[Your Full Name]

[Suburb, City]
[Cell number] · [email@example.com]

PROFILE

Organised and reliable [target role] with experience in [1–2 relevant areas]. Strong in admin, customer service and accurate record-keeping. Known for arriving on time, communicating clearly and getting tasks done under pressure. Looking for a role in [industry or company type] where I can support the team and grow.

KEY SKILLS

- Customer service (in person, phone, WhatsApp)
- Data capturing and filing
- MS Word, Excel and email
- Booking and scheduling
- Cash handling and basic till operation
- Stock receiving and stock counts
- Professional communication
- Teamwork and reliability
- Attention to detail
- Problem-solving

WORK EXPERIENCE

[Job Title] – [Company], [Town/City]
[Month Year] – [Month Year or Present]

- Assisted customers with queries and resolved issues by listening carefully and offering clear options.
- Captured information accurately (names, contacts, orders) and kept records up to date.
- Supported daily admin, including filing, printing, scanning and preparing documents for supervisors.
- Worked shifts reliably, including weekends and month-end when needed.
- Handled cash and card payments and balanced totals at the end of each shift.

EDUCATION

[Qualification] – [Institution]
[Year completed or expected]

- Relevant modules: [Module 1], [Module 2], [Module 3]
- Project: [One line about a project that matches the job]

CERTIFICATES AND LICENCES

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- Driver's licence: [Code]
- [Short course or certificate] – [Provider], [Year]
- [First Aid / Firefighting / Safety Rep certificate] – [Provider], [Year]

REFERENCES

Available on request.

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