**CURRICULUM VITAE**

**PERSONAL INFORMATION**

**Name: SAEED, ABDUL-MAJEED**

Address: P. O. Box WC 146, Wenchi

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**PROFESSIONAL QUALIFICATION**

Bachelor of Education (English Language) May 2010

Teachers' Certificate "A" June 2003

**EDUCATIONAL BACKGROUND**

University of Cape Coast, Cape Coast August 2013 – March 2018

Master of Philosophy (English)

**University of Cape Coast** 2006 – 2010

Bachelor of Education in English (Second Class Upper Division)

**Siddiq Senior Secondary School** 1997 – 1999

SSSCE Certificate in General Arts

**WORK EXPERIENCE**

**Al-Faruq College of Education, Wenchi** 2018-date

English language Tutor

**College of Distance Education** 2019-date

(University of Cape Coast)

Language and Linguistics lecturer

**Wenchi Methodist Senior High School, Wenchi** 2010 –2019

**English Teacher**

*Responsibilities:*

* Teaching English Language
* Preparation of Teaching Notes
* Preparation of Scheme of work that guides the teaching of English
* Provision of guidance and counselling to students
* Preparation of End of Term Examinations
* Marking of Students' Scripts

**Aswaq Islamic Basic School, Wenchi** 2003 – 2006

Classroom Teacher

*Responsibilities*

* Preparation of Lesson Notes for daily lessons
* Maintenance of proper discipline in pupils
* Preparation of weekly and termly forecast for lessons
* Preparation of end of term Examinations and Assessments

**SKILLS AND COMPETENCIES**

* Team player
* Strong interpersonal relations
* Unique skills in communication and negotiation
* Good teaching skills
* Student oriented
* Ability to manage pressure
* Results oriented
* Skilled at reports preparation and presentation

**COMPUTER LITERACY**

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Good at Typing (40wpm)

**REFEREES**

|  |  |  |
| --- | --- | --- |
| Prof Joseph Benjamin Archibald Afful | Mr Sualihu Wahab | Shaikh Dr. Mustapha Abdul-Hamid |
| Lecturer and Dean of Faculty of Arts | Principal | Lecturer, Department of Religion and Human Values |
| University of Cape Coast | Al-Faruq College of Education | University of Cape Coast |
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