



LORNA VISSER



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PROFESSIONAL PROFILE

Lorna Visser is Personal Assistant to Nico Jordaan, who is director and the head of the Real Estate Department at the firm.

Lorna who is also a Senior Conveyancing Secretary, has been at the firm since 1989 and recently celebrated 30 years of excellence with the firm.

She is friendly, kind and tactful with all her clients and her approach and mannerism is the reason why clients are both loyal and fond of her.

Apart from her daily administrative duties such as dealing with correspondence and phone calls, managing diaries and organising meetings and appointments, Lorna is also a boffin in conveyancing and some would say she has the best teacher.

Together with her attention to detail, Lorna has vast experience in:

- Administrative duties
- Bond registrations and cancellations;
- Commercial;
- Drafting;
- Deceased Estates;
- Liquidation and Sequestration;
- Litigation;
- Property transfers;
- Property Finance procedure;
- Research; and
- Wills and trusts.

Lorna, is a God-fearing woman who is family orientated and enjoys singing and being with her family.

QUALIFICATIONS

- Ghost Convey Certificate
- GhostPractice Fee Earner One & Two Certificate
- Secretarial Certificate