

RAKOTOVAZAHA Koloina Zava'Soa Antsa Ny Riana

Lot SIAG 5 Ambondrona, Antananarivo 101

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PROFESSIONAL EXPERIENCES

➤ **TRANSCRIPTOR / TRANSLATOR English-French Freelancer (February 2019 until now)**

Text input from listening to audio files.

Translation of texts from English to French and vice versa.

➤ **TELEADVISOR - Vivetic (February 2019 – June 2019)**

Reception - Orientation - Assistance - Customers files update.

In charge of Facebook messages from customers.

➤ **INTERN - AFD du Ministry of Finances and Budget (April – August 2014)**

Receiving letters - Filing files - Writing administrative letters.

Entry of employee leave requests and absence permissions.

➤ **INTERN - HRD of Orange Madagascar S.A (April – July 2013)**

Filling the company's virtual database - Selection and classification of application files - Preparation of invitations and pre-interview tests - Sending of information sheets and tests by e-mail.

Sending results to managers and outgoing calls to candidates for test results.

➤ **INTERN - SHOPRITE Downtown - Analakely (May – June 2012)**

Receipt of goods - Classification of invoices and finalization of orders - Facing

Seller in the "Pastry", "Hot Deli" and "Cold Deli" departments.

DIPLOMAS OBTAINED

Bachelor's degree in Sociology - University of Antananarivo (2018)

Bachelor's degree in Management and Business Studies - IMT Antanimena (2014)

DELF B1 (2012)

Baccalaureate, series A2 (2011)

LANGUAGE SKILLS

French: Native language

Malagasy: Native language

English: Excellent

STRENGTHS

- Good knowledge of MS Word, MS Excel software
- Dynamism, rigour and autonomy

LEISURE

Video Games

Cooking

Tutorials and documentation on internet