

LAYLAH

RooCruit

Executive Assistant & Legal Administrator

Cape Town, South Africa

PROFESSIONAL SUMMARY

An highly organized professional with extensive experience across multiple roles in various South African law firms, ranging from front-desk reception to executive assistance for directors. I bring a strong understanding of the legal environment, along with the highest standards of professionalism, confidentiality, and attention to detail. As an experienced Virtual Assistant, I support a wide range of business owners across various industries, managing communications, handling complex administration, and providing reliable executive support to help busy professionals stay efficient and focused.

KEY SKILLS

- Legal Administration
- Executive Assistance
- Client Communication
- Document Proofreading
- Document Formatting
- Email Drafting
- Front Desk Support
- Professional Correspondence

PROFESSIONAL EXPERIENCE

Virtual Assistant

March 2022 – Present

Independent Virtual Administration Consultancy | Cape Town, South Africa

- Managing invoicing and financial follow-ups with clients, suppliers, and creditors.
- Overseeing complex diary and email management for multiple business owners.
- Expert document formatting, proofreading, and research to support business operations.
- Handling client onboarding processes and professional correspondence.
- Coordinating logistical arrangements including flight bookings and reservations.
- Performing CIPC business secretarial duties and Windeed searches.

Executive Assistant

November 2019 – February 2022

Established Boutique Law Firm | Cape Town, South Africa

- Generated high-volume invoicing and detailed professional quotes.
- Managed executive diaries and prioritized high-stakes email correspondence.
- Facilitated seamless client onboarding and set up online meeting infrastructures.
- Coordinated with the Legal Practice Council (LPC) and external accountants.
- Utilized online banking systems and captured billable time for legal staff.
- Addressed internal staff queries and ensured smooth administrative operations.

March 2003 – December 2013

Reception / Legal Secretary

Professional Legal Services Firm | Cape Town, South Africa

- Prepared legal documents from templates with high accuracy and attention to detail.
- Managed front-desk reception duties and served as the first point of contact for clients.
- Handled administrative financial tasks including receipts and petty cash management.
- Maintained organized client onboarding systems and email management protocols.

TECHNICAL SKILLS

- Microsoft Office Suite
- Google Suite
- Trello / Asana
- Zoom / MS Teams / Google Meets
- Adobe Acrobat
- Box / Dropbox
- Windeed
- Xero / Quickbooks / Zoho Books
- Canva