



# Evah Mahlaela

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

### FREELANCE TYPING JOBS

I am dedicated and ambitious professional with 20+ years of experience in data processing, editing, and verification. Possesses expertise in fast and accurate data management, efficient transcription of recorded audio and handwritten text, and strong communication and organizational skills. Provides administrative and technical support to the communications team, creating content, and maintaining communication databases under the guidance of a senior communications officer. Thrives both independently and collaboratively, adept at prioritizing and meeting deadlines. Eager to contribute skills and experience to your team.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Cape Town Western Cape  Bloemfontein Free State

## Contacts and general information about me

Day of birth	1974-04-05 (51 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.11 iki 2025.02</b>
Company name	SEUSALALE ARTIST DEVELOPMENT
You were working at:	Printing operator
Occupation	ASSISTANT COMMUNICATIONS OFFICER
What you did at this job position?	MEDIA MONITORING

**Education**

Educational period	<b>nuo 1988.01 iki 1993.12</b>
Degree	Grade 12 / Matric
Educational institution	LETHABONG SECONDARY SCHOOL
Educational qualification	SENIOR CERTIFICATE
I could work	YES

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

MICROSOFT WORD  
MICROSOFT EXCEL  
MICROSOFT PUBLISHER  
MICROSOFT POWERPOINT  
ADOBE

**Recommendations**

Contact person	EVAH MAHLAELA MAHLAELA
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**Additional information**

Driver licenses	None
Salary you wish	25000 R per month
How much do you earn now	15000 R per month