FRANK NGUSA JOHN

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PROFESSIONAL SUMMARY

Motivated Bachelor of Arts and Education student at Saint Augustine University of Tanzania, seeking remote opportunities in AI training, data annotation, and freelancing. Offers practical experience in online business, customer communication, sales, and structured digital tasks, along with skills in typing, data entry, writing, and Swahili–English translation. Comfortable learning new online platforms, following detailed instructions, reviewing information carefully, and communicating clearly. Interested in contributing reliable, accurate work to projects involving language, content quality, data organization, and customer support.

CORE SKILLS

- Data entry, typing, and accurate information handling
- Written communication, content writing, and proofreading
- Swahili–English translation and language support
- Customer service, online communication, and problem solving
- Microsoft Word, Microsoft Excel, and basic computer operations
- Social media management and basic graphic design
- Sales, marketing, and online business support
- Ability to follow project instructions and learn new digital tools

RELEVANT EXPERIENCE

Online Business and Customer Communication

Participated in online business activities and communicated with customers about products and services. Developed practical skills in responding to enquiries, sharing information clearly, and supporting sales-related tasks.

Soap Production and Small Business Operations

Gained hands-on experience producing soap products and supporting related business activities. This work required attention to quantities, preparation steps, product consistency, and practical problem solving.

Customer Deposit and Withdrawal Services

Supported customer-facing deposit and withdrawal transactions. Built experience in clear communication, careful handling of transaction details, and service-oriented work.

Crypto Exchange Analysis

Developed familiarity with reviewing crypto-exchange information and comparing market-related data. This experience is described as analysis exposure, not professional financial advising.

Livestock Keeping

Gained practical experience in routine livestock care and farm-related responsibilities, supporting reliability, observation, and time management.

EDUCATION

Bachelor of Arts and Education — Student

Saint Augustine University of Tanzania (SAUT), Mwanza, Tanzania

DIGITAL AND WORKPLACE SKILLS

- Microsoft Word and Excel
- Typing and data entry
- Basic computer use and online research
- Social media management
- Basic graphic design
- Writing, sales, and customer service

LANGUAGES

- Swahili — Fluent
- English — Fluent

TARGET ROLES

- AI training and data annotation
- Freelance writing and language-related tasks
- Data entry and online research
- Remote customer support and virtual assistance