

# BRAIMOH, Fatimatu

## Career Objective

Highly professional, energetic and talented Graduate with about than 11 years of experience in Personnel Management and Teaching. I Possess exceptional communication, documentation, team-working and time-management skills. My greatest strength is my ability to walk into a new environment and be functional immediately. I am a quick learner and adapt to new situations, configurations and technologies.

## Skills

### ICT Skills:

Vastly proficient in Microsoft Office Professional Plus Suite.  
(Word, Excel, Power Point, Access etc.)

## Education

### College of Education, Ekiadolor

NCE in Economics and Social Studies.

2010

### Better Life Educationl Centre, Benin City.

National Examination Council (NECO) Certificate.

2007

### Ohuoba Primary School, Benin City.

Primary School Leaving Certificate (PSLC).

1991

## Experience

2017 – 2020

### Faithful Group of Schools, Benin City.

#### Position: Head - Teacher.

- Provide professional vision and leadership for the school which secures its success and improvement. Ensuring high quality education for all its pupils and improved standards of learning and achievement.
- Deploying and managing all teaching and non-teaching staff of the school and allocating particular duties to them in a manner consistent with their conditions of employment, maintaining a reasonable balance for each teacher between work carried out in school.
- Ensuring that all aspects of school performance are monitored and evaluated.
- Prepare and deliver lectures in Economics subject in the Senior Secondary School as well as Social Studies in the Junior Secondary.
- Prepare course materials such as syllabi, homework and assignments for students
- Evaluate and grade students' class work, assignments, and papers.
- Compile, administer, and grade examinations, or assign this work to others.
- Keep abreast of developments in their field by reading current literature, talking with colleagues, and participating in professional conferences.

2011 - 2012

### Command Children Schools, Uselu, Benin City.

#### Position: Class Teacher.

- Taught Social Studies in the Junior Secondary.
- Maintain student attendance records, grades, and other required records.
- Initiate, facilitate, and moderate classroom discussions.
- Maintain regularly scheduled office hours in order to advise and assist students.
- Select and obtain materials and supplies such as textbooks.
- Plan, evaluate, and revise curricula, course content, and course materials and methods of instruction.
- Conduct research in a particular field of knowledge, and publish findings in professional journals, books, and/or electronic media.
- Collaborate with colleagues to address teaching and research issues.

**Experience**  
2013 – 2014

**Kings Academy, Ikhuen**

**Position: Class Teacher**

- Taught Business Studies in the Junior Secondary.
- Participate in student recruitment, registration, and placement activities.
- Perform administrative duties such as serving as department head.
- Write grant proposals to procure external research funding.
- Participate in campus and community events.
- Provide professional consulting services to government and/or industry.
- Act as advisers to student organizations.

**Personnel Aptitude**

- Leadership Skills.
- Decision-making.
- Analytic.
- Open-mindedness.
- Quick thinking.
- Responsiveness.
- Adaptability.
- Microsoft Office Suite.
- Effective communication.
- Interpersonal.
- Problem Solving.
- Patience.
- Technical knowledge.
- Time Management.
- Empathy.
- Active listening.

**Interests**

Reading, Cooking, Travelling, Computers.

**Referees**

**Engr. Lucky Omo**

Transmission Company of Nigeria,  
Benin City  
08051508649

**Mr. Paul Owadolor**

Proprietor – Grace Education Center.  
Benin City  
08033603433

**Mr. Ernest Asebhor**

Esan South East Local Government Council,  
Ubuaja  
07037583966