



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> Sign in |

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2023.08 iki dabar**
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 **nuo 2022.02 iki 2024.12**
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

professional development and expanded my knowledge in areas relevant to my career. These

Contact person Chrystal Govender

events have provided me with valuable insights into industry trends, innovative practices, and

Occupation Marketing Manager

networking opportunities with professionals and thought leaders. My engagement in these events

Company Alpvest Institute for FutureTech

reflects my commitment to continuous learning and staying updated with the latest advancements

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