



# Angelina Rupnarain

Curriculum Vitae (CV)

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

Based on my extensive experience and skills as outlined in my CV, I am a dedicated and hardworking professional with a proven track record in academic administration and personal assistance. My ability to manage complex tasks such as curriculum development, strategic planning, and personal assistant duties showcases my strong organizational skills and attention to detail. I have demonstrated excellence in handling high-pressure environments, managing schedules, coordinating travel, and maintaining confidential information with the utmost discretion. My proficiency in software programs like Microsoft Word, Excel, PowerPoint, and Outlook, combined with my extensive experience in data capturing, document management, and stakeholder relationship management, makes me a versatile and reliable asset to any team. My commitment to continuous learning and personal growth, coupled with my ability to work independently and collaboratively, ensures that I can contribute meaningfully to your organization and support its goals effectively.

Preferred occupation	Personal assistant
	Administrative jobs
	Data capturers
	Administrative jobs
	Administrators
	Administrative jobs
	Jobs for students
	Student jobs
	Teacher
	Jobs abroad
Preferred work location	Durban City
	KwaZulu-Natal

## Contacts and general information about me

Day of birth	2004-01-28 (20 years old)
Gender	Female
Residential location	Durban City
	KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

Information is available only for registered users.

[Sign in](#)

### Work experience

Working period	<b>nuo 2023.08 iki dabar</b>
Company name	Alpvest Institute for FutureTech (Pty) Ltd
You were working at:	Administrators
Occupation	Academic Administrator/ Personal Assistant to CEO
What you did at this job position?	academic administration and personal assistance

### Education

Educational period	<b>nuo 2022.02 iki 2024.12</b>
Degree	Degree
Educational institution	Richfield Graduate Institute of Technology
Educational qualification	Bachelor of Commerce
I could work	Part Time as I am studying online

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

I bring a solid foundation in various essential software programs, which makes me well-equipped to handle a wide range of administrative and technical tasks. My excellent working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook enables me to create and manage documents, spreadsheets, and presentations with precision and efficiency. Additionally, my experience with Google Workspace ensures that I can seamlessly collaborate and share information in a digital environment. These skills are complemented by my proficiency in data capturing, document management, and report generation, which are crucial for maintaining accurate records and supporting decision-making processes within the organization. My ability to navigate and utilize these tools effectively positions me as a valuable asset who can streamline operations, enhance productivity, and contribute to the overall success of your team.

### Conferences, seminars

in my field. Whether attending as a participant or contributing as a presenter, my involvement in conferences and seminars has played a significant role in enhancing my expertise and ability to apply best practices within my work environment.

I have actively participated in various conferences and seminars that have enriched my

Recommendations

Contact person	Chrystal Govender
Occupation	Marketing Manager
Company	Alpvest Institute for FutureTech
Telephone number	079 108 4473
Email address	Chrystal1203@gmail.com

Additional information

Your hobbies	In my personal time, I enjoy engaging in activities that enrich my life and contribute to my overall well-being. My hobbies include reading, which helps me stay informed and continuously expand my knowledge on various subjects. I am also passionate about volleyball, which allows me to stay active and develop teamwork skills. Dancing is another hobby I pursue, as it offers a creative outlet and helps me maintain physical fitness. Additionally, I enjoy spending time on social media, where I explore new trends, connect with others, and stay updated on current events and industry developments. These hobbies contribute to my personal growth and complement my professional skills by keeping me balanced, motivated, and open to new experiences.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-08-00 (2 years)
Salary you wish	8000 R per month
How much do you earn now	6500 R per month