

Farah

Virtual Assistant & Legal Professional

Cape Town, South Africa

ROOCRUIT

PROFESSIONAL SUMMARY

A highly organized and proactive professional with a background in Psychology and Law, specializing in managing complex tasks within fast-paced environments. With over four years of experience in high-level virtual administration and a soon-to-be LLB graduate, I offer a unique blend of legal research, human behavior insight, and administrative excellence. I am dedicated to delivering high-quality service, efficiency, and adaptability to support international business growth.

KEY SKILLS

- **Admin:** Virtual Assistance, Scheduling, Travel & Bookkeeping
- **Technical:** MS Office, Trello, Slack, Dropbox, Canva, Photoshop
- **Legal:** Research, Drafting, Case Prep & Analysis
- **HR/Sales:** Recruitment, Screening, CRM & Customer Service
- **Communication:** Fluent in English & Afrikaans (Bilingual)
- **Digital:** Remote Work Efficiency & Tech-Savvy
- **Analysis:** Data Entry, Marketing Metrics & Psychometrics
- **Soft Skills:** Multitasking, Adaptability & Professionalism

PROFESSIONAL EXPERIENCE

Legal Intern**2025***International Legal Services Firm*

- Conducted extensive legal research and drafted legal documentation for case preparation.
- Managed client interactions and general administrative duties, including file management and appointment scheduling.
- Gained hands-on exposure to court procedures and legal administrative workflows.

Virtual Administrative Assistant (Part-Time)**2021 – 2024***International Trading & Global Export Company*

- Provided high-level administrative support to executive leadership for over 4 years.
- Managed complex calendars, travel logistics, and professional correspondence.
- Handled bookkeeping, invoicing, payment processing, and data entry with high precision.
- Facilitated customer service and generated detailed operational reports.

Human Resource Assistant (Intern)**2023***Large Scale Regional Wholesale Distributor*

- Coordinated the end-to-end recruitment process, including resume screening and interview scheduling.
- Maintained and organized sensitive HR files and employee documentation.
- Supported HR administration to ensure compliance and efficient hiring workflows.

Marketing Intern**2021***Boutique Digital Marketing & Brand Agency*

- Assisted in the development of data-driven marketing campaigns and brand strategies.
- Analyzed engagement metrics and optimized content for email marketing outreach.
- Gained insight into consumer behavior and market trends to drive creative strategy.

Psychology Tutor**2021***University of Cape Town*

- Selected among the top 10 Psychology students to facilitate first-year Psychometrics tutorials.
- Evaluated academic papers, proof-read assignments, and graded student presentations.

Sales Assistant**2022***Premium Retail Clothing Boutique*

- Delivered personalized customer service and product recommendations.
- Managed inventory accuracy and processed financial transactions with 100% precision.

EDUCATION

LLB Honours: Bachelor of Laws

Middlesex University London | Dubai (2023 – 2025)

Bachelor of Social Science: Organizational & Clinical Psychology

University of Cape Town (2020 – 2023)

National Senior Certificate

South Africa (Graduated with 3 Distinctions)

SOCIAL INVOLVEMENT & INTERESTS

I am deeply committed to community growth, having volunteered for **International Humanitarian Organizations** (both in the UAE and South Africa) in community outreach. I am an avid researcher and debater, with personal interests in fitness, tennis, hiking, and public speaking.

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