

Simone van Niekerk

Virtual Assistant

As a dedicated and detail-oriented Executive Assistant, I bring a wealth of experience in managing high-level administrative tasks with precision and professionalism. With a proven ability to streamline operations, I excel in complex diary management, travel coordination, and high-volume email management, ensuring seamless support for busy executives. My expertise in creating and implementing SOPs, along with my knowledge of financial tracking and invoicing, allows me to establish efficient workflows that enhance productivity and reduce operational friction.



Skills and Experience

Technical skills & Software tools

- MS Office & G-Suite
- Asana, ClickUp, Monday.com & Trello
- Ticketing Platforms
- Quickbooks
- Clockify & Todoist
- Slack, Calendly & RingCentral
- Canva
- Facebook, Instagram & Pinterest
- LinkedIn
- ChatGPT, Otter.ai and Read AI
- HubSpot, Salesforce & Zoho
- Pipedrive
- Mailchimp
- Wix

Professional skills

- General Administration & Organisation
- Email & Diary Management
- Documents & Scheduling
- Proofreading
- Travel Management & Booking
- Event planning
- Research & Data Capturing
- Project Management

Industry Experience

- Administration & Support Services
- Business Management & Consulting,
- Coaching
- Customer Service
- Electronics & Technology
- Entertainment & Event Management
- Family & Parenting
- Finance
- Transportation
- Travel & Tourism

Work Experience

Aug 2020 - Current

Virtual Assistant

Outsourcery

- Complex diary management.
- Travel bookings.
- Email management.
- Online operations (creating SOPs, creating and implementing company procedures, researching and implementing new systems).
- Invoicing, basic financial management, and payments.
- Personal support (purchases, digital organisation of documents, tracking, and recording staff hours).

Feb 2019 - Feb 2020

Independent Talent Consultant

- Source and selection of candidates, including interviewing.
- Client and candidate management.
- Background checking.
- Business development.
- Diary and calendar management.
- Meeting arrangements.
- Document formatting and creating of presentations.

Aug 2016 - Aug 2020

Consultant, Executive Assistant, Lead Office Administrator

TRS Staffing Solutions

- Scheduling and coordinating meetings, appointments, and travel arrangements.
- Managing email and correspondence on behalf of the executive.
- Handling sensitive and confidential information.
- Event and function planning.
- Acting as a liaison between the executive and other departments and individuals.
- Staff, facility, and service provider management.
- Purchase order management.
- Document formatting and creating of presentations.
- Creating and maintaining SOPs on behalf of the executive.
- Developing and implementing processes to improve efficiency.
- Organising and maintaining files and records.

Education & Certifications



N4 Certificate in Finance

Skills Academy



Certificate in Modern HR Management

Alison



Certificate in Time Management

Alison

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

Stephen McCann

Simone is excellent - I've had many assistants over the years and Simone is the best so far. Very competent and takes initiative. Easily able to assist across many parts of my business.

