[Full Name]

[Location]
[Cell number]
[Email address]

SUMMARY

Admin clerk with [X] months/years of experience in [filing/data capture/reception]. Skilled in [MS Office] and supporting [type of office].

SKILLS

- Filing and document control
- Data capture and quality checks
- Reception and switchboard
- Word, Excel, Outlook
- Customer service and communication

EXPERIENCE

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

- [Duty + tool used + result]
- [Duty + volume or turnaround time]
- [Duty + accuracy or confidentiality detail]

EDUCATION

Matric – [School], [Year]
Certificates: [MS Office/Office Admin], [Year]

REFERENCES

Available on request.

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