

CV of Rezaan Achmat

Contact Information:

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Summary:

Dedicated, detail-oriented and people-centric professional with many talents in technical and leadership skills and experience in administration, data analysis, and project coordination. Proficient in Python, React, Node.js, Django, SQL, Docker/Kubernetes, and Generative AI (prompt engineering, LLMs). Strong communication skills with a record of collaborating across teams, capturing and analyzing data to inform decisions, and building content and applications. Comfortable working with Microsoft 365, Google Workspace, and CRM platforms (Zoho).

Personal Details:

- Marital Status: Married
- Citizenship: South African
- Disability Status: Yes (Physically disabled) - Transverse Myelitis

Education:

- Matric Equivalent, Epilepsy South Africa – SESTO (2015), NQF level 4 –Business Administration (Status: Completed)
- Full Stack Development Certificate, FNB App Academy (2025) (Status: Completed)
- Project Management, NQF 3 (2024-2025) and NQF 4 (2022-2023) (Status: Completed)
- Diploma in Business Management, Damelin Mowbray Campus (2016-2018), NQF level 6 (Status: Partially Completed – 2.5 years)
- National Certificate: Banking, Damelin (2021-2022), NQF 5 (Status: Completed)
- National Certificate: Generic Management, OMNI HR Consulting (2018-2019), NQF 3 (Status: Completed)
- IT Technical Support, CTU Training Solutions (2019-2020), NQF 4 (Status: Completed)
- Generic Management, NQF 4 (2020-2021) and NQF 5 (2022-2023) (Status: Completed)
- Conflict Management, NQF 5 (2024) (Status: Completed)
- Presentation and Communication Skills, NQF 4 (2024) (Status: Completed)

Professional Development Short Courses:

- **Executive Group Power Speaking Program (2024)**
 - Topics: Focus on effective public speaking skills, including vocal usage, body language, speech construction, and audience awareness
- **Business Writing Program (2024)**
 - Topics: Enhance writing skills for business communication, including clarity, concision, persuasion writing for influence and impact, reader-centered writing, and strategic feedback
- **Emotional Intelligence Program (2024)**
 - Topics: Develop self-awareness, self-regulation, and social skills for improved relationships and decision-making

Courses:

- Artificial Intelligence (AI) Bootcamp
- Professional Development
- Software Development
- Web Development

Skills:

- **Programming Languages:** Python, React, Node.js, Django
- **Databases:** SQL
- **Containerization:** Docker/Kubernetes
- **AI/ML:** Generative AI, prompt engineering, LLMs
- **Microsoft Office:** Word, Excel, PowerPoint, Outlook
 - Proficient in creating, editing, and formatting documents
 - Advanced proficiency in data analysis and formula creation
 - Skilled in designing and delivering engaging presentations
- **Google Suite:** Google Drive, Google Docs, Google Sheets
 - Experienced in storing and sharing files securely
 - Proficient in creating and editing documents collaboratively
 - Skilled in data analysis and visualization
- **Zoho CRM:** Contact management, sales tracking, and data analysis
- **Canva:** Design skills for social media graphics, presentations, and infographics
- **Data Management:** Database skills, data analysis, and accuracy
- **Communication Tools:** Proficient in using Zoom, Microsoft Teams, and other communication tools
- **Project Management:** Managed projects, scope, time, cost, quality, resources, communications, risk, and procurement

Work Experience:

- Trainee – Project Management Theory, Nthuse Foundation – De Beers Marine (2024-2025)
 - Managed projects, scope, time, cost, quality, resources, communications, risk, and procurement
- Content Design Intern, Activate Academy (2022-2023)
 - Created, optimized, and managed content across various platforms
- Data Capturing and Analysis, R and E and VANS LOGISTICS PTY Ltd. (2021-2022)
 - Captured data, verified queries, and reviewed statistics to inform business decisions ○ Remote Recruitment and Customer Care Contact Agent, Rustim Ariefdien Consultants Pty. (2018)
 - Coordinated recruitment processes, managed candidate communications, and provided customer service

Volunteer Experience:

- Volunteer Executive, Madrassa Tu Li Mauqeen (2017-2021)
 - Filing, data entry, typing, and minutes of meeting
- Student Assistant, Damelin (2016)
 - Assisted visually impaired student with assignments and devices