

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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WORKING STYLE

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
- ClickUp

Professional skills

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

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.
- Experienced in managing 89 properties for a property management company and 24 privately-owned UK properties. Proficient in WeConnectU for accounting and Xero for financial data. Tasks include rental invoicing, lease management, utility billing, credit reporting (TPN), and maintenance coordination. Skilled in using ClickUp for task tracking and adept at liaising with landlords, tenants, and estate agents. WeConnectU, Xero, ClickUp.

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