[Your Full Name]

[Suburb], Durban
[Cell number] · [email@example.com]
[LinkedIn link – optional]

PROFILE

Recent Business Management graduate seeking an entry-level admin or operations role. Strong Excel skills, confident with customer queries, and experienced in handling documents and deadlines through a 6-month internship and campus leadership roles. Available immediately and based in Durban.

SKILLS

- Microsoft Excel (tracking spreadsheets, basic formulas)
- Invoice capturing and document filing
- Customer service – front desk and WhatsApp
- Meeting deadlines and following up on overdue tasks
- Clear written and spoken communication
- Languages: [e.g. English, isiZulu]

EXPERIENCE

Admin Intern – [Company name], Durban
[Month Year] – [Month Year]

- Captured supplier invoices and filed supporting documents; reduced missing paperwork by creating a simple checklist system.
- Assisted customers at the front desk and on WhatsApp, resolving basic queries and escalating complex issues to the team lead.
- Updated the weekly tracking spreadsheet (Excel) and flagged overdue items to the supervisor every Friday.

[Leadership role, e.g. Residence Committee Member] – [University]
[Year] – [Year]

- [One line on what you organised or managed]

EDUCATION

[Degree name], Business Management – [University], [Year]

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

CERTIFICATES

- [Relevant short course] – [Provider], [Year]

REFERENCES

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