

**Personal Details**

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**Career objective**

I am a self motivated individual who works hard, communicates well and has good interpersonal skills. I have recently completed my matric and am seeking employment in a business field to help develop my knowledge base. I have 2 years part time experience in the customer service field of retail sales.

**Educational Background**

2006: A levels at Vulindlela High School  
Studied Accounting, Science, Maths, English, Biology and Geography

**Work experience**

2007 – 2008: Retail Assistant, Identity Clothing Company  
Responsibilities:

- Keeping clothing at the store in order
- Making sure all new clothing is tagged with a price and customer code
- Cashing in and out of client items purchased
- Looking on new orders for clothing from manufacturing companies
- Tallied all retail sales at the end of the day
- Carried out inventory services every 2 months
- Made sure there is stock of new purchases
- Worked with manager on writing purchase lists and submitting them to CEO

**Achievements**

- Sold a minimum of 20 pieces of branded clothes in a day
- Suggested having an online company website to increase sales

**Note: If you have never worked before, mention high school achievements, for example:**

- Was elected as class president for the final school year
- Received best sportsman of the year award

**Interests**

- Proficient in computer applications like MS Word, Excel and PowerPoint
- Reading and working out at the gym

**References** Will be supplied upon request.