[Your Full Name]

Johannesburg South, Gauteng
[Cell number]
[name.surname@gmail.com]

PROFILE

Entry-level administrative assistant candidate based in Johannesburg South. Typing, filing and communication skills developed through college assignments, volunteering and helping with home admin. Comfortable with MS Word, Excel and professional WhatsApp and email messages. Available immediately and willing to learn quickly.

SKILLS

- Data capture (basic)
- MS Word, Excel, Google Docs
- Typing and document formatting
- Filing and organising paperwork
- Email and WhatsApp communication
- Customer service
- Accuracy and attention to detail
- Time management

EDUCATION

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

Key subjects: English, Maths Lit, Business Studies, CAT

PROJECTS AND VOLUNTEERING

Volunteer, Local NGO Admin Support – Johannesburg South
[Month Year] – [Month Year]

- Captured attendee details on a spreadsheet and kept files organised.
- Answered basic queries and directed people to the correct staff member.
- Helped prepare printed packs and checklists for events.

College Assignment, Office Practice – [College name]
[Year]

- Created a filing system and document templates (letters, memos, meeting notes).
- Submitted work on time and corrected errors based on feedback.

CERTIFICATES

- Computer Literacy (MS Office) – [Provider], [Year]

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ADDITIONAL INFORMATION

Languages: English, isiXhosa
Availability: Immediately

REFERENCES

Available on request.

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