

CURRICULUM VITAE (CV)

PROFILE

Hayford Tabi

I am highly dedicated, motivated and capable of demonstrating proper human relational attitudes for work. I am concerned with ethical skills for high performance and task delivery.

BIOGRAPHICAL INFORMATION

Name: Hayford Tabi

Sex: Male

Nationality: Ghanaian

Date of Birth: 6th December 1989

Religion: Christian

CONTACT DETAILS

Address: AA39, Santasi-Ampatia

Phone: +233541776426

E-mail: hayford.tabi@gmail.com

EDUCATION INFORMATION

- HND, Communication Studies
Institute Of Business Management and Journalism
August, 2017-2020

- Certificate in Radio Presentation
Focus Radio School, Kumasi
February – April, 2009

WORK EXPERIENCE

- **National Service**

Ghana AIDS Commission, Kumasi, 2020

Responsibilities:

- Proofreading of reports from MMDAs
- Summation of reports
- Trained HIV and AIDS educators

**• Polling Station Officer, Subin Constituency
District Assembly Election, 2019**

Responsibilities:

- Issuing and endorsing a ballot paper
- Record keeping of voting data

**• Broadcast Journalist, Sunsum Radio
From September 2018 to September 2021**

Responsibilities:

- Morning Show Host
- Gospel Content Developer
- Head of Production Team

**• Twi Newscaster, New Mercury FM
From January, 2015 to August 2018**

Responsibilities:

- Twi News Reader
- Segment Interviewer

**• Host of Sunsum Mu Nsem Dawubo, New Mercury FM
From April, 2015 to 2016**

Responsibilities:

- Program Co-Host
- Content Creator

**• Reporter, New FM
From May, 2009 to December, 2013**

Responsibilities:

- News Gathering
- News Production
- News Reporting, Writing
- **Ashanti Regional Correspondent, The Republic Newspaper
From 2011 to 2013**

Responsibilities:

- A Regional News Correspondent
- News Gathering
- News Reporting, Writing

LANGUAGES SPOKEN

- Twi
- English

OTHER SKILLS

- Excellent Communicator
- Team player
- Hard working.
- Knowledge in Computer Skills (MS-Word)
- Proofreading/Editing
- Data Collection, Entry
- Interviewing Skills
- Twi-target Translation

REFREES

- Mrs. Olivia Asare

Technical Coordinator

Ghana AIDS Commission, Kumasi

0244258093

- Ms. Millicent Kumatse

Dept. News Editor, New Mercury FM

0244823174