

YOUR FULL NAME

Customer Service / Admin Assistant (Entry Level)

City, Country • +00 300 0000000 • your.name@email.com

PERSONAL PROFILE

Reliable and friendly school leaver with strong communication and computer skills. Organised a college charity event that raised funds for 40 families, and helped run a family shop during holidays. Quick to learn, punctual and happy to work shifts. Looking for my first role in customer service or office administration. (Write 3 lines: your strengths, one example, the job you want.)

EDUCATION

Intermediate (FA / A-levels) — College Name, City 2024 – 2026

Subjects: English, Business Studies, Computer Science • Result: [grade / marks]

Matric (SSC / GCSEs) — School Name, City 2024

Result: [grade / marks]

KEY SKILLS

Communication: Clear speaking and writing in English and Urdu; comfortable on the phone

Computer: MS Word, Excel (basic formulas), PowerPoint, email, typing 40 words per minute

Personal: Punctual, teamwork, problem solving, handling cash accurately

VOLUNTEERING & ACTIVITIES

Event Volunteer — College Charity Drive 2025

- Helped plan a ration drive; collected donations and kept a record of 40 family packs.

Shop Helper — Family Business (informal) 2023 – 2025

- Served customers, handled cash and kept the stock register during school holidays.

ACHIEVEMENTS

- Class representative, final year of college
- Certificate in Computer Applications (3 months), [Institute Name], 2025

LANGUAGES

English (good), Urdu (native), [other language]

REFERENCES

[Teacher name, College Name, phone] — or "Available on request".