

PERSONAL INFORMATION

**Maryanne Wambui Muraya**

 Njoro, 00200 Nakuru (Kenya)

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 wambui@translationstop.com

JOB APPLIED FOR

**Translator from swahili to english and vice versa**

WORK EXPERIENCE

**Data entry clerk and sales personnel**

Joint Voluntary Agency and Sana Industries, Nairobi (Kenya)

Verification of refugees documents and making sure the information given is exactly the same as in the database.

In the sales department, taking orders from different clients correctly and relating the same to the stores who pack and disburse the same.

EDUCATION AND TRAINING

**Business and Human Resource Management**

University of Nairobi and Kenya Institute of Management, Nairobi (Kenya)

Accounting, Law relating to labour and Procurement.

PERSONAL SKILLS

Mother tongue(s) Swahili, Kikuyu

Other language(s)

|         | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
|         | Listening     | Reading | Spoken interaction | Spoken production |         |
| English | C2            | C2      | C2                 | C2                | C2      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills

Excellent communication skills gained through my experience in the sales department at Sana Industries and at the Organisation working with Refugees while processing their documents.

Organisational / managerial skills

Good organisational skills as one of the team members handling the refugees documents and making sure the information is well represented for the processing of their files.

Job-related skills

Quality auditing by ensuring the data keyed into the database corresponds with the available one in the specific refugee files.

Digital competence

| SELF-ASSESSMENT        |               |                  |        |                 |
|------------------------|---------------|------------------|--------|-----------------|
| Information processing | Communication | Content creation | Safety | Problem solving |

|                  |                 |            |                  |                  |
|------------------|-----------------|------------|------------------|------------------|
| Independent user | Proficient user | Basic user | Independent user | Independent user |
|------------------|-----------------|------------|------------------|------------------|

Digital competences - Self-assessment grid

Excellent command of the office suite(word processor,Spreadsheets and presentation software).

Other skills Chicken farming

Driving licence B, C

**ADDITIONAL INFORMATION**

Certifications I have a certificate in captioning or subtitling.

References References are available on request.