

Name: Ahmad bin Salleh

Position: Junior Clerk

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Phone: +60123456789

Professional Summary

Entry-level Junior Clerk with less than six months of practical experience performing basic office tasks. Eager to learn and support day-to-day administrative operations. Committed to accuracy and reliable task completion.

Key Skills

- Basic Filing & Document Sorting
- Simple Data Entry
- Answering Phone Calls (Basic)
- Office Cleaning & General Help
- Microsoft Word (Basic)
- Following Instructions
- Customer Service (Basic)

Work Experience

Clerk Assistant (Intern / Part-Time)

Small Trading Enterprise, Klang, Malaysia

February 2025 – May 2025 (4 months)

- Helped file and organise paper documents in office cabinets.
- Entered simple customer details and dates into Excel spreadsheets.
- Answered basic phone calls and took messages.
- Ran office errands (photocopying, delivering documents).
- Assisted with light cleaning and maintaining a tidy workspace.

Education

SPM (Completed)

SMK Bandar Klang, 2023

Languages

- Malay (Fluent)
- English (Basic)