

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

Technical skills & Software tools

- ➔ MS Excel, Word, PowerPoint
- ➔ Pastel & Sage
- ➔ Zoho
- ➔ ChatGPT
- ➔ Instagram & Facebook

Professional skills

- ➔ General Administration & Organisation
- ➔ Bookkeeping
- ➔ Data Capturing
- ➔ Email Management
- ➔ HR
- ➔ Customer Service
- ➔ Efficient Time Management

Industry Experience

- ➔ Administration & Support Services
- ➔ Finance
- ➔ Legal & Law
- ➔ Transportation
- ➔ Travel & Tourism

Work Experience

Aug 2024 - Current

Virtual Assistant

Outsourcery

- ➔ Raising PR's, GR's, and tracking PO's.
- ➔ Liaising with suppliers and buyers.
- ➔ Sending invoices for payment.
- ➔ Supporting multiple departments.
- ➔ Processing expense accounts.

Nov 2022 - Mar 2024

Payroll Administrator and Admin Assistant

Vat Refund Administrator

- ➔ Full function payroll, Pastel salary journals.
- ➔ General administration and secretarial work.

Jan 1998 - Aug 2020

Receptionist, Payroll and Creditors Manager, Accounts Assistant

Morisk Investments

- ➔ Typing up documents, letters, and emails.
- ➔ General secretarial and administrative duties.
- ➔ Cashbooks, Invoicing, processing payments.
- ➔ Full function payroll, creditors.

Jan 1994 - Jan 1998

Receptionist, Conveyancing Secretary

Calteaux & Partners Attorneys

- ➔ 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



Diploma in Payroll

Softline VIP Payroll Academy



Diploma in Reception, Secretarial, Customer Care

Hartwell Business Institute

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.

