

Kim McKinnon

Virtual Assistant

I am a proactive and detail-oriented executive administrative assistant with a passion for supporting diverse teams and industries. I approach every task with enthusiasm, dedication, and a strong sense of time management, ensuring all responsibilities are completed efficiently and on schedule. I thrive in dynamic environments, enjoy collaborating across departments, and continuously seek new challenges. Outside of work, I love experimenting with new recipes, baking, and listening to motivational podcasts to stay inspired.



Skills and Experience

Technical skills & Software tools

- MS Excel, Word & PowerPoint
- Trello
- Canva
- ChatGPT
- Etsy
- LinkedIn
- Facebook & Instagram
- Pinterest & YouTube

Professional skills

- General Administration & Organisation
- Minute Taking
- Data Capturing
- Email & Diary Management
- Bookkeeping & Accounts Payable
- HR & Recruitment
- Customer Service

Industry Experience

- Administration & Support Services
- Business Management & Consulting
- Coaching
- Education
- Finance
- Travel & Tourism

Work Experience

Dec 2020 - Current

Virtual Assistant

Outsourcery

- Receive, review, and verify invoices for accuracy, proper authorisation, and adherence to company policies.
- Maintain vendor accounts by reconciling statements, addressing discrepancies, and responding promptly to inquiries.
- Accurately input and update financial transactions within the accounting system.
- Organise and maintain comprehensive records of accounts payable transactions and supporting documentation.
- Ensure strict compliance with financial regulations, company policies, and internal controls.
- Collaborate effectively with internal departments and external vendors to resolve payment-related issues efficiently.
- Support month-end and year-end closing activities, including reconciling accounts payable ledgers to ensure precise financial reporting.
- Oversee the global mailbox, ensuring all queries are addressed promptly and professionally.
- Assuming leadership of the finance team during an extended leave of a key team member, ensuring that all targets and deadlines were met promptly and efficiently.

Dec 2019 - Mar 2020

Office Administrator

Capital Land

- Successfully coordinate meetings and manage databases, ensuring seamless operations.
- Efficiently draft and prepare professional correspondence, presentations, and reports.
- Proactively manage the ordering of stationery and office furniture, ensuring budget compliance.
- Successfully plan and organise company events, conferences, and corporate functions.
- Accurately take and promptly distribute meeting minutes, ensuring clarity and consistency.

2016 - 2018

Office Manager & Financial Assistant

Shout it Now

- Effectively manage office budgets, ensuring cost efficiency and financial control.
- Proactively manage diaries and emails, prioritising tasks and ensuring timely responses.
- Prepare professional correspondence, presentations, and reports to support executive decision-making.
- Implement and maintain streamlined office administrative systems, improving overall efficiency.
- Support the HR department by updating personnel records and coordinating interviews and onboarding.
- Monitor financial transactions to ensure accuracy and compliance.
- Perform account reconciliations, identifying and resolving discrepancies.
- Communicate effectively with vendors, colleagues, and customers to foster strong relationships and ensure smooth operations.

Education & Certifications



Certificate in Leadership in the workplace

Tourvest Leadership Academy



Certificate in Human Resource Management

Cape Peninsula University of Technology



Diploma in Business Administration

Damelin College

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

