

Ndu Chukwuemeka Joshua

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PERSONAL DATA:

NATIONALITY:	Nigerian
RELIGION:	Christianity
STATE OF ORIGIN:	Anambra State
SEX:	Male
MARITAL STATUS:	Single
LANGUAGE SPOKEN:	English, Igbo, Chinese

OBJECTIVE:

To work with an undiluted passion in yielding positive results on the tasks assigned to me and contributing to the growth of the organization.

EDUCATIONAL BACKGROUND:

2024- 5-2024-6

Bomarz Medical Interpreter Training 4

Online workshop and Web lecture

2019-3- 2021-9

Chinese Proficiency test (HSK) 5

Confucius institute at Unizik, Awka

2017-12 -2021-12

***Bsc. Applied Microbiology and
Brewing***

WORK EXPERIENCE:

2020-4 - Presnt

Future Group, Egypt (Remote)

English<>Mandarin Medical/Legal interpreter

- Listened actively and processed information quickly, taking concise notes.
- Ensured protection of privacy and sensitive data
- Determined the dialect, culture, and vocabulary of the Low English Proficient (LEP) speaker for effective communication.
- Rendered correct concepts and meanings between English and Low English Proficient (LEP) following complexity, clarity, tone, and style, acting as conduit, clarifier, cultural breaker and advocate for all parties.
- Followed clients' instructions and managed the flow of the call without taking over.
- Maintained composure and remained calm and professional in all situations.
- Expanded vocabulary and glossaries constantly.
- Consistently achieved high QA scores in both interpretation and customer service
- Filed incident reports and followed up where applicable.

2024-1-2024-4

Lontor Hi-Tech Development Co | Full time | Onsite

Executive Assistant and Chinese interpreter

- Executive Assistant to the MD
- Managing the sales team
- Vetting sales order raised by the sales team before taking it to the MD for Final approval.
- Interpreting in hospital when the MD is sick.
- Assisting in alleviating the MD's workload by intervening in some issues and ensuring they are done the way he directed.
- Explaining company business policies to clients and sales team.
- Interviewing potential candidates before they meet with the MD for Final interview.

- Translating company policy documents from Chinese to English.
- Traveling with the MD on business trips, planning his itinerary and appointments.
- Interpreting between the Chinese MD and clients who do not understand the Chinese language during business meetings.
- Interpreting in Teleconference meetings between our foreign clients in diaspora and Chinese nationals.
- Managing the sales team, ensuring they comply with company directives and policies during sales.

2022-10-2024-01

SJA West Africa Limited | Full time | Onsite

Personal Assistant and Chinese interpreter to the Manager.

- Promoted to Human resource Manager
- Use of MS Excel for recording and updating daily sales.
- Customer service representative
- Customer goods purchase receipt confirmation
- Project supervision during construction project
- Supervision of administrative workers at the dormitory.
- Representing the manager in running the company on occasions of his absence.
- Chinese – English translation of documents
- Oral translation during meetings and business trips.
- Payment of workers salary
- Payment during local purchase of machine parts, devices and foodstuffs.
- Representing company in government offices on official assignment.

BTF Edible Oil Company| Full Time | Onsite

2022 -01-2022-9

Chinese Language Translator & Supervisor

- Translation during negotiation between Chinese engineers and local suppliers

- Payment of workers salary
- Chinese – English translation (Oral and written)
- Supervision of workers in different departments, ensuring efficient and effective achievement of daily goals within the factory.

2021-3-2021-7

Good Shepherd Children's Hospital
Medical Laboratory Scientist

- Conduct Laboratory test on patients, especially children.
- Attended free medical outreaches where I conducted various medical tests on people in rural communities in Anambra State, Nigeria.

2020-12- 2021-3

NITONG Material Company | Industrial training | Onsite

Chinese Language Translator

- Translation during purchases (between sellers and Chinese Boss)
- Medical translation between medical personnel and sick Chinese colleague.

KNOWLEDGE AND SKILLS:

- Analytical, Organized, and a Team-worker
- ICT Skills, good use of MS Excel and MS Word.
- Advanced Chinese Proficiency
- Good Leadership Skills
- Apt Readiness to Learn
- Ability to work without supervision
- Timely Delivery of Assigned Tasks
- Good Communication Skills
- Quick adaptation to changes in the working environment.

HOBBIES:

- Surfing the internet
- Learning
- Singing and listening to music
- Playing sports - Table tennis, Swimming and Cycling, Martial arts.
- Engaging in intellectual conversations

- Playing Acoustic drums