

Liesel Sonnekus

Virtual Assistant

I bring extensive experience in office support and administration, working with clients across diverse industries. This has allowed me to develop a versatile skill set and continuously expand my knowledge. I am passionate about motivating team members and fostering a positive, results-driven environment through a "can-do" attitude.



Skills and Experience

Technical skills & Software tools

- ➔ MS Excel, Word, PowerPoint & G-Suite
- ➔ Trello
- ➔ Hubspot & Salesforce
- ➔ Mailchimp
- ➔ Slack
- ➔ FreeAgent
- ➔ Capsule CRM

Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Research & Data Capturing
- ➔ Travel Management & Booking
- ➔ Bookkeeping
- ➔ Proofreading

Industry Experience

- ➔ Administration & Support Services
- ➔ Charities & Social Services
- ➔ Education
- ➔ Gems & Jewellery
- ➔ Healthcare, Medical, Health & Wellness
- ➔ Transportation

Work Experience

Feb 2017 - Current

Virtual Assistant

Outsourcery

- ➔ Effectively manage and prioritise email and task workflows, ensuring timely responses and efficient task completion.
- ➔ Oversee diary management and scheduling, optimising time utilisation and minimising conflicts.
- ➔ Maintain and update databases, ensuring accuracy, organisation, and easy access to information.
- ➔ Assist with travel research, bookings, and itinerary arrangements, ensuring smooth and cost-effective travel plans.
- ➔ Process client invoices, ensuring timely and accurate reconciliation of accounts and resolution of discrepancies.
- ➔ Accurately collate and file expense reports, maintaining proper documentation for financial tracking and audits.
- ➔ Implement administrative systems and streamline processes, improving efficiency and ensuring smooth operations.
- ➔ Utilise Capsule, Trello, Adobe Sign, and FreeAgent to enhance daily operations and project management.

Mar 2014 - Jan 2017

Project Administrator

AFMS

- ➔ Oversaw and managed uniform and name tag inventory and distribution.
- ➔ Distributed and monitored Public Information Communication Materials (PICM).
- ➔ Requested and managed COMMS passwords for all cashiers.
- ➔ Maintained and updated the Asset Register to ensure accurate tracking of assets.
- ➔ Handled general office administration duties, ensuring smooth daily operations.

Jun 2013 - Feb 2014

Database Administrator

GIBBS

- ➔ Facilitate the registration of engineers with ECSA, ensuring compliance with all requirements and timely submission of documentation.
- ➔ Coordinate the registration of project managers with SACPCMP, managing all necessary paperwork and communication.
- ➔ Serve as the primary point of contact for engineers and project managers stationed across South Africa, providing support and addressing queries efficiently.

Education & Certifications



Certificate in Purchasing Management

UNISA



National Diploma in Educare

Technisa



Diploma in Travel and Tourism

Damelin College

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

Sarah-Anne Alman

Liesel is the epitome of hard work and execution. She has been an incredible asset in helping me get things done. She has strong communication skills, and has always delivered on time. Liesel is a pleasure to work with and I would highly recommend her!

