

Mohammed Abdillahi Omar

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Summary

Accomplished educator and dedicated instructor. Demonstrated track record in supporting beginners in Kiswahili language. Core competence in Human Resource Management and establishing working partnerships with educational professionals. Non – Governmental Organizations and members of the Public. Ability to work with minimum supervision. Excellent communication skills shown with superiors, colleagues and the general public. Ability to initiate and implement change.

PROFESSIONAL EXPERIENCE

Current Position and Status

Master of Education(PTE) and Senior Assistant Registrar (Admissions section)at Pwani University

Pwani University, Kilifi; February 2013 to date

Senior Assistant Registrar (Admissions).

Duties and Responsibilities

- ❖ Officer in-charge of admissions
- ❖ General guidance to students and parents on University programmes.
- ❖ Dealing with correspondence on admissions.
- ❖ Providing data to relevant ministry and relevant bodies.
- ❖ Handling registration of new and on-going students.
- ❖ Responding to online queries regarding Pwani University programmes.
- ❖ Supervising the staff in the section.
- ❖ Dealing with marketing and advertising of Pwani University programme.

Kenyatta University, Institute Of Open Learning;January 2007 to January 2013

Regional Co-ordinator, Nakuru (2007-2012)/Kakamega Centre.

Responsibilities

- ❖ Overall in charge of the Centre.
- ❖ Organizing Examinations at the Centre.
- ❖ Mobilizing Student recruitment.
- ❖ Keeping and maintaining all Centre inventories.
- ❖ Keeping and maintaining all Student records – registration, fees, contacts and personal files.
- ❖ Generally providing student support.
- ❖ Preparing and implementing the Centre budget.
- ❖ Guidance and Counseling services for students and parents
- ❖ Link man between Open Learning students and the University.
- ❖ Developing bi-annual budgets for the Centre.

Islamic Teachers College, Mombasa; 2003-2006

Principal

Overall in charge of the college and Secretary to the Board of Governors.

Lecturer in Kiswahili: Taught Students from Malawi and Somali refugees who were new comers to the language.

Deputy Principal **1996-2002**
Deputizing the Principal and Chairman of all college
Committees: Examinations, Curriculum, Sports, Discipline.
Graduation.
Lecturer in Kiswahili and Curriculum Studies.

Mosoriot Teachers College, Eldoret. **1990 -1996**
Assistant Lecturer
Taught Kiswahili and Islamic Studies
College Examinations Officer
Trainer of Kiswahili drama and Poetry.

Tutor **1987 – 1988**
Taught Kiswahili and Islamic Studies
Trainer of Kiswahili Drama and Poetry.

Wiyeta Primary School, **1984 - 1984**
Bomu Primary School **1980 - 1983**
Mata Primary School **1977 – 1978**
Primary 1 (P1) Teacher

EDUCATION AND TRAINING

Kenyatta University, Nairobi 1988 – 2000 **Master of Education (M.ED-
Primary Teacher Education)**

Kenyatta University, 1984 – 1987 **Bachelor of Education (B.ED
Arts)**
Kiswahili and History

Uasin Gishu High School, Eldoret 1974 – 1976 **East African Certificate of
Education (E.A.C.E)**

Lumakanda Secondary School, Kakamega **Kenya Junior Secondary
Education 1973 – 1974**

OTHER CERTIFICATES AND AWARDS

- ❖ Department of Adult Education, Kenya - Certificate in Adult and Literacy Education (1980)
- ❖ A.R.E Broadcasting Corporation, Egypt - Elementary Certificate in Arabic (By Radio – 1997)
- ❖ The State of Georgia, USA- Honorary Georgia Citizen (2006)

ACADEMIC WRITINGS AND RESEARCH EXPERIENCE

- ❖ Management of finances in primary schools in Changamwe division of Mombasa Municipality. A Masters Project.
- ❖ Mnyonge, An unpublished Kiswahili play which featured in the National Drama Festival.

SEMINARS AND WORKSHOPS

- ❖ **Participant:** Teaching Aids In-Service Course – Mombasa Municipal Council (1982)
- ❖ **Participant:** Workshop for Tutors of External Degree Programme – University of Nairobi. (1984)
- ❖ **Participant:** *Rift Valley Provincial Drama Trainers Workshop* (Ministry of Education) – Eldoret Conference Centre (1994)
- ❖ **Participant:** *Islamic Integrated Education Programme(IIEP)* Training of Trainers Course -Islamic Teachers College, Mombasa (1997)
- ❖ **Facilitator:** *Islamic Integrated Education Programme*, Training of Teachers Course (Kenya Institute of Education) – Museum Hill Hotel, Kisumu,(1998)
- ❖ **Facilitator:** *Islamic Integrated Education Programme*, Training of Teachers Course – Islamic Teachers College, Mombasa (2001)
- ❖ **Participant:** *The Art of Leadership for Principals of Teacher Training Colleges* – Strathmore University, Nairobi (2005)
- ❖ **Participant:** *Contemporary Challenges in Higher Education in the United States; An International Visitors Leadership Programme* – United States Department of State (2006).

COMMUNITY INVOLVEMENT

Involved the community as organizations and individuals in providing sponsorships for Teacher Trainees of Islamic Teachers College.

MEMBERSHIP

- ❖ Chairman, Kiswahili Club – Kenyatta University.
- ❖ Chairman, Muslim Students Association – Kenyatta University.
- ❖ Vice-Chairman, History Club, Kenyatta University.
- ❖ Member, Kenya National Union of Teachers.
- ❖ Member, Changamwe Muslim Association.

REFEREES

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Vice Chancellor,
Pwani University
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2. Prof. Godfrey Mse
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3. Mr. Juma Muhammad Mwachihi
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