WORK EXPERIENCE

Administrative Assistant – [Organisation name], [Town/City]
[Month Year] – [Month Year]

- Captured [type of records] accurately on [system name]
- Filed and retrieved documents using [filing system]
- Answered phone calls and directed enquiries to the right person
- Prepared [reports/letters] using MS Word and Excel

Free template from cvhub.co.za - build and share your CV for free