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| Happyness nzunda  |  | | --- | |  | | happynzunda8@gmail.com | |  | | 07471074677 | |  | | LinkedIn URL | | Link to other online properties: Portfolio/Website/Blog | | Objective To secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to success of the company. | | Skills TYPING,TRANSLATION, TRANSCRIPTION,COMPUTER, DATA ENTRY | |  | |  | | --- | | ExperienceJob Title/Company **TRANSLATOR at EXPRESS WRITERS**  From -June 2019 to June 2020  I had experience of translating multiple languages and speaking fluently.  **CARER at ROCK OF AGES CARE**  From September 2020 to September 2021  I provided care to vulnerable adults and helping them with daily activities  **CARER at SPECIALIST CARE**  **From** October 2021-December 2021  I provided care to vulnerable adults and helping them with daily activities  **TRANSCRIBING AND DATA ENTRY**  From December 2021- To date.  Transcribing audios to text, Entering multiple data on spreadsheet, answering emails. | | Education **ADVANCED LEVEL EDUCATION**  AT ST JOSEPH’S CATHEDRAL HIGH SCHOOL  FROM APRIL 2017-MAY 2019  **BACHELOR OF BUSINESS MANAGEMENT AND MARKETING**  AT BRUNEL UNIVERSITY LONDON  FROM SEPTEMBER 2019-MAY 2022 | | Volunteer experience or leadership .I volunteered in marketing of AVON products around Uxbridge london | |