Hi everyone

I am after Full-time Part-time work in as a Conveyancing assistant or preparing form 1s to establish my career as a Conveyancer.

I am currently studying an Advanced Diploma of Conveyancing and am eager to develop my hands-on skills in a professional environment. I am available during the school holidays and can assist with both administrative and conveyancing-related tasks.

I have recently completed work experience at three separate companies, where I assisted with:

- Administration
- **Understand/interpret Contracts** and (have of understanding of Addendums)
- **PEXA and CATS**
- Entering new client files
- **Preparing and understanding Form 1s** and cooling-off periods
- Using the **Property Interest Report to extract relevant data**
- Ordering Land Titles, SA Water Rates, and Stamp Duty checks
- Stamp Duty Exemptions (71CB Transfer names 71CA Court Orders)
- Quick learner with initiative and interest in the conveyancing process
- RTC Forms Land divisions without Easements

In my role as an **Accountants Assistant at Daniel Shepherd Accounting**, I have developed strong administrative skills through:

- Preparing BAS and income tax returns
- Managing payroll and invoicing
- Using the ATO Tax Agent Portal to update and review records
- Working with Xero and other cloud-based software
- Maintaining confidentiality and compliance across client files

At **Rubix Capital as a Loan Writer**, I gained valuable experience working with finance and property documentation, including:

- ASIC & ABN searches, RP Data reports, and land title searches
- Equifax checks and financial verification
- Preparing credit proposals, term sheets, and brokerage agreements
- Liaising with solicitors, valuers, and clients
- Working across multiple files while managing deadlines

I am passionate about developing my skills further within the conveyancing industry and would greatly appreciate the opportunity to assist your team. I am hardworking, adaptable, and eager to learn all aspects of the conveyancing process—from initial client entry through to settlement.

I would welcome the chance to meet and discuss how I can contribute to your team.

Please feel free to contact me on 0468 393 294.

Kind regards,

Sean Prokes