

Sharon Lottering

Virtual Assistant

I am a dedicated, honest, and dependable professional with extensive experience across diverse industries, from small family-run businesses to large corporate law firms. Over the years, I have developed a comprehensive skill set in administration, office management, and accounting. While I thrive as an independent worker, I also enjoy collaborating with teams of any size and eagerly embrace new challenges that allow me to grow and contribute. In my free time, I enjoy arts and crafts, spending quality time with friends and family, and pampering my cats. These hobbies bring balance to my life and fuel my creativity and attention to detail.



Skills and Experience

Technical skills & Software tools

- MS Excel, Word & Powerpoint
- Pastel, Sage & QuickBooks
- ChatGPT
- Pinterest
- Mailchimp

Professional skills

- General Administration & Organisation
- Email & Diary Management
- Travel Management & Booking
- Data Capturing
- Proofreading
- Bookkeeping
- HR
- Customer Service

Industry Experience

- Administration & Support Services
- Entertainment & Event Management
- Legal & Law
- Transportation

Work Experience

Jul 2021 - Current

Virtual Assistant

Outsourcery

- Supported the Procurement department by efficiently processing orders and ensuring accurate invoice matching to maintain smooth operations.
- Trained new staff members on essential tools and procedures, providing ongoing online support to help them succeed in their roles and adapt quickly to responsibilities.

Mar 2021 - Apr 2021

Receptionist and Bookkeeper

Goldman Engineering

- Performed receptionist duties, ensuring a professional and welcoming environment for clients and visitors.
- Assisted with bookkeeping tasks, including maintaining accurate financial records and supporting the accounting team.
- Managed payroll processes, ensuring timely and accurate compensation for employees

Nov 2019 - Mar 2021

Bookkeeper

WB Designs

- Managed all bookkeeping functions, including maintaining accurate financial records and handling payroll processing.
- Oversaw SARS e-filing to ensure compliance with tax regulations and timely submissions.

Jan 2017 - Oct 2019

Office Manager

Wilson's Glass

- Oversaw all office administration, ensuring smooth day-to-day operations and organisation.
- Managed comprehensive bookkeeping functions, maintaining accurate financial records and reporting.
- Performed receptionist duties while also serving as a sales representative, providing excellent customer service and driving sales.
- Assisted in optimising workflow processes to ensure efficient operations and timely delivery of products and services.

Apr 2013 - Dec 2016

Office Manager and PA to 3 directors

Langprop Developers

- Managed all office administration, ensuring efficient and organised operations.
- Handled all bookkeeping functions, maintaining accurate financial records and reports.
- Provided comprehensive personal administrative support to the directors, managing schedules, correspondence, and other tasks to streamline their daily responsibilities.

Feb 2006 - Mar 2013

Office and HR Manager

BLC Attorneys

- Managed all administrative functions, ensuring seamless operations for a team of 70 staff members.
- Maintained the firm's website and Facebook profiles, keeping content updated and engaging.
- Provided support for IT-related issues, ensuring the firm's systems were consistently functional and reliable.
- Played an active role in organising and running various committees, staff meetings, and HR-related matters.
- Assisted with the marketing and branding efforts of the firm, enhancing its visibility and reputation.
- Planned and coordinated functions for staff and clients, fostering strong relationships and a positive company culture.

Education & Certifications



Grade 12 High School Diploma

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

