



Nolitha Suze

Secretarial Clerk
Ellis Shilengudwa Inc.
nolitha.suze@esi.dlapiperafrica.com

Windhoek

T +264 61 242 224
F +264 61 242 226

Nolitha joined ESI in July 2023 as a secretarial clerk in the company secretarial and trust administration department (offered through *ESI Secretarial Services CC*). She is currently gaining in-depth experience in corporate governance and compliance.

Related services

[Corporate](#)

Languages spoken

English, Afrikaans

Experience

Her experience has included:

- Attending and preparing various documents for submission at BIPA, Receiver of Revenue (NamRa) and City of Windhoek
- Attending to incorporation of companies and close corporations
- Capturing invoices and disbursements
- Attending to filing and archiving of non-compliant entities

Credentials

Professional Qualifications

- Certificate in Customer Care