[Your Full Name]

[Suburb, City]
[Cell number]
[name.surname@email.com]

PROFILE

Reliable and customer-focused retail assistant with 2 years' experience in fast-paced stores. Strong at point-of-sale, stock control and handling complaints calmly. Looking for a cashier or sales assistant role in [area].

KEY SKILLS

- Cash handling and till operation
- Customer service (in-store and telephonic)
- Stock receiving, packing and stock counts
- Merchandising and shelf standards
- Basic admin: emails, printing, filing
- Available to work weekends and public holidays

WORK EXPERIENCE

[Job title] – [Company], [City]
[Month Year] – [Month Year / Present]

- Assisted an average of [X] customers per shift and handled returns and exchanges.
- Captured sales on the POS system and balanced the cash-up with my supervisor at the end of each day.
- Received stock deliveries, checked invoices and packed shelves by priority lines.

[Job title] – [Company], [City]
[Month Year] – [Month Year]

- Supported store opening and closing duties, including cleaning and basic merchandising.
- Helped reduce missing stock by reporting differences during stock counts.

EDUCATION

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

[Qualification] – [College/University]
[Year / In progress]

CERTIFICATES AND SHORT COURSES

- [Certificate name] – [Provider], [Year]
- [Certificate name] – [Provider], [Year]

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ADDITIONAL INFORMATION

- **Driver's licence:** [Code B / EB / None]
- **Languages:** [e.g. English, isiZulu, Sesotho]
- **Availability:** [Immediate / 2 weeks' notice / weekends]

REFERENCES

Available on request.

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