

THEMBA MASELURA MHANGO

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PROFESSIONAL SUMMARY

A multi-skilled and driven individual with an educational background and hands-on experience in business software support and audio production. Skilled in helping small businesses digitize operations using software tools, and proficient in audio recording, editing, and mixing for music and media content. Brings creativity, technical knowledge, and strong communication skills to every role. Seeking a position that leverages both administrative and creative capabilities.

EDUCATIONAL BACKGROUND

Malawi School Certificate of Education (MSCE)

Likuni Boys' Secondary School, Lilongwe

Completed: 2016

Junior Certificate of Education (JCE)

Likuni Boys' Secondary School, Lilongwe

Completed: 2014

WORK EXPERIENCE

Freelance Business Software Support Assistant

- Lilongwe, Malawi

January 2023 – Present

- Supported local businesses with inventory and database systems
- Installed and maintained POS (**Insight Point of Sale**) systems for small enterprises
- Assisted with data entry, invoice creation, and report generation
- Freelance Audio Producer with Independent Projects and Studio Collaborations
- Produced and edited audio tracks for musicians, podcasts, and promotional content
- Operated advanced digital audio workstations (DAWs) such as FL Studio and Cubase
- Managed sound mixing, mastering, and vocal processing for various genres
- Collaborated with local artists and content creators to deliver high-quality audio
- Set up basic home studio equipment for recording and live sessions

TECHNICAL SKILLS

- Business Tools: Microsoft Word, HeidiSQL, Insight Point of Sale
- Audio Software: FL Studio, Cubase
- Other Tools: Data entry, Email handling, digital file management, basic troubleshooting
- Media Skills: Audio editing, mixing/mastering, sound design

CORE COMPETENCIES

- Excellent time management and multitasking
- Strong attention to detail – both technical and creative
- Adaptable and quick to learn new software or systems
- Effective communicator and team collaborator

LANGUAGES

- English - Fluent
- Chichewa - Fluent

REFERENCES

Mike Tchezani

Senior Manager, Yankholanu Estate

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