHOPS ATTENDED AND ORGANISED BY CLINTON GBANGBA CONSULT**

Having trained outside Ghana and with the anticipation to properly fit and operate within my home land Ghana, I affiliated with a Local Government Service Accredited Consultant CLINTON GBANGBA CONSULT as a consultant. Below are some of the training workshop I jointly conducted with the firm:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Name of Organisation** | **Nature of Assignment** | **Target** | **Period** |
| 1 | Sagnarigu Municipal Assembly | Training on:   * Digital Records Keeping and Management * Effective Communication skills * Office Conflict Management and Resolution | HODs, Unit Heads, Record Staff | September 2019 |
| 2 | Kintampo Municipal Assembly | Training on:   * Performance Management * Strategies in Revenue Mobilization | HODs, Unit Heads and Revenue Collectors | January 2020 |
| 3 | Ajumako-Enyan-Essiam Dist. Assembly | Training on:   * Digital Records Keeping and Management * Effective Communication skills * Office Conflict Management and Resolution | Record Staff,  Core Staff and HODs | October 2019 |
| 4 | Assin South District Assembly | Training on:   * Participatory Monitoring and Evaluation * Projects and Programme Management * Services to Promote Planting for Food, Jobs and Export | HODs, Unit Heads, and Agric Staff | September 2019 |
| 5 | Lower Denchere District Assembly | Training on:   * New Public Procurement (Amendment) Act,663 and Public Financial Management Act, 921(2016) * Orientation in Human Resource Management and Information Management. * Conflict Resolution and Peace Building. * Orientation for all staff on Retirement Planning and the New Pension Act. * Sensitization workshop on LGS Scheme of Service and job description for 90 staff. | Unit Heads, HODs, and Core Staff | September 2019 |
| 6 | * Atiw**MPhil:**   a East District Assembly | Training on:   * Local Government Act, 936 (2016) * Public Financial Management Act, 921(2016) * Revenue Mobilisation Strategies * Performance Management Standards | HODS, Units Heads, Revenue Collectors and Accounts Staff | September 2019 |
| 7 | Tempani District Assembly | Training on:   * Revenue Mobilisation and Generation Strategies * Project Management * Effective Communications Skill, Team Building and Teamwork | Revenue Staff, HODs and Core Staff | October, 2019 |
| 8 | Bawku West District Assembly | Training on:   * Revenue Mobilisation and Generation Strategies * Project Management * Effective Communications Skill, Team Building and Teamwork | Revenue Staff, HODS, and Unit Heads | December, 2019 |
| 9 | Amenfi Central District Assembly | Training on:   * Effective Records Taking/ Document Summary Skills for Decision Making * Skills in Document Linkage (Annual Plan to Procurement and Composite Planning & Budgeting) * Project Management and Monitoring and Evaluation (Processes and Procedures in Awards management and Evaluation of Capital Project) | Record Staff, HODs, Unit Heads | December, 2019 |
| 10 | Attebubu Municipal Assembly | Training on:   * Roles and Responsibilities of Hon. Assembly Members * ICT and Information Technology in Construction Management * Orientation on Effective and Realistic Planning and Coordination * Revenue Mobilisation Strategies * Training Needs Assessment and Staff Appraisals * Local Government Act 936, 2016 | Assembly Members, HODs, Revenue Collectors and Secretaries | August, 2018 |
| 11 | Berekum Municipal Assembly | Training on:   * Work Skills Planning * Mainstreaming and Reporting * Skills Training in ICT * Composite Budget | HODS, Core Staff and Secretaries | September, 2018 |
| 12 | Kintampo North Municipal Assembly | Training on:   * Roles and Responsibilities of Assembly members * Strategies in Revenue Mobilization * Budget Preparatory * Accounting and Book Keeping * ICT | Assembly members, Revenue Collectors, Accounts staff | May, 2018 |
| 13 | Techiman Municipal Assembly, | Training on:   * Roles and Responsibilities of Assembly members * Strategies in Revenue Mobilization * Budget Preparatory * Accounting and Book Keeping * ICT | Assembly members, Revenue collectors, Accounts staff and Core Staff | July, 2018 |
| 14 | Techiman North District Assembly | Training on:   * Effective use of GIFMIS System * New Local Government Act * Grading and Standardization of Marketing of farm produce * Community Entry System and Roles * Training on Prosecution system for Sanitation Staff | Accounts and Budget Staff, HODs,  Farmers, Traditional Leaders, Youth and Market Women | May, 2018 |
| 15 | Agona East District Assembly | Training on:   * Local Government System * Strategies in Revenue Mobilisation And Management * Composite Budget and Project Planning Management * Roles and Responsibilities for Area Councilors (Li 1967) * Records Keeping and Report Writing Skills | Assembly Members, Revenue Collectors, Unit Heads Area council members and Record staff | June, 2018 |
| 16 | Ajumako-Enyan-Essiam Dist. Assembly | Training on:   * Participatory Planning and Budgeting * Stress Management * Strategies in Revenue Mobilization * Transport Management | HODs, Unit Heads, Revenue Staff and Drivers | April, 2018 |
| 17 | Gomoa West District Assembly | Training on:   * Driving and Safety Regulations * Security Measurements * Local Government Act 2016, act 936 and Public Financial Mgt. * Roles and Functions of Area Councils and Revenue Mobilisation Strategies * Team Building and Teamwork | Drivers, Assembly Members, HODs, Security Men, Area Council members and Revenue Collectors | June, 2018 |
| 18 | Assin South District Assembly | Training on:   * Preparatory Monitoring and Evaluation * Action Plan and Annual Report Writing, Speech and Minutes Writing * Performance Management System * Best Records Management and Electronics Records Keeping | HODs, Unit heads, and Record staff | July, 2018 |
| 19 | Upper Denchere West District Assembly | Training on:   * General Overview of Transport Management * Effective Communication Skills * Public Financial Management ACT 921, 2016 * Local Government ACT 936, 2016 * Standing Orders | Assembly members, HODs and Unit heads | August, 2018 |
| 20 | Upper Denkyira Municipal Assembly | * Data Collection Effective Revenue Mobilisation Strategies * Change Management * Driving and Road Safety Rules and regulations * Financial Management * Stress and Time Management | HODs, Units heads, Revenue Collectors, Drivers and Accounts staff | September, 2018 |
| 21 | Ekumfi District Assembly | Training on:   * Strategies in Revenue Mobilization * Digital Data Collection and Records Management * Report and Minutes writing skills * Local Government Act 936 2016 and Standing orders | Assembly members,  Revenue Collectors, Core Staff | May, 2018 |
| 22 | Komenda/Edina/Eguafo/Abirem Municipal Assembly | Training on:   * Local Government Service Protocols * Local Government Act 2016 * District Assembly Standing Orders * Effective Communication Skills * Revenue Mobilisation Techniques | Assembly members,  HODs, Revenue Collectors | October, 2018 |
| 23 | Gomoa Central District Assembly | Training on:   * Local Government Act 2016, act 936 and Public Financial Mgt. * Local Government Service Protocols (Service Delivery Standards and Performance Management System) * Revenue Mobilisation Strategies | Assembly members, HODs, Revenue Collectors and core staff | July, 2018 |
| 24 | Agona West Municipal Assembly | * General Overview of Transport Management * Effective Communication Skills * Microsoft Office Suit * Local Government ACT 936, 2016 | Drivers, HODs,  Secretaries  and Assembly members | June, 2018 |
| 25 | Effutu Municipal Assembly | Training on:   * Data Collection Effective Revenue Mobilisation Strategies * Change Management * Driving and Road Safety Rules and regulations * Public Financial Management ACT 921 * Stress and Time Management | HODs, Revenue collectors, Drivers and Core Staff | June, 2018 |
| 26 | Upper West Akim District Assembly | Training on:   * Revenue Mobilisation Strategies * Effective Communication Skills * Record Keeping and Management * Local Government ACT 936, 2016 and Standing Orders | Assembly members, Revenue collectors, Record Staff and HODs | August, 2018 |
| 27 | Nanumba North Municipal Assembly | Training on:   * Information Communication Technology * Revenue Mobilisation Strategies * Records Management * Contracts Procurement Processes * Training Needs Assessment and Staff Appraisal Management | HODs, Revenue collectors | June, 2018 |
| 28 | Kpandai District Assembly | Training on   * Financial Management, * Procurement Processes * Local Government Sub-Structures * Local Government Sub-Structures * Strategies in Revenue Mobilization | Accounts staff, Area Council, Assembly members | May, 2018 |
| 29 | Nanumba South District Assembly | * Financial Management, * Procurement Processes * Local Government Sub-Structures * Local Government Sub-Structures   Strategies in Revenue | Assembly members, Revenue Collectors and core staff |  |
| 30 | Binduri District Assembly | * Records and Management * Roles and responsibility of Drivers * Duties and Responsibilities of Security Men * Roles and Responsibilities of Area Councils and Unit Committees * Minutes and Reports Writing Skills | Assembly members, Security men Area council members and unit committee members and core staff | May, 2018 |
| 31 | Bongo District Assembly | Training on:   * Local government Act, * Local government protocols * Standing orders * Conflict resolution and management | Assembly members, HODs and core staff | October, 2018 |
| 32 | Builsa South District Assembly | Training on:   * Financial Management, * Procurement Processes * Local Government Sub-Structures * Local Government Sub-Structures   Strategies in Revenue | Assembly members, HODs, Revenue Collectors and core staff | January, 2018 |
| 33 | Nabdam District Assembly | Training on:   * Strategies in Revenue Mobilization * Local Government Protocols * Waste Management | Revenue Collectors, Core Staff and Environmental staff | February, 2018 |
| 34 | Pusiga District Assembly | Procurement Act and Processes  Revenue Mobilisation Strategies and Report writing | Assembly members, revenue collectors and core staff | April, 2018 |
| 35 | Daffeama-Issah-BusieDistrict Assembly | Training on:   * Data Collection Effective Revenue Mobilisation Strategies * Effective Records Keeping and Management * Driving and Road Safety Rules and regulations * Financial Management * Stress and Time Management | Assembly members, Revenue Staff, Records Staff, Drivers and Assembly Staff | October,2018 |
| 36 | Jirapa District Assembly | Training on:   * Data Collection and Management * Effective Revenue Mobilisation Strategies * Records Keeping and Management, * Minutes and Report Writing Skills * Public Financial Management Act | Revenue collectors, Records staff and core staff | November,2018 |
| 37 | Lumbussie Karni District Assembly | Training on:   * Local Government Protocols, Report and Minutes writing * Innovative Strategies for Revenue Mobilisation (Rates, Fees and Licenses) * Project Appraisal, Procurement Procedures * Project Management and Monitoring and Evaluation | Assembly members, Revenue Collectors and Heads of department | October,2018 |
| 38 | Sissala East District Assembly | Training on:   * Financial Management, * Procurement Processes * Local Government Sub-Structures * Local Government Sub-Structures   Strategies in Revenue | Area Council members, accounts staff, Assembly members and staff of Assembly | November, 2018 |
| 39 | Sissala West District Assembly | Training on:   * Financial Management, * Procurement Processes * Local Government Sub-Structures * Local Government Sub-Structures   Strategies in Revenue | Assembly members, Area Council members and core staff | October, 2018 |

***APPENDIX A***

**SUMMARY OF PROFESSIONAL EXPERIENCES:**

1. **Strategic Policy and Sharia Consultant**

**Duties & Responsibilities:**

* Completing and managing client work in accordance with established budgets, work plans, quality standards, and timeframes
* Identifying and resolving issues critical to the clients' strategic and operational success
* Structuring and solving problems from beginning to end
* Developing conclusions and recommendations
* Leading client interviews to understand complex business issues
* Developing content for client presentations
* Providing technical/functional content
* Providing implementation assistance as required
* Meeting with clients to assure assignment progress
* Maintaining and expanding client relationships through delivery of high-quality work
* Leading, coaching, developing and supervising the efforts of junior staff

1. **Executive Chairman Supreme Council for Islamic Affairs**

**Duties & Responsibilities:**

* Promote Islamic solidarity through fostering brotherhood and cooperation among Muslims in Ghana and other parts of the World.
* Serve as a channel of contact with the Government Authorities on Islamic Affairs.
* Coordinate the external contacts, interests and activities of Muslims in Ghana as individuals or groups. The Council acting thus be the channel of contact and communication with external bodies on Islamic matters.
* Establish and encourage the establishment of institutions of learning wherein Islamic studies, and Islamic culture as well as the Arabic language and other subjects of general professional and vocational education shall be taught.
* Promote better understanding and practice of Islam. To this end the Council shall encourage Da’wah. It shall also promote the true image of Islam through the use of mass media, publications and other means.
* Build, manage and support Mosques in Ghana and elsewhere.
* Cater for the social welfare of Muslims and others. To this end the Council shall establish and encourage communities and organizations to establish hospitals and other health institutions, hostels, recreation centers and such other social facilities as may be required.
* Promote the establishment of Islamic economic system in Ghana and encourage all Muslims to engage in legitimate economic activities. The Council shall also encourage Muslims to lead a life of thrift and economy.
* Hold, acquire and dispose of any property whether movable or immovable.
* Engage in any lawful activities in fulfillment and furtherance of the foregoing aims and objectives.

1. **Principal Imam and Khateeb, Abelenkpe Central Mosque, Accra, Ghana**

Duration: 2010 -2013

**Duties & Responsibilities**:

* Spiritual guide to the Muslim society, delivering regular Friday Sermons and leading the Friday prayers.
* Offering Muslim society religious counseling on both their spiritual life and the contemporary life.
* Intensive Islamic teachings on societal issues and values.

1. **Khateeb, Alhaji Asumah Bandah Mosque, Accra, Ghana**

**Duration: 2009 -2011**

Duties & Responsibilities:

* Delivering Sermons on Fridays and carry out other Islamic activities in theMosque.
* Offering counseling services on other aspects of Islamic life.

1. **Chief Imam; Al Bayan Community Mosques, Northern Region, Ghana**

Duration: 2004 -Present

**Duties & Responsibilities**:

* Spiritual guide to the Muslim society, delivering regular Friday Sermons and leading the Friday prayers.
* Offering Muslim society religious counseling on both their spiritual life and the contemporary life.
* Intensive Islamic teachings on societal issues and values.

1. **Principal Head, Ghana House of Fatwah & Islamic Research, Accra, Ghana**

Duration: 2009 -Present

**Duties & Responsibilities**:

* To advise government, co-operate bodies and individuals on contemporary issues that are not directly found in the scriptures of the religion which will help address the problems confronting the society in general.
* Support and help research fellows and bodies on issues relating to Muslims and other religious bodies in finding solution to them at large.
* Defining leadership and improving the skills and the basic knowledge of
* the Muslim and pointing at what Islam expert of him/her as a Muslim.
* Grooming upcoming Ulamas, Imams and potential Research Fellow Persons for excellence.
* Resolving conflicts and societal problems between factions both religious and chieftaincy for peaceful and co-existence and living in harmony with one another.
* Unifying Islamic festivals through compromising various schools of thoughts of the Islamic sects on condition to settle on overall and ideal unity amongst all religious bodies.
* Educating the Muslim Ummah through dialogue and preaching on issues that are confronting Islam and Muslims in and out of the country on the way forward and what is expected of a Muslim for any one not to jeopardize the peaceful nature of the country by an act of ignorance.

1. **Executive Chairman, Ghana Islamic Center for Leadership and**

**Political Progress, Accra, Ghana**

Duration: 2011 -Present

**Duties & Responsibilities:**

* Organise and conduct youth training and development programmes.
* Educate and sensitize the general public on the Islamic perspectives on political leadership and governance.
* Nurture political leader ship potentials among youth groups towards achievement of their respective political ambitions.
* Coordinate youth counseling programmes for socio-economic development and problem solving.

1. **Board Chairman, Nile Investments Ghana, Accra, Ghana**

Duration: 2010-Present

**Duties & Responsibilities:**

* Chair Board meetings for deliberations on the growth and development of business and cooperate relations.
* Review corporate performance to access growth and impact of the various components of our business portfolios.
* Offer advice on leadership training programmes and staff impact assessment as per our business targets and human resource development strategies.
* Supervise corporate responsibilities with external clients and business partners.

1. **President, Ghana Gulf & OIC Member States, Chamber of Commerce, Accra, Ghana**

Duration: 2011 –Present

**Duties & Responsibilities:**

* To promote bilateral relations between Ghana and the OIC States
* To coordinate activities aimed at promoting Tourism development programmes between Ghana and the OIC States.
* To promote Ghana Gulf and OIC States business development
* opportunities.
* To participate in policy development for the regulation of conduct and activities between Ghanaian and Gulf and OIC States businesses.
* To promote commercial cooperation between Ghanaian citizens and businesses with the Gulf and OIC States citizens and businesses.
* To promote cultural and educational exchange programmes between Ghana and the Gulf and OIC states.

1. **International Islamic Preacher and Motivational Speaker on Contemporary Islamic Themes**

Duration: 2005 –Present

**Duties & Responsibilities:**

* Spiritual guide to the Muslim societal problems, delivering Friday Sermons and leading the Friday prayers.
* Offering Muslim society religious counseling on both their spiritual life and the contemporary life.
* Intensive Islamic teachings on societal issues and values.
* 2004 –Present; Internationally Recognised Quranic Scientist
* 1983 –Present; Internationally Recognised Quran Reciter

1. **President of the Supreme Council for African Muslim Youth Union “SCAMYU’ Continental Headquarters, Ghana**

Duration: 2005 –Present

**Duties & Responsibilities:**

* Management of over all day today running of the Organisation as a Civil Society Organisation working to promote peace and economic development within Ghana in particular and the continent of Africa in General.
* Overseeing Proposal Development, Assessing funding opportunities, Recruitment and training of project staff and the general staff team as well.
* Assessing applications for all internal expressions of interest with in Ghana for corporate contracts and project collaborations.
* Develop new recruitment strategy for future use including new advertising template, selection package and interview process.
* Assist in the development of orientation and training package for new
* staff.
* Promote and provide activities for our youths in areas of religion, education, social and general interests.
* Undertaken the responsibility of developing and maintaining religious, cultural and educational facilities for our present community and future generations.
* To establish educational infrastructure to provide a superior standard of education, to foster academic achievement, and to cultivate an Islamic spirit in each student.
* To educate the Muslim Youth that an act of terrorist neither religion nor an action of faith.
* To help promote the fight against transmitted diseases especially
* HIV/AIDS and that the best way in preventing HIV/AIDS is keeping faith.

1. **Executive Director, Africa at Peace & Development, Accra, Ghana**

Duration: 2010 -Present

**Duties & Responsibilities: Responsible for**–

* Management of the overall day to day running of the organisation as a civil society organisation working to promote the interest of the needy in deprived and under-served communities of Africa.
* Overseeing proposal development, assessing funding opportunities, recruitment and training of project staff and the general staff team as well.
* Assessing applications for all internal expressions of interest within Ghana for corporate contracts and project collaborations.
* Development of new recruitment strategy for future use including new advertising template, selection package and
* Develop new recruitment strategy for future use including new advertising template, selection package and interview process.
* Assist in the development of orientation and training package for new
* staff.

1. **Executive Chairman, Africa Development Network Ghana Ltd. Ghana**

Duration: 2011 -Present

**Duties& Responsibilities**:

* Responsible for the internal and external relationships of the sister companies both in Africa and in the outside world at large.
* Coordinate in bringing together all the partner companies in Africa and the other parts of the world in a form of networking with the business lines.
* Responsible for strategically networking the large scale investments of the prominent investors in within Africa and the world internationally with affiliation with our company.
* Promoting and building better relationship between Africa, Europe, the Gulf State, the Islamic States, United State of America, and other parts of the world through our track of business contacts and affiliations.

1. **Executive Chairman, Africa Development Consultancy Ltd., Ghana**

Duration: 2009 -Present

**Duties & Responsibilities:**

* Responsible for the groups strategic planning and external relations.
* Formulation and implementation of policies towards the development of our corporate; ability to identify clientele and partners needs and propose appropriate solutions as well as establish and maintain effective relationships with outside collaborators, associates and other contacts.
* Responsible for setting up strategic objectives and directs staff or their implementation
* Supports and encourage staff development towards enabling them to; work with people and groups from multicultural and religious backgrounds.
* Organisation and coordination of leadership training and capacity
* building.
* Organisation of regular TV programs and counseling sessions.
* Constantly making presentations and raising funds for government and corporate programs and projects for poverty alleviation.
* Promoting and building better relationship between African, the Gulf States and the Islamic States of the world.
* Seeking new markets and partnerships in the Islamic world and Africa.
* Serving as the liaison between our group, Governments and companies.
* Designing project planning, development, implementation and evaluation programs.

1. **Africa Representative, AL UWAYTHANI Business Investments, Riyadh, Kingdom of Saudi Arabia**

Duration: 2009 -2011

**Duties & Responsibilities:**

* Responsible for the internal and external relationships of the company between the continent of Africa and the Gulf States.
* Coordinating and linking the company to the pool of clientele within the
* African continent.
* Overseeing the growth and development of corporate business opportunities in Africa for the enhancement of the company’s image and profit margins in its African operations.
* Responsible for overseeing the successful day-to-day operations of the
* company’s outlets within the continent of Africa.

1. **Corporate Member, Ghana Canada Chamber of Commerce, Ghana**

Duration: 2009 –Present

**Duties & Responsibilities**:

* To promote Ghana-Canada business development opportunities.
* To participate in policy development for the regulation of conduct and activities between Ghanaian and Canadian businesses.
* Toparticipateinmeetingsanddeliberationsaimedatenhancingcorporate trade, commerce and economic development programs of Ghana and Canada.

1. **Foreign Relations Director & Advisor on Islamic Finance, ALMOLABI of ARRRAJIHI Bank & International Financial Group of Companies, Kingdom of Saudi Arabia**

Duration: 2004 -2005

**Duties & Responsibilities:**

* Linking the company to international clienteles for business development purposes.
* Traveling extensively for meetings with clients and visitors for business transactions and development purposes.
* Generation of new corporate businesses and creation of Joint Ventures for the company.
* Identification of potential clients and maintaining the client-based relationships in the interest of the company.
* Representation of the company on overseas missions.
* Resolution of problems associated with business and client-based relationships
* Responsible for staff recruitment and supervision of over one hundred staff members from much diversified ethnic and religious backgrounds.
* A member of the corporate strategic planning team.

1. **External Marketing Director and Negotiator-ALHIDAYA INTERNATIONAL Company, Kingdom of Saudi Arabia**

Duration: 2003 -2004

**Duties & Responsibilities:**

* Negotiation of new businesses whiles maintaining old relationships
* Creation of Joint Ventures, development of new markets, evaluation and recommendation of new corporate business activities.
* Planning and execution of corporate marketing campaigns and bringing of awareness to the corporate product internationally.
* Supervision of senior staff members.

1. **Administrative Assistant, ZINEALABIDINE Business Investment, Kingdom of Saudi Arabia**

Duration: 2001 –2003

**Duties & Responsibilities:**

* Corporate Manager and Personal Assistant to the CEO
* Supervised corporate staff and represented the CEO at corporate
* meetings.
* Responsible for the overall corporate day-to-day administration.
* Responsible for corporate strategic planning and forward decision
* making.
* Designing and making the programmatic and administrative adjustments, including budget preparation and performance monitoring.
* Building capacity, trust and reputation for dealing honestly, fairly and transparently with staff and clients.
* Commitment to the goal of achieving gender balance in staffing.
* Strongly mission oriented and driven by the corporate and project goal.

1. **Executive Chairman, African Contractors Ghana Limited**

Duration: 2005 -Present

**Duties & Responsibilities:**

* Provision of leadership through; Strong managerial skills with proven supervisory abilities.
* Conducting Analysis of complex problems by identifying key issues accurately, assessing relevant information and making
* recommendations for action.
* Understanding critical objectives and strategic direction of the company and transforming them into result-oriented projects and goals.

1. **Corporate Representative, PHILIPPARKER in conjunction with Infoterra Global in charge of West Africa, excluding Nigeria, United Kingdom & Kingdom of Saudi Arabia.**

Duration: 2006-2007

**Duties & Responsibilities:**

* Lead Consultant; Responsible for Business Development, Sales and
* Marketing
* Provide In-country leadership and project management, for Agriculture & Forestry, Defense & Security, Environmental planning, National & Local Government Services, Oil, Gas & Minerals, Telecommunication Engineering Utilities.

1. **Corporate Representative Abu Gazal Company West Africa, Beirut, Lebanon**

Duration: 2005 -2008

**Duty & Responsibility**

* Represented the corporate interest in West Africa and reported to the corporate CEO back in the home country.

1. **West African Representative, Aligadeer International Group of Companies, Alahsaa, Kingdom of Saudi Arabia**

Duration: 2007 -2009

**Duty & Responsibility:**

* Represented the corporate interest in West Africa and reported to the corporate CEO back in the home country.

1. **Hajj & Umra Coordinator and Business Negotiator in charge of Africa– Abdul Razak Foundation for General Construction, Hotel Management, Renovations, Hajj and Umra Operations, Makkah, Kingdom of Saudi Arabia**

Duration: 2005 -2007

**Duties & Responsibilities:**

* Responsible for arrangements of Hajj and Umra proceedings for the pilgrims.
* Arranged the Flight, Hotels in the Kingdom to accommodate for Hajj pilgrims.
* Organized counseling for pilgrims for Hajj proceedings.
* Responsible for personnel in charge of business investment in Africa by the Foundation and any other Investment initiative that would be directed to Africa by the kingdom of Saudi Arabia and its environs.

1. **Scholarship Coordinator for West Africa, Islamic University of Madina, Kingdom of Saudi Arabia**

Duration: 2004 -2009

1. **Hajj Organizer of Sokoto State–Nigeria, Togo, Coted’ivoire, Madagascar, Comoro IsLand, U.S.A and Great Britain**

Duration: 1999-2004

1. **Chief Imam, Saudi State Transport Corporation SAPTCO, Kingdom of Saudi Arabia**

Duration: 1997 -1998

**Duties & Responsibilities:**

* Spiritual guide and relationship advisor to the CEO and the corporate body.
* Professional counselor and Psychologist for the company.

1. **Head Imam of University of Madina, Madina, Kingdom of Saudi Arabia**

Duration: 1999 – 2003

**Duties & Responsibilitie**

* Spiritual guide and Head of the University religious affairs.
* Spiritual guide to the University community and the relationship advisor.
* Professional counselor and Psychologist to the University community.

1. **President, Students Representative Council, University of Madina, Kingdom of Saudi Arabia**

Duration: 2002 –2003

**Duties & Responsibilities:**

* Responsible for the day-to-day administration of the Student
* Representative Council (SRC) secretariat.
* Presides at all meetings of the Council and has general and active management of the affairs of the SRC.
* Sees that all orders and resolutions of Council are carried in to effect.
* Serving as the chair of the Rules Committee.
* Conduct public relations duties for the SRC and communicates with the student membership.
* Attend to the grievances and social needs of students within and out side the confines of the University.
* Responsible for the preparation of agenda for SRC business and academic meetings.
* Serving as the Master of ceremonies at all University assemblies.
* Organization and coordination of leadership class and weekly business meeting