

Estee de Villiers

Virtual Assistant

I have gained expertise over the last 25 years in payroll, accounts, and general secretarial/admin work. I am confident in my knowledge of these fields. I am also a quick learner, take pride in my work, and believe that attention to detail is key. I am responsible, trustworthy, and get on well with all colleagues or business owners. My aim is to always deliver excellent service – customer service is key.



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Skills and Experience

<h3>Technical skills & Software tools</h3> <ul style="list-style-type: none"> MS Excel, Word, PowerPoint Pastel & Sage Zoho ChatGPT Instagram & Facebook 	<h3>Professional skills</h3> <ul style="list-style-type: none"> General Administration & Organisation Bookkeeping Data Capturing Email Management HR Customer Service Efficient Time Management 	<h3>Industry Experience</h3> <ul style="list-style-type: none"> Administration & Support Services Finance Legal & Law Transportation Travel & Tourism
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Work Experience

<p>Aug 2024 - Current</p>	<h3>Virtual Assistant</h3> <p>Outsourcery</p> <ul style="list-style-type: none"> Raising PR's, GR's, and tracking PO's. Liaising with suppliers and buyers. Sending invoices for payment. Supporting multiple departments. Processing expense accounts.
<p>Nov 2022 - Mar 2024</p>	<h3>Payroll Administrator and Admin Assistant</h3> <p>Vat Refund Administrator</p> <ul style="list-style-type: none"> Full Function payroll, Pastel salary journals. General administration and secretarial work.
<p>Jan 1998 - Aug 2020</p>	<h3>Receptionist, Payroll and Creditors Manager, Accounts Assistant</h3> <p>Morisk Investments</p> <ul style="list-style-type: none"> Typing up documents, letters, and emails. General secretarial and administrative duties. Cashbooks, Invoicing, processing payments. Full Function payroll, creditors.
<p>Jan 1994 - Jan 1998</p>	<h3>Receptionist, Conveyancing Secretary</h3> <p>Calteaux & Partners Attorneys</p> <ul style="list-style-type: none"> Typing up legal documents. Compiling bond and TRF documents. Managing the processing procedure of the conveyancing department. Signing up new clients. General administration work.

Education & Certifications

<p>Diploma in Payroll</p> <p>Softline VIP Payroll Academy</p>	<p>Diploma in Reception, Secretarial, Customer Care</p> <p>Hartwell Business Institute</p>
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YES, I WANT TO PROCEED WITH THIS CANDIDATE NO, PLEASE SHARE MORE PROFILES

Client Reviews

Farina Hoffmeier

We are very happy. Estee is doing great so far and is still learning and getting up to speed but at the same time already taking ownership and doing tasks on her own.

