



PROFILE

I have a total of nine years of experience in Administration, Finance and Reception in the Investment, Transport, Property and Engineering sectors. Over the years, I have successfully completed a number of related certifications. After completing many short contracts in Johannesburg and relocating to Cape Town, I am looking for an opportunity to prove my loyalty as an employee. I am ready to settle down in a permanent position and I have no doubt that I am committed to dedicating many years of my life to one company. I take great pride in my work and always complete my tasks accurately and in a timely manner. I consider myself a people person and I work well both in a team and independently. I am an honest, diligent, and energetic individual who is determined to succeed in all I do in life. I love a good challenge and have a knack for problem-solving. I have used my time between contracts to further my knowledge and education by completing short courses to improve my skill set and keep up with the technology. I strongly believe that I am uniquely qualified to fulfill any administrative or clerical role at your company. It would be a privilege to have an opportunity to work for your organization.

VICTORIA LOMBAARD

Paralegal secretary

EDUCATION

NQF6 PARALEGAL DIPLOMA (in progress)	2022 -2024
Damelin college	
Bonds / Practical Conveyancing Secretaries Gawie Le Roux Institute of Law	2022
Level 1 & 2 Theory / Practical Conveyancing Secretaries Gawie Le Roux Institute of Law	2021
Combined First Aid Level 1 & 2 NOSA at NOSA CENTURION,	2019
Basic Fire Fighting NOSA at NOSA CENTURION	2019
Legal Secretary certificate L.E.A.D LAW SOCIETY PRETORIA	2017
Certificate in Bookkeeping till trial balance DAMELIN WESTRAND MANAGEMENT SCHOOL	2012
N3 Secretarial Krugersdorp College	2000

CONTACT
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WORK EXPERIENCE

**Bookkeeper
2024
JPS TRUST**

August 2024 - November

Calculation of monthly levies for body corporation's and HOA'S.
Sending Monthly statements to clients.
Dealing with queries from managing agents regarding client's financials
Migration from Strataware to WeConnect U software.
Adhoc admin and filling.
Balancing of accounts for audit's
Doing journals on accounts.
Computer bookkeeping till TB

Reason for leaving: Temping

**Conveyancing Secretary
2023
SERFONTEIN & RICHARDS INC**

June 2022 - September

Request deposit and purchase payment from clients
Request bond guarantee from Bond attorneys Working with Agents and clients directly
Sent documents to Masters Office for estates approval Drafting of the final statement of account to Clients arrange for payment for rates and transfer duty Attend to full function of transfer from start till end Secretary duties to Director
Making appointments for the Director Drawing up Documents for Director Taking messages for the Director.
Director Administration duties at hoc
Email reports week to clients Arrange for lodgement of transfers
Attend to notes or transfers from the Deeds Office Attend to clients' queries
Closing and opening of files.

Reason for leaving: Retrenched

**Jnr Conveyancing Secretary
2021
DU PLESSIS & HOFMEYR INC, Somerset West**

August 2021 - December

Opening new accounts on E4 and Applying for rates clearance figure. Apply for Transfer duty from SARS Drafting off all transfer documents Arrange for signature of documents.
Request deposit and purchase payment from clients.
Request bond guarantee from Bond attorneys Working with Agents and clients directly.

Sent documents to Masters Office for estates.
Approval Drafting of the final statement of account to Clients. Arrange for payment for rates and transfer Duty. Attend full function of transfer from start till End. Secretary duties to Director.
Making appointments for the Director. Drawing up Documents for Director. Taking messages for the Director.
Director Administration duties adhoc.
Email reports week to clients. Arrange for lodgement of transfers.
Attend to notes or transfers from the Deeds Office. Attend to clients' queries.
Closing and opening of files

Reason for leaving: Contract

**Legal Secretary/Receptionist/Administrator/Conveyancing Secretary
September 2020 - July 2021
Hanlie Visser Attorneys, Somerset West**

Receiving clients.
Typing documents for the attorneys when needed.
Receiving post and sorting mail.
Keeping Diary of Attorneys.
Making appointments for attorneys. Taking payments from clients. Assist with queries when needed.
Completing attorney's trust at every month's end. Typing of court documents when needed. General Admin duties. Filing. Worked on Excel, Lexpro accounting, Lexpro litigation, Lexpro Convey pack. Drafting of all transfer documents. Running with transfer file from getting instructions until registration (still Jnr in conveyancing).
Draw up the final statement of account.
Loading fees on Lexpro. Accounting and Lexpro Litigation. Send statements to clients if needed.

Reason for leaving: Contract

**Debtors Clerk/Admin Clerk/Receptionist
Wierda Glen Estate Home Owners Association
NPC, Centurion, Centurion Pretoria June 2019 - December 2019**

Capturing all invoices on Sage Evolution.
Typing of Clearance Letters on sold properties.
Assisting transferred attorneys on clearances for properties been sold. Sending monthly Invoices and Statements to homeowners in the estate. Assisting with reception duties. Assisting with Ad Hoc duties.
Assisting with Softcon Biometrics of new owners to the estate. Loading new owners on Glovent. Program for booking visitors. Loading of debt orders 3 times

per month.

The debtor's book value R 704 060 per month Invoicing.
Attorneys for buy-in levies on properties. Taking
payments from clients for Levies and biometrics.
Assisting with building plans on checking for
Problems.

Drafting and compiling agreements with debtors
regarding repayment options. Opening of new
accounts on pastel for new owners.

Corresponding with Kredcor and Attorneys in regards
to members handed over for collection.

Assist with queries when needed Admin work such as
filing.

Reason for leaving: Moved to Cape Town

**Home Executive
2019**

August 2017- May

Home Executive, Krugersdorp

Home Executive and completing short courses.

SKILLS

Microsoft Office
Good interpersonal skill
Accounts Payable
Lexis Convey
Sage Pastel
E4 System
QuickBooks
Lexpro Litigation
Lexis accounting
Ghost Practice
Microsoft Excel
Microsoft Office outlook
Microsoft PowerPoint
Strataware
WeConnect U

REFERENCE

Lettie Rood – JPS Trust
Portfolio Manager
079 523 3820

Antha Serfontein - "SERFONTEIN & RICHARDS INC"
Director

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