

# Natasha Dick

Virtual Assistant

I am an experienced professional with a strong background in bookkeeping, office administration, and administrative support. Having worked primarily with small to medium-sized businesses, I excel in managing diverse responsibilities, including email and call management, financial record-keeping, and ensuring smooth office operations. I thrive in collaborative environments and enjoy contributing as part of a team. In addition to my professional expertise, I am passionate about self-improvement and personal development. I also enjoy expressing my creativity through sculpting and designing intricate nail art.



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## Skills and Experience

### Technical skills & Software tools

- MS Excel, Word & G-Suite
- Xero, Pastel, Sage & Quickbooks
- Trello & Slack
- ChatGPT
- Zoho & Hubdoc
- WeconnectU (Property Management)
- Facebook & Instagram
- Pinterest & YouTube
- LinkedIn

### Professional skills

- General Administration & Organisation
- Email & Diary Management
- Data Capturing
- Project Management
- Bookkeeping
- Tax, Payroll, Audits, PAYE
- Financial Statements & Reports

### Industry Experience

- Administration & Support Services
- Fashion & Beauty
- Finance
- Property
- Sales
- Trade - Export / Import
- Manufacturing

## Work Experience

Sep 2021 - Current

### Virtual Assistant

Outsourcery

- Efficiently manage email correspondence, ensuring timely responses and organised communication.
- Process invoices and notify the Accounts Payable Specialist when invoices are ready for matching and payment.
- Provide proactive support to the finance team, contributing to seamless operations and accurate financial processes.

Apr 2020 - Dec 2020

### Bookkeeper

Landy Projects

- Manage email communications efficiently, ensuring timely responses and organised correspondence.
- Process financial records accurately using Xero, maintaining up-to-date and compliant bookkeeping.
- Liaise with auditors on tax matters, month-end processes, and payroll, ensuring seamless financial reporting and compliance.

Jul 2013 - Mar 2020

### Bookkeeper

Kirstenhof Motors

- Oversee office management and administration, ensuring smooth daily operations and adherence to policies.
- Lead and manage staff effectively, fostering a productive and collaborative work environment.
- Maintain accurate financial records as a Bookkeeper to Trial Balance, ensuring reliability and compliance.
- Handle statutory returns, including UIF, PAYE, and motor industry-specific documentation, meeting all regulatory deadlines.
- Prepare and provide comprehensive year-end audit information to support auditors in financial reviews.

Jul 2004 - May 2007

### Accountant

Good Health Products

- Manage and coordinate overseas shipments of supplements, ensuring timely and efficient delivery.
- Oversee inventory and stock control, maintaining optimal levels and accurate records.
- Handle all aspects of office administration to support seamless daily operations.
- Manage email correspondence, ensuring clear and professional communication.
- Maintain accurate financial records up to the balance sheet, ensuring compliance and precision.
- Prepare and provide detailed year-end financial information to assist auditors during reviews.


Aug 1997 - Jun 2004

### Bookkeeper

Malherbe Group of Companies

- Supported the Financial Manager in bookkeeping tasks, ensuring accurate financial records and timely reporting.
- Managed general office administration, ensuring smooth daily operations across departments.
- Maintained precise balance sheet records for all companies within the group, ensuring accuracy and compliance.
- Assisted auditors with preparing working papers for year-end financial audits, ensuring thorough documentation.
- Efficiently managed email correspondence, ensuring prompt and professional communication.

## Education & Certifications



**Certificate in Beauty Therapy**

Beauty Therapy Institute



**Diploma in Bookkeeping**

Damelin College

