[Your Full Name]

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

PROFILE

Organised retail cashier moving into office administration. Experienced in accurate cash handling, daily record-keeping and customer queries. Recently completed a computer literacy course in MS Word and Excel. Looking for an entry-level admin role where accuracy and reliability matter.

RELEVANT SKILLS

- Data capture and record-keeping
- Cash handling and reconciliations
- MS Word and Excel (basic)
- Filing and document control
- Customer query handling
- Attention to detail

TRAINING AND PROJECTS

Computer literacy course (MS Word and Excel) – [Training provider], [Year]

Volunteer admin assistant – [Organisation], [Year]
Typed letters, updated registers and organised files.

WORK EXPERIENCE

Cashier – [Store name], [City]
[Month Year] – Present

- Processed daily transactions accurately and balanced the till at the end of each shift.
- Captured information for returns and exchanges.
- Handled customer queries and complaints.

EDUCATION

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

REFERENCES

Available on request.

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