[Name Surname]

[Town/City, Province]
[Cell number]
[name@email.com]

PROFILE

Junior Admin Assistant with experience supporting reception, data capturing, filing and office coordination. Confident using MS Word, Excel and Outlook, with a strong focus on accuracy, friendly client service and meeting deadlines. Available immediately.

KEY SKILLS

- Reception and switchboard
- Data capturing
- Filing and document control
- Customer service
- Meeting scheduling
- Email and phone communication
- Excel spreadsheets (basic formulas)
- Stock control (stationery)

EXPERIENCE

Admin Assistant (Temp) – [Company Name], [Town/City]
[Month Year] – [Month Year]

- Captured customer details and service requests daily on Excel and internal templates, keeping accurate records for follow-ups.
- Managed reception duties, answered calls and directed queries to the correct departments with clear notes.
- Scheduled meetings and updated calendars in Outlook, confirming times with attendees to avoid double-bookings.
- Kept a tidy filing system (digital and paper), so documents were easy to find during audits and requests.
- Helped track and order stationery to avoid shortages at the front office.

EDUCATION

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

TOOLS

MS Word, MS Excel, MS Outlook, Google Drive

LANGUAGES

English, [Home language]

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REFERENCES

Available on request.

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