PROFILE

Organised and reliable matriculant looking for an entry-level admin clerk position. Completed Computer Applications Technology at school and comfortable using Word, Excel and email. As class representative, kept attendance lists and passed messages between learners and teachers. Careful, punctual and willing to learn office systems quickly.

KEY SKILLS

- Typing and formatting documents in Word
- Capturing lists and sorting data in Excel
- Writing clear, polite emails
- Keeping records neat and up to date
- Friendly communication with the public

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