

RESUMÉ

Full Name:

Etrue Abigail Linda

Contact Numbers:

+233 55 988 64 62 / +233 59 381 16 63

Email Address:

ahwediabena@gmail.com

EDUCATIONAL BACKGROUND AND QUALIFICATIONS:

- **PhD in Philology,** 2013 – 2018
A.S. Pushkin State Russian Language Institute,
Moscow, Russian Federation
- **MPhil in Philology** 2008 – 2010
A.S. Pushkin State Russian Language Institute,
Moscow, Russian Federation
- **Bachelor of Arts,** 2003 – 2008
University of Ghana
Accra, Ghana
- **Certificate of Proficiency,** 2006 – 2007
A.S. Pushkin State Russian Language Institute,
Moscow, Russian Federation

PROFESSIONAL TRAINING AND DEVELOPMENT

- **Research Tools and Software in Biostatistics** Since September 2025
Freya International School of Research and Implementation (FISORI)
- **Certificate «Managing Safely»** 2023
Institution of Occupational Safety and Health (IOSH)
- **Senior Professional in Human Resources International (SPHRI)** 2022 – 2023
(Affiliate Member)
Human Resource Certification Centre, Accra, Ghana
- **Language Proficiency**
 - English – Fluent
 - Russian – Fluent
 - French – Basic
 - Twi – Fluent
 - Fante – Fluent
- **Knowledge of I.T.**
 - Microsoft office Suite (Word, Excel, Access, Outlook, PowerPoint)
 - Power BI
 - SAS
 - SPSS
 - Enketo
 - KoboCollect
 - Google Forms

- **Personal qualities:**
 - Diligent, Honest and Committed
 - Brave
 - Teachable, Detail focused and Efficient
 - Professional and Strong leadership
 - Responsible
 - Reliable and Independent
 - Able to work multitasks
 - Good listener
 - Goal and result oriented
 - Self motivated

 - **Skills and Abilities**
 - Good interpersonal skills and ability to interact and work with people from diverse profiles and backgrounds: functional, cultural, ethnic, educational
 - Good planning, prioritising and coordinating skills
 - Good analysis and problem solving skills
 - Strong communication skills (verbal and written) and reporting skills
 - Good understanding of local culture and practices
 - Conflict Resolution skills
 - Ability to explain technical issues to a lay person
 - Ability to work flexible hours and/or under pressure
 - Ability to work independently and/or in a team and/or under supervision
 - Research and innovation skills
-

WORK HISTORY:

- August 2021 – July 2025:
- Administrative Manager «Emiral Resources Ghana Ltd».

In charge of: Community relations and Corporate Social responsibilities management, Permits & Licenses acquisitions and schedules keeping, Reports preparations and submissions, Expats immigration documentation, Recruitment and Hiring documentation and Contracts negotiations (local and domestic staff), Translations (Field expenditure returns, Requisitions and Purchases), Hotel reservation and other official travel arrangements.

- August 2020 – July 2021:
- Administrative / PA to Managing Director «Renaissance Company Ltd., Accra» -

In charge of: Company incorporation (Permits and Licenses acquisitions and their schedules handling), Expats Immigration documentation, Handling insurance, pensions payments and filing of tax returns, Preparation of expenditure returns and submission, Purchasing equipment and other office and field supplies), Translation and interpretation of official documents, meetings, etc. duties.

November 2013 – December 2018:

- Private English and Russian languages Tutor, Literacy Tutor, Methodologist, Examiner «www.Repetitors.info, Zazerkalye School of Foreign Languages, Moscow»,
- Corporate Tutor & Trainer, Examiner, Methodologist «Slavyanka Corporate, Russia & CIS» for SONY Corporation, Moscow, TOSHIBA, Moscow, Louis Vuitton Malletier, Stoloshnikov retail branch, Moscow, Intourist Thomas Cook Co. Ltd, Moscow

Duties and Responsibilities: Designing syllabus, lesson plans, and course structures for English and Russian language programs, including business correspondence and language proficiency courses, Teaching English Language, Literature, Business Correspondence, and Russian Language to diverse groups, students, adults, corporate staff, and expatriates both in-person and online; Administering grades, conducting oral examinations, and preparing students for English language exams and competitions; Training tutors in teaching methodologies, supervising teaching and learning; Offering English correctional lessons and proficiency training to staff of Sony, Toshiba, Louis Vuitton, Intourist Thomas Cook; Providing interpretation services for Russian-Ghanaian corporate and individual engagements.

February 2012 – November 2013:

- Assistant Lecturer, Russian Section of the Department of Modern Languages and French, University of Ghana, Legon.

Duties and Responsibilities: Teaching undergraduate courses, Developing course outlines and delivering teaching materials, Assessments and grade administration, Contributing to curriculum development, Undertaking scholarly research and Publish research results, Supervising tutorials by Teaching Assistants, research work of undergraduate students, Providing translation services to the University's Trans bureau, and other required services to the department, the university, and other organisations, Mentoring Teaching assistants, Leading initiatives to improve educational outcomes, Contributing to course development and curriculum changes, and Writing handouts and other basic learning support materials, Performing other duties as assigned.

September 2010 – January 2012:

- National Service Person, Russian Lecturer & English Tutor, Russian and English Departments, Ghana Institute of Languages, Accra.
- **Duties and Responsibilities:** Teaching Russian and English Languages at the School of Translators and School of Languages, Designing syllabus, course outlines, and lesson plans, Administering student assessments and grades, Teaching summer language proficiency courses to participants from various African countries, Facilitating and teaching Adult Education and Literacy programs, Providing translation services to the Trans Bureau.

ACHIEVEMENTS:

- **Emiral Resources Ghana Ltd.**
- Ensured on time preparation and prompt submissions of quarterly reconnaissance reports to the Minerals Commission as well other reports to government agencies per their permits and licences schedules.
- Ensured accuracy of drafted contracts and agreements for submission and approval from Headquarters.
- Successful keeping and monitoring shift timetable for geological exploration team, thereby ensuring accuracy and consistency of such information for payment of compensations and other benefits, avoidance of overlapping duties, etc.
- Reorganised expenditure returns from the field and translating them from Russian into English for easy computation by in-house accountant and subsequent submission to the company's chartered accountant.

- Ensured proper hiring of domestic staff with adequate compensation packages for geological exploration residence and expedited immigration procedures for acquisition of residence/work permits for the company's expats in order to legally reside and work in the country.
- Contributed to building of trust, acceptance, peaceful coexistence amongst community members and geological exploration team, as well as their successful integration of both expatriate and Ghanaian geological team into the Ahafo Ano North and Ahafo Ano South communities where geological works were carried out. This was achieved through consistent community interactions and visits to state agencies, chiefs, other heads and citizenry of the towns and villages where geological exploration works were carried out.
- Safeguarding company's reputation by ensuring adherence to customs, laws, traditions of the local communities, where geological exploration works were carried out.
- Saved time and money for the company by facilitation the renewal of permits and licenses at their normative costs.
- Saved money for the company by successfully handling community relations rather than further hiring of an external consultant to do that at a cost.
- Facilitated the company's adherence to corporate social responsibility under the supervision of the General Director.

Renaissance company Ltd

- Successful Company Incorporation & Compliance – Effectively managed the acquisition and renewal of permits and licenses, ensuring full regulatory compliance and smooth business operations.
- Efficient Immigration Processing – Facilitated the seamless preparation and submission of immigration documents, enabling expatriates to legally reside and work in the country without delays.
- Optimized Financial & Tax Management – Ensured timely filing of tax returns, accurate pension payments, and proper handling of insurance policies, safeguarding the company from legal or financial penalties.
- Streamlined Financial Reporting – Accurately prepared and submitted expenditure returns, improving financial transparency and aiding effective budget management.
- Cost-Effective Procurement – Managed the purchasing of equipment, office, and field supplies, ensuring cost savings while maintaining quality and operational efficiency.
- Improved Communication & Workflow – Provided translation and interpretation services for official documents and meetings, ensuring clear communication between expatriates, local employees, and external stakeholders.
- **Slavyanka Corporate, Russia & CIS**
- Tremendous improvement in the verbal and written communication at work more staff promotions to higher positions.
- Contributed to development of employee development courses in business English that facilitated effective communication between superiors and subordinates of Russian and CIS branches and the various worldwide branches of the companies.
- Slavyanka corporate received a high rating that enabled it win more contracts from diverse international corporations.

University of Ghana Legon and Ghana Institute of Languages

- Participated in sectional orientation, counselling and placement sessions for students.
- Increased studiousness amongst students, increased interest in studying foreign languages.
- Highest number of self-sponsored students participating in the one-year abroad program from the Russian Section in the year 2013 and highest numbers of students majors from the section for the years 2012 and 2013.

- Revived the Russian department of the Ghana Institute of languages, restructured old curriculum and course outlines, introduced new methods of teaching and learning, and won students from School of Translators & School of Bilingual Secretaryship into Russian major.

Research and Publications

- Academic related projects completed between the period 2007 – 2018 – 7
- Articles in refereed journals - 5
- Chapters in books – 1
- Published conference proceedings – 2

Speaking Engagements

- Contributed to enriching the corporate and business information hub by participating in organisational research and development activities:
- Resource Person, The HR Roundtable live on LinkedIn, 23 March 2023 organised by HR Certification Centre, Topic: *What Gen Y employees expect at work.*
- Resource Person, The HR Roundtable live on LinkedIn, 13 April 2023 organised by HR Certification Centre, Topic: *Office Romance.*
- Research Consulting and assistance, Topic: *Management and Retention of Gen Ys and Zs in Today's VUCA World: Understanding the Workplace Dynamics of Gen Ys and Zs*, Published in April 2023.
- Research Consulting and assistance: *Measuring HRs Impact on Business Profitability*, Published in July 2023.

- Dmitry Aleynikov
Administrative Director
Emiral Resources Ltd
Email: dmitry.aleynikov@emiral.com
Tel: 055 577 5223
- Al-Amin Abubakar Sharriif
Senior Mineral Titles Officer
Minerals Commission (Head Office, Accra)
Email: abubakar.sharriif@mincom.gov.gh
Tel: 024 392 9111
- Emmanuel Akam
Halliburton Operations Ghana Ltd.
Email: Emmanuel.akam@halliburton.com
Tel: 020 906 2298