

Mi Nomhle Moyo

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Objective

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Work Experience

Shona Loft 2.0 transcriber

August 2022-December 2022

Processor Ai Data and languages services

- Listen to recordings and transcribe those recordings to text files
- Ensure accuracy of the transcribed text
- Understand details of client requirements regarding formatting and notation
- Complete transcriptions in a timely manner, reviewing grammar, punctuation and spelling prior to submission
- Correct any errors

Shona translator

March 2023- February 2024

Cattery Investments

- convert information from shona to English language
- Ensuring translated texts conveys original meaning and tone
- carefully reading and comprehending the context of the given material, utilizing specialized dictionaries and translation tools, and meticulously proofreading the final translations

Church Administrative assistant

August 2023-Present

Rehoboth City International

- Preparing and sending out composed letters such as birthday cards, welcome letters to new members and sending follow up postcards to visitors.
- Coordinating, planning, and executing church events.

Network Operations Center Technician

March 2023- February 2024

Telecel Zimbabwe

- Provided technical assistance to field teams
- Took the lead in resolving complex network and server using appropriate diagnostics procedures

- Monitored LAN and WAN network stability

Education

Virtual Assistant Certification

April 2022- September 2022

Alx Academy

- ALX Virtual Assistant Course_Non Honors

Diploma in Integrated Telecommunications

August 2016-August 2020

Telone Centre for learning

Skills

- Strong Written and Verbal Communication
- Teamwork and Collaboration
- Calm under pressure
- Extremely Organized
- Self-motivated
- Team Leadership
- Telephone etiquette
- Time management
- Microsoft Office and Google Drive apps
- Administrative
- Critical thinking
- Calendar management
- Customer handling
- Multitasking skills
- Attention to details

Hobbies and Interests

- In my spare time, I enjoy doing exercises and attending fitness programs to keep myself fit, to challenge my physical limits and to strengthen my team working skills
- Volunteers as an Usher at Church services
- I enjoy learning new things through reading and researching

References

Available upon request