

## IKEKHUA PRAISE

@ testimon2best@gmail.com

07031184997

Zone 7 ayekale ota-efun

28/06/2022

Translating directory.com  
Beijing, china

Dear Sir

I am interested in the English to Spanish job you posted in the 'Translationdirectory.com'. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have conducted translating and even data entry services and , prepared the analysis reports, coordinated with the research data product team in order to ensure that the data collected are up to date. I acquired the following skills after completing my four years college degree in Business and Finance from University of nigeria

Sound knowledge of online translation

Good interpersonal skills and communication skills.

Ability to maintain good client relationships.

Sound knowledge in the service development.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely,

Ikekhu

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## Contact

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## Skills

Document translating 80%  
Proofreading Copy writing Data  
entry

## Languages

English French Spanish Yoruba Igbo

## Interests

Translating document

Surfing the web

Proofreading

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

## EXPERIENCE

**Upwork** 19/04/2020  
- Present

Document translator

This translating job has made me gain alot of experience in the translating field

Document translating has helped me financially, mentally and physically

It builds one without knowing it, you just suddenly become an expert in it

I give quality services to my client/ employer

## EDUCATION

**University of nigeria** 2017-  
2021

4.0

## REFERENCE

- "Translatingdirectory.com"

Document translator

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