**Suleman, Entsie**

**P.O.BOX 36, Breman Asikuma Senior High School,**

**Breman Asikuma - Central Region**

**Mobile: 0243551542**

**E-mail: sulentsiegh@gmail.com**

***PROFILE***:

A motivated, adaptable and responsible experienced Human Resources Management practitioner, experienced teacher at both pre-university and university levels and economics graduate. I have been facilitating workshop for career and Talent’s development, Strategy formulation and project management with strong leadership skill, couple with excellent written and public verbal communication, Business development and research, and ability to work with a team to achieve target objectives

**Position Applying for: Course Tutor**

**EDUCATIONAL BACKGROUND**

Master of Business Administration (MBA- HRM), University of Cape Coast- 2013-2016

Bachelor of Education in Social Sciences (Economics & Geography), University of Cape

Coast- 2004-2008

Diploma in Business Administration and Management, United Kingdom- 2007-2008

Certificate in Computing, African Virtual University, University of Cape Coast 2008

Teacher’s certificate ‘A’, Foso College of Education, 1998-2001

SSSCE certificate, Huni-Valley Secondary School (Prestea- Huni valley constituency) 1995-1997

BECE certificate, Wassa- Nkran Junior High School (Prestea-Huni Valley Constituency) 1992-1994.

**COURSES TAUGHT AT CODE**

* Measurement and Evaluation at undergraduate level
* Economy of Ghana at Degree level
* Educational Psychology at undergraduate
* Critical Thinking and Reasoning at undergraduate
* Educating a special Individual

**WORK EXPERIENCE**

**Head Of Department, General Arts – 2022**

* Monitoring and supervision of Teachers
* Vetting of Lesson Notes
* Attending academic Board Meetings
* Coordinating academic, examinations and welfare issues of the department**.**

**Tutor College of Distance Education, University of Cape Coast (Measurement and Evaluation in Education) 2015- 2021**

* Research into other relevant materials to augment the prepared module
* Lecture the students and keep other document of the students
* Conduct teacher made test at least three times.
* Teaching of students

**Housemaster 2018-2021**

* Responsible for the operational performance of the house
* Taking corrective action where necessary and reporting to house master
* Closely monitoring the operating, academic results and sports against target, plans and budget
* Leading, formulating and successfully implementing health and sanitation policies of the house.

**Assistant Registrar, Shiv India College of Management and Technology (SIIMT) -2018-2020**

* Performs all duties of an Assistant Registrar of a college
* Serves as secretary to the college council.

Assistant Examiner, CoDE- UCC- 2022

* Mark examination Scripts
* Fill Examination reports

**Headteacher of Enyan Owomase T.I. Ahmadiyya Basic School 2002- 2005**

* Takes all administrative duties
* Keeps school’s records
* Vets’ lesson notes
* Supervision and monitoring of academic work

**Economics Tutor, Breman Asikuma Senior High School-2008-2021**

* Organizes class teaching, research, assessment and evaluation
* Academic counseling and support
* Performs other administrative responsibilities assigned by the school

**Form Master, Breman Asikuma Senior High School, 2009- 2015**

* Organizes regular class meetings
* Academic counseling and guidance
* Organizes sanitation inspections, monitoring and supervision of students records
* Seeks for student’s welfare

**Assistant Housemaster, 2011-2015**

* Responsible for the operational performance of the house
* Taking corrective action where necessary and reporting to house master
* Closely monitoring the operating, Academic results and sports against targets, plans and budget
* Leading, formulating and successfully implementing health and sanitation policies of the house.

**Leadership Profile**

**Circuit president- Ahmadiyya Muslim Mission, Asikuma-2020-2022**

* Leading, and formulating strategies to assist the mission and youth to develop spiritually, morally and physically.
* Putting in place adequate operational planning and financial control systems
* Provides investment advice, tactics and recommendations
* Activated learning centers for the learning of HOLY QU’RAN and other literature
* Submit monthly reports on youth Activities

**Nazim Ishaat (Publicity Secretary) Ahmadiyya Youth Association- Central East Region**

* Submitting monthly reports to the national secretariat
* Compiling articles to the youth magazine (the khadim)
* Distribution of Islamic literatures

**Khuddam Qaid (Youth president) Ahmadiyya Moslem movement Asikuma Circuit**

* Team leader/presenter- MBA-HRM Class, School of Business- UCC- 2015
* Project Management Course Coordinator, UCC- 2015
* Class Secretary, Foso College of Education- 2000
* Sports Prefects and House Prefects, Huni-Valley Senior High School-1997
* Dining Hall prefect, Huni-Valley Senior High School

**PERSONAL DEVELOPMENT**

* Career Development Training, ASSEC, UCC- 2008
* Certificate in Computer Studies, African Victual University, UCC- 2008
* Leadership Capacity Training, UCC Business School- 2015
* Preparation of Curriculum Vitae, UCC Business School, 2015
* Capacity Building for Managers, Asikuma- Odoben- Brakwa District-2015
* Capacity Building for Teachers, Ajumako -2009
* Capacity Building for Teachers on Pay Structure of public workers, cape coast – 2011
* Master fellow and master trainer at Institute for Education Development -2017-2022

**REFERENCES**

1. Madam Sarah Baah-Odoom, Headmaster

Breman Asikuma Senior High School

P.O.BOX 63

Mobil:0242313893

1. Honourable Alhaji Alhassan Kobina Ghansah

Member of Parliament,

Asikuma- Odoben-Brakwa

Mobil: 0244984501

1. Dr. Nana N. Osei Owusu

Senior Lecturer, UCC Business School

Tel.05020560234/0572048400