

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.



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

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

