|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Happyness nzunda

|  |
| --- |
|  |
| happynzunda8@gmail.com |
|  |
| 07471074677  |
|  |
| LinkedIn URL |
| Link to other online properties: Portfolio/Website/Blog |
| ObjectiveTo secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to success of the company. |
| SkillsTYPING,TRANSLATION, TRANSCRIPTION,COMPUTER, DATA ENTRY |

 |  |

|  |
| --- |
| ExperienceJob Title/Company**TRANSLATOR at EXPRESS WRITERS**From -June 2019 to June 2020I had experience of translating multiple languages and speaking fluently.**CARER at ROCK OF AGES CARE**From September 2020 to September 2021I provided care to vulnerable adults and helping them with daily activities**CARER at SPECIALIST CARE****From** October 2021-December 2021I 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 SCHOOLFROM APRIL 2017-MAY 2019**BACHELOR OF BUSINESS MANAGEMENT AND MARKETING**AT BRUNEL UNIVERSITY LONDONFROM SEPTEMBER 2019-MAY 2022 |
| Volunteer experience or leadership.I volunteered in marketing of AVON products around Uxbridge london |

 |