



Selman Jibrila

Date of birth: 01/08/1988 | **Nationality:** Ghanaian | **Email address:** jibrilaselman@gmail.com |

Address: Kasoa Lamptey Mills, Kasoa, Ghana (Home)

● WORK EXPERIENCE

07/04/2021 – CURRENT Accra, Ghana

ADULT COMMUNITY CARE WORKER NATIONAL COMMISSION OF CIVIC EDUCATION

Emotional support to adults in the community being at a disadvantaged
Advocating for proper health care and hygiene in the community .
Providing good meals and clean environment water ,sanitary wears .
Aiding clients with daily life tasks such as bathing and cleaning.
Teaching clients about family planning through hygiene practice and disease prevention
Assisting clients to take their medications

06/05/2018 – 05/04/2020 Accra, Ghana

PARK CREW MAINTENANCE MANAGER GHANA FORESTRY COMMISSION

.Assigning of duties such as tilling the soil, planting of trees, watering and maintaining the farming tools.
• Assists and participates with special events including preparation set- up and removal, bleacher transportation, tent installation and removal.
• Determining number and kind of workers needed to perform required work and schedule duties.
• Identify work problems and initiate actions to solve the problems.
• Issuing farm implements and tools to workers and collecting at the end of the workday.
• Investigate grievances and settle disputes to maintain harmony among workers.
• Report to manager and evaluate weather and soil conditions and develop and revise plans and procedures
• Trains workers in the methods of field work and safety precautions.
• Inspect trees and fields to determine work requirements such as spraying, weeding or replanting.

02/08/2017 – 06/06/2018 Accra , Ghana

CLIENT ACQUIRER UNIVERSAL MERCHANT BANK GHANA

- Field visits and managing of personal and business accounts
- Developing and maintaining long lasting relationships with customers.
- Calling and visiting potential customers to explain company products and encouraging them to bank with us.
- Developing in-depth knowledge about banks products and services.
- Attending to walk in customers and answering questions and escalating complex issues to relevant departments as required.
- Maintaining an accurate record of all accounts opened ,scheduled customer appointments and complains.
- Collaborating with managers to ensure company is meetings its targets.
- Opening personal and business accounts .
- Writing of daily, weekly and monthly reports

04/09/2016 – 01/10/2017 Accra, Ghana

COMMERCIAL OFFICER ELECTRICITY COMPANY OF GHANA

- Educating costumers on the use of the company's products and services
- Educating costumers on their rights and the do's and don'ts of the company

- Preparing of weekly and monthly reports
- Attending to customers with billing and over billing issues
- Rescheduling of debt both on prepayment and credit system
- Works on billing anomalies
- Billing of unauthorized/ illegal meters reported by monitoring team
- Billing and rebilling of credit meters
- Proficient in the use of CMS (Commercial Management System)
- Reconnecting customers with closed accounts
- Loading and unloading of HHU system
- Manual confirmations of monthly reading sheets from meter readers
- Professionally handle complaints in a helpful manner
- File documents

01/06/2006 – 05/03/2009 Kasoa, Ghana

PUPIL TEACHER WEST AFRICA EXAMINATION COUNCIL

- Teach a different range of learning areas.
- Prepared a daily and long term plan in accordance with curriculum guidelines
- Develop children's interest, ability and coordinate by using creative abilities.
- Access and evaluate students progress in written and oral work • Undertake any other assigned duties.
- Prepare and attend parent teacher meeting and interviews.
- Attend staff meeting and any other developmental issues

● **EDUCATION AND TRAINING**

01/03/2013 – 22/05/2016 Accra, Ghana

BACHELOR OF ARTS ADULT EDUCATION WITH SOCIOLOGY University of Ghana

Website ug.edu.gh

03/06/2010 – 01/10/2012 Accra , Ghana

DIPLOMA IN ADULT EDUCATION University of Ghana

Website ug.edu.gh

02/05/2009 – 01/04/2010 Accra, Ghana

COMPUTER HARDWARE ENGINEER AND NETWORKING Wintech Professional Institute

Website wintech.edu.gh

05/04/2005 – 06/04/2008 Potsin, Ghana

SENIOR HIGH SCHOOL CERTIFICATE EXAMINATION West African Examination Council

Website Waecgh.org

04/04/2003 – 03/04/2005 Accra, Ghana

BASIC EDUCATION CERTIFICATE EXAMINATION West African Examination Council

Website Waecgh.org

● **LANGUAGE SKILLS**

Mother tongue(s): **ENGLISH**

● **DIGITAL SKILLS**

Network Maintenance and Troubleshooting | Computer technician | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Operate forklift | Driving licence holder | Website create