

**Name:** Ahmad bin Salleh  
**Position:** Junior Clerk  
**Email:** ahmad.salleh@gmail.com  
**Phone:** +60123456789

### **Professional Summary**

Entry-level clerk with less than six months of experience doing basic office tasks and filing. Keen to find a stable job in administration. Willing to learn and help with daily paperwork and office support.

### **Key Skills**

Basic Filing and Document Sorting

Simple Data Entry

Answering Phone Calls (Basic)

Office Cleaning / General Help

Microsoft Word (Basic Use)

### **Work Experience**

**Clerk Assistant (Intern / Part-Time)**  
Small Trading Enterprise, Klang, Malaysia  
**February 2025 – May 2025 (4 months)**

Helped file documents in the office cabinet.

Entered simple data (names, dates) into Excel sheets.

Answered a few customer calls and took basic messages.

Ran errands in the office (photocopying, delivering documents).

Helped clean and tidy the office area.

### **Education**

SPM (Completed)  
SMK Bandar Klang, 2023

### **Languages**

Malay (Fluent)  
English (Basic)