

[Your Full Name]

[Suburb, City]

[Cell number]

[name.surname@email.com]

JUNIOR ADMINISTRATIVE ASSISTANT

PROFILE

Reliable retail cashier moving into office administration. Known for accurate cash handling, friendly customer service and calm problem-solving during busy periods. Seeking a junior admin role where I can use my organisation skills, basic Excel knowledge and experience working with the public.

KEY SKILLS

- Filing, scanning and document control
- Data capturing and accuracy checks
- MS Word and Excel (basic formulas)
- Customer service and complaint handling
- Cash handling and POS systems
- Email etiquette and professional communication
- Time management
- Teamwork and reliability

WORK EXPERIENCE

Sales Assistant – [Store name], [City]

[Month Year] – [Month Year]

- Processed cash and card payments on POS and balanced the till at close with strong accuracy.
- Handled customer complaints calmly and escalated issues to the supervisor when needed.
- Supported stock counts and backroom organisation to reduce missing items.

Admin Volunteer – [Organisation], [Area]

[Month Year] – [Month Year]

- Captured member information and updated spreadsheets to keep contact records current.
- Filed paper documents and scanned forms into organised folders.

EDUCATION

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

Completed: [Year]

COURSES & CERTIFICATES

- [Course name] – [Provider], [Year]

ADDITIONAL INFORMATION

Languages: [e.g. English, isiZulu]

Driver's licence: [Code / None]

Availability: [e.g. Immediately]

REFERENCES

Available on request.