[Your Name Surname]

[Cell number]
[Email address]
[Town, Province]
[LinkedIn URL if you have one]

SAPC status: Pharmacist's Assistant (Basic) — Reg. No: [number] *or* Pharmacist's Assistant Learner/In training — [programme/provider], [year] (Expected completion: [month/year])

Profile

Pharmacy assistant candidate with experience in front-shop customer service, stock receiving and shelf maintenance, and supervised dispensary support. Known for accuracy, neat administration, and a calm, respectful manner with customers. Comfortable with shift work and busy retail environments.

Key skills

- Dispensary support under supervision (filing, stock prep, customer queries)
- Stock receiving, packing, and shelf replenishment
- Expiry date checks, short-dated stock handling, housekeeping
- Front-shop service, promotions, and customer problem-solving
- Cash handling, till operation, cash-up support
- Accurate admin: filing, printing, scanning, basic Excel
- Following SOPs, checklists, and hygiene routines

Work experience

Pharmacy Assistant / Front Shop Assistant — [Pharmacy/Store Name], [Town]
[Month Year] – [Month Year]

- Assisted customers with OTC product queries and directed clinical questions to the pharmacist when required.
- Received stock deliveries, checked items against invoices, and reported shortages/damages to the supervisor.
- Replenished shelves, rotated stock using FIFO, and kept aisles clean and organised.
- Completed expiry date checks and removed short-dated/expired stock for the correct process.
- Supported dispensary workflow under supervision (filing, packing support, and basic admin tasks).
- Handled point-of-sale transactions and helped with daily cash-up routines.

Cashier / Retail Sales Assistant — [Retailer Name], [Town]
[Month Year] – [Month Year]

- Served customers quickly and politely during peak periods while keeping till accuracy high.
- Helped with stock counts and shelf replenishment, including housekeeping and price

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checks.
- Resolved basic customer queries and escalated issues correctly when needed.

Education

Matric (NSC) — [School Name], [Year]
Subjects: [optional if helpful, e.g., Maths Lit, Life Sciences]

Training & short courses

- [Pharmacist's Assistant Learnership/Programme] — [Provider], [Year] (In progress/Completed)
- First Aid Level 1 — [Provider], [Year] (optional)
- Basic Computer Skills / Excel — [Provider], [Year] (optional)

References

[Name Surname] — [Title/Relationship], [Company]
[Cell number] | [Email]

[Name Surname] — [Title/Relationship], [Company]
[Cell number] | [Email]

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