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## 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
- Proofreading

Data Capturing

- 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

#### 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

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

Wilsons 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

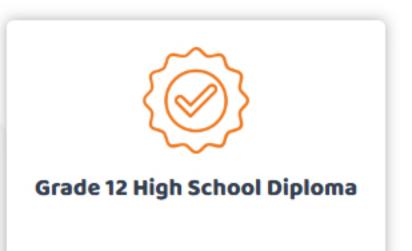
### Office and HR Manager

**BLC Attorneys** 

culture.

- 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

# Education & Certifications



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