

SHANICOQUE REKHA NARSAI

Lenasia, Johannesburg 1827 | 062 603 1519 / 063 839 1065 | shanicoquenarsai17@gmail.com

Skills

- Technical: Microsoft Word, Excel, PowerPoint, Google Workspace, HTML, CSS, JavaScript, GitHub
- Digital Literacy: End User Computing, Troubleshooting, IT Support
- Administrative: Scheduling, Office Management, Data Entry, Recruitment Support
- Soft Skills: Communication, Teamwork, Problem-Solving, Time Management, Adaptability

Professional Experience

In2Food

End User Computing Intern | May 2025 – Present | Remote, Johannesburg

- Completing an End User Computing Learnership focused on Microsoft Office Suite (Word, Excel, PowerPoint), data handling, digital communication tools, and computer hardware fundamentals.
- Providing user support and troubleshooting for basic technical issues.
- Assisting in improving digital workflows and implementing IT best practices.
- Gaining practical experience in real-world IT environments, contributing to organizational efficiency.

La-Grandiose

Event Administrator / Assistant | Oct 2024 – May 2025 | Johannesburg

- Coordinated all aspects of event planning, scheduling, and vendor management.
- Managed registration, logistics, budgeting, and post-event evaluations.
- Supported marketing efforts by creating promotional and event-related content. Ensured compliance with safety and operational regulations during events.

Ubungcweti Management Services

Recruitment Administrator | Oct 2024 – May 2025

- Supported end-to-end recruitment processes including job postings, screening, and candidate communication.
- Scheduled and coordinated interviews, managed onboarding documentation, and assisted with background checks.
- Maintained accurate records in compliance with company policies and ensured confidentiality.
- Assisted HR in planning job fairs, open days, and recruitment campaigns.

Executive Personal Assistant / Receptionist | Dec 2023 – May 2025| Johannesburg

- Scheduled meetings, managed executive calendars, and maintained communication with clients.
- Organized events, handled travel arrangements, and managed office supplies.
- Created and maintained records, managed correspondence, and controlled office access.
- Oversaw social media ad campaigns and supported marketing initiatives.

#ImStaying (NPO)

Administrator | Dec 2023 – May 2025| Johannesburg

- Managed office operations and provided administrative support to project teams.
- Handled communication with stakeholders and ensured timely task completion.

Beco-SA

Administrative Aid to Managing Director | Jan 2022 – Nov 2023| Randburg

- Took meeting minutes, prepared reports, and conducted business process analysis.
- Designed and maintained the company website to support digital presence.
- Supported leadership in operational and time-management initiatives.

Education

• SheCodes - Current

Front-End Development Student

- Completed two certificates in Front-End Development, covering HTML, CSS, JavaScript, and responsive design.
- Developed interactive web projects and built hands-on experience with modern development tools.

• Azara Secondary School Jan 2017-Dec 2021

Matric bachelor's Certificate – Grade 12

• TEFL Universal May 2023

TEFL Certification

References

Nicole Treurnicht

Program Co-Ordinator – In2Food

072 866 5782

Ritesh Singh
CEO – Ubungcweti Management Services / La-Grandiose
071 419 9918

Natash Bachan
Managing Director – Beco-SA
071 613 7390