CURRICULUM VITAE

**PERSONAL INFORMATION**

NAME ZAKARIA AHMED KHALIFA

DATE OF BIRTH 9TH APRIL 1977

MARITAL STATUS MARRIED

SEX MALE

RELIGION MUSLIM

NATIONALITY GHANAIAN

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HOBBIES READING AND RIDING

E-MAIL alkhaleefa@hotmail.com

**PERSONAL PROFILE**

I am a confident, self-motivated and conscientious individual who works well either on my own initiative or as part of a team. I have excellent interpersonal skills and the ability to adapt well to new situations. I enjoy learning new skills and always give 100% to any given task.

**CAREER OBJECTIVE**

I aim to become very efficient and results-oriented in any available capacity so as to play a significant role in enhancing the quality of an institution, and ultimately life in Ghana and the world at large.

**WORK BASED SKILLS**

* Computer-proficient trained with the ICT Directorate of the University of Ghana, Legon, in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
* Can be relied upon to complete a task when working in a busy environment.

**WORK EXPERIENCE**

**Islamic Senior High School,** Kumasi, Ashanti Region, 2011-Present

**Key Responsibility**

Head of Department, Islamic Religious Studies and Arabic.

**Istiqaama Senior High School,** Wenchi Brong Ahafo, 2006.

**Key Responsibilities**

Arabic and Islamic Studies Master, Secretary of the Parents Teachers Association, and Chairman of the School’s Welfare Committee.

**Uthmania Senior Secondary School**, Kumasi, Ashanti Region, 2005.

**Key Responsibility**

Librarian

**Aswaq Junior Secondary School**, Wenchi, Brong Ahafo, 2005.

**Key Responsibility**

National Service Personnel

**Wenchi Educational Complex,** Wenchi, Brong Ahafo, 1994-1997.

**Key Responsibility**

Mathematics and Sports Master

**EDUCATIONAL QUALIFICATIONS**

INSTITUTIONS DATES QUALIFICATIONS

Catholic University College of 2015-Present Post Graduate Diploma

Education, Sunyani, Fiapre in Education

University of Ghana, Legon 2007-2010 Master of Philosophy

Study of Religions

Institute of Religious Sciences 2001-2005 Bachelor of Arts, Sultanate

of Oman

Kumasi Workers College Ghana 1992-1994 GCE, Advance Level Certificate

Wenchi Methodist Secondary School 1987-1991 GCE, Ordinary Level Certificate

Ghana

**REFERENCES**

1. Prof. Elom Dovlo

Vice Dean, Faculty of Arts

Department for the Study of Religions

University of Ghana, Legon

Tel: 0208118382

1. Dr, Rebecca Ganusah

Head of Department

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1. Mr. Suleiman Zakaria Yeboah

The Headmaster

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