# [Your Full Name]

[Suburb, City]
[Cell number]
[email@example.com]

## PROFILE

Organised and reliable administrative assistant with 2 years' experience in filing, data capturing and customer service. Comfortable with MS Word, Excel and email. Looking for an admin role where I can support a busy team.

## KEY SKILLS

- Data capturing
- Filing and record keeping
- MS Word and MS Excel
- Email and phone communication
- Customer service
- Diary and appointment management
- Stock counts
- Attention to detail

## WORK EXPERIENCE

**Administrative Assistant** – [Company name], [City]
*Mar 2023 – Jun 2025*

- Captured customer orders and invoices in Excel every day.
- Answered phone calls and emails and booked appointments for the manager.
- Set up a new filing system so documents were easier to find.

**Cashier** – [Store name], [City]
*Mar 2021 – Dec 2022*

- Handled cash and card payments and balanced the till at the end of each shift.
- Helped customers find products and dealt with returns.

## EDUCATION

**National Senior Certificate (Matric)** – [School], [Year]

## CERTIFICATIONS

**[Course name, e.g. Computer Literacy]** – [Provider], [Year]

## ADDITIONAL

Languages: English, [Home language]
Valid driver's licence: [Yes / No]

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## REFERENCES

Available on request.

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