

[Your Full Name]

[Suburb, City]

[Cell number] · [email@example.com]

Reception / Admin Support | Switchboard | MS Office

PROFILE

Reliable reception and admin support candidate with Matric and hands-on experience assisting with switchboard calls, greeting visitors, appointment booking and filing. Comfortable with MS Office (Word, Excel, Outlook) and professional email communication. Known for staying organised and keeping front-desk tasks moving during busy periods.

SKILLS

- Switchboard & call handling
- Client greeting & visitor management
- Appointment booking and diary management
- Filing, scanning and document control
- Data capturing (Excel/Sheets)
- MS Office: Word, Excel, Outlook
- Professional email etiquette

EXPERIENCE

[Reception Assistant / Volunteer / Part-time role] – [Organisation], [City]

[Month Year] – [Month Year]

- Answered incoming calls and directed queries to the right staff members (switchboard support).
- Greeted visitors, confirmed appointments and assisted with basic front-desk admin.
- Completed filing and scanning of documents to keep records easy to find.
- Captured basic information on Excel and checked entries for accuracy.