

Cape Town, South Africa

PROFESSIONAL SUMMARY

A highly qualified LLB and BA graduate with extensive experience in legal drafting, executive administration, and human resources. A native English speaker with a multilingual background, including proficiency in Afrikaans, Turkish, and isiXhosa. Proven ability to thrive in fast-paced, international environments, managing complex administrative workflows and legal research while maintaining excellent client relationships.

KEY SKILLS

- Legal Drafting & Terminology
- Executive Administration & Diary Management
- HR Compliance & Labor Laws
- TEFL Certified (English Instruction)
- Advanced Research & Proofreading
- Data Entry & Billing
- MS Office (Excel, Word, PowerPoint)
- Statistical Analysis (Studio R, SSP)
- Photoshop Capability
- Professional Academic Writing
- Problem-Solving & Conflict Resolution
- Bilingual: English & Afrikaans (Fluent)

PROFESSIONAL EXPERIENCE

Executive Administration / HR Specialist

2020 – Present

UAE-Based Distribution & Trading Firm (Hybrid/Remote)

- Serve as Personal Assistant to the Director and Secretary, managing complex travel arrangements, diaries, and email correspondence.
- Oversee HR functions including disciplinary procedures, employee performance monitoring, and training program supervision.

- Maintain compliance with labor laws and regulations while ensuring a safe company environment.
- Handle stock control, database management, and processing of expenses and billing.

Business Administration & HR Lead**2021 – Present***Specialized Business Services Consultancy*

- Manage day-to-day business operations and implement strategic plans to meet corporate goals.
- Direct recruitment efforts and oversee employee performance evaluations.
- Responsible for the preparation of high-level professional documents and presentations.

Candidate Attorney & Legal Personal Assistant**2021 – 2023***South African Boutique Law Firm*

- Conducted intensive legal research and drafted formal legal documents.
- Represented clients in court proceedings four days a week.
- Managed client consultations, updated stakeholders on case matters, and handled firm billing and travel arrangements.

Remote Administrative Consultant**2014 – Present***International Trading Company*

- Facilitate client liaisons and organize daily schedules for executive leadership.
- Manage all day-to-day administrative tasks and meeting coordination.

Online English Educator**2019 – 2021***Global E-Learning Platform (Singapore-based)*

- Conducted over 42 group and individual English classes per week for students aged 3-15.
- Developed long-term educational plans for permanent student cohorts.

Founder & Director**2015 – Present***Apparel & Retail Startup*

- Launched and scaled a clothing brand, overseeing all operations and digital strategy.
- Managing the transition to an international e-commerce model for global shipping.

Secretary & Personal Assistant**2014 – 2019***Import & Export Trading Enterprise*

- Supported the Director in daily operations and acted as the primary customer service agent.
- Supervised the tracking of internal and external documentation, financial reports, invoices, and work orders.

EDUCATION

- **Bachelor of Law (LLB)** – University of the Western Cape
- **Bachelor of Arts** (Majoring in History, Communications, and Political Science) – University of the Western Cape
- **TEFL Certification**

ADDITIONAL EXPERIENCE

- **History Tutor (2018–2021):** Undergraduate tutoring at the University of the Western Cape.
- **Parent Relations Executive (2020):** Relationship management at an Early Years Daycare center.
- **Rental Administrator (2018–Present):** Management of residential property rentals.

LANGUAGES

- **English:** Native
- **Afrikaans:** Fluent
- **Turkish:** Basic (Written & Verbal)
- **isiXhosa:** Conversational