



Nerina Bisun

ADMIN CLERK
QUALIFIED TEACHER

TECHNICAL SKILLS

My technical skills have evolved over the years, from being a mere typist I have developed a love for what goes on behind the scenes of the screen. I initially taught myself HTML & CSS and have since registered with and completed a full stack development course with Hyperion Development. This course broadened my skills with technologies such as Javascript, including related libraries like React and Express and database technologies like MongoDB.

PERSONAL DETAILS

Birth date

1988/09/11

Nationality

South African

Address

3 Maple Road,
Craigieburn,
Umkomaas

CONTACT

 nerinabisun@yahoo.com

 [nerina108.github.io/Nerina_Bisun_resume/](https://github.com/nerina108/Nerina_Bisun_resume/)

 [linkedin.com/in/nerina-bisun-b94b8b19b](https://www.linkedin.com/in/nerina-bisun-b94b8b19b)

PROFESSIONAL EXPERIENCE

Admin Clerk

DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

March 2015 – Present

Working at the Department of Justice I have worked on the Persal System as well as ICMS. I have successfully helped a great number of staff learn our new leave tracking system, Itirele. My main duties include typing of judgments, reviews, appeals and charge sheets, managing the library, providing assistance to Judiciary as well as compiling of daily and monthly statistics. I have taken it upon myself to learn other sections within the Department and have assisted with Inquests, Divorces, Estates and Civil sections. Although not listed in my duties, I am commonly called upon to assist with various computer and printer issues.

Legal Secretary

ALEXANDERS INCORPORATED

June 2011 – February 2015

My main responsibilities included assistance to two attorneys, one of which was a candidate. Once the candidate left the firm, I took it upon myself to learn and carry out her duties involving estates and debt collection. I created a system to work out debt collection amounts within the hour as opposed to the days possibly weeks it would normally take due to the workload and time it entailed.

Legal Secretary

ADAMS & ADAMS

From – Until

My duties at Adams & Adams included typing of legal and business documents, dictaphone typing, processing payments and liaising with clients. Our area of focus was on RAF claims and I assisted with many matters.

EDUCATION

Full Stack Web Development

HYPERION DEVELOPMENT

2019 – 2020

Bachelor of Education

UNISA

2011 – 2016

Information Systems Management

INTEC COLLEGE

2010

CERTIFICATIONS

 SACE Registered

SALARY EXPECTATIONS

 R20 000+