

Riska Kooiker

Virtual Assistant

I'm an experienced, goal-oriented professional with a solid record in team leadership and people management across diverse environments. Adept at enabling small business owners to achieve their marketing and sales goals, I am recognised for a results-driven approach focused on strategic growth and fostering an engaging, client-centered environment. My commitment to delivering tangible outcomes and building highperforming teams drives my success and empowers those I work with.

DOWNLOAD PDF



Skills and Experience

Software tools

Technical skills &

- → MS Office & G-Suite
- Xero & QuickBooks Monday.com, Asana & Trello
- Calendly & RingCentral
- → HubSpot & Pipedrive
- Mailchimp
- → PeopleHR
- Slack
- Canva
- → LinkedIn Sales Navigator → Facebook, Instagram & X (Twitter)
- TikTok, Pinterest & YouTube
- ChatGPT, Read.AI & Notebook LM
- → WordPress, Squarespace & Wix

Shopify & Etsy

General Administration & Organisation

Professional skills

- Documents & Scheduling
- Email Management
- → Research & Problem Solving
- Project Management
- Event Planning
- Bookkeeping
- Lead Prospecting Sales & Cold Calling
- Marketing & Networking Customer Service
- Ticketing Platforms → HR & Recruitment

→ Administration & Support Services

Industry Experience

- Advertising & Marketing
- Business Management & Consulting
- Coaching
- Charities & Social Services
- Education

Customer Service & Sales

- → Electronics & Technology → FMCG, Retail & Consumer Goods
- → Healthcare, Medical, Health & Wellness Property

Travel & Tourism

Work Experience **Virtual Assisstant**

Oct 2018 -Current

Outsourcery

streamlining daily operations. Successfully handle sensitive information and provide proactive solutions to improve productivity and maintain

> Deliver high-level support to executives and business owners by managing schedules, coordinating travel, and

- seamless operations. Excel in fast-paced settings, adapting quickly to changing priorities and ensuring
- strategic support alignment.

2011 - 2017

ABC Systems

Business Owner & Business Development Consultant

- Establishing a customer base in South Africa and Africa. Manage all aspects of business operations, from marketing and sales strategy to client relationship management.
- Develop digital marketing plans, utilising analytics to drive strategy. Run campaigns on multiple platforms, achieving significant growth in client engagement.

2010 - 2011

Gems Royal Dubai School

Educator

> Teach primary school curriculum within a British educational system, and develop engaging lesson plans to

- support diverse learning needs. Coordinate with faculty and parents to ensure each student's success, promoting a supportive and structured classroom environment.
- Key Account Manager

2005 - 2010

Philip Morris International Oversee major accounts, focusing on relationship-building, negotiation, and strategic

account growth across the Middle East. Develop custom marketing solutions for high-profile clients, exceeding revenue targets and fostering brand

- loyalty.
- Assistant Marketing Manager Philip Morris International

1999 - 2005

Assist in creating and executing marketing strategies tailored to the regional market, focusing on brand awareness and engagement.

Analyse market trends to inform strategic decisions, coordinating campaigns and promotions that achieved a 15%

Regional Sales Manager Kimberly-Clark Health-Care Division

growth in brand recognition.

1994 - 1999

Lead a regional sales team, setting and surpassing sales targets while fostering a competitive and goal-oriented culture.

- Manage client relationships, negotiate contracts, and implement training sessions for team members.

Executive Diploma in

Education & Certifications



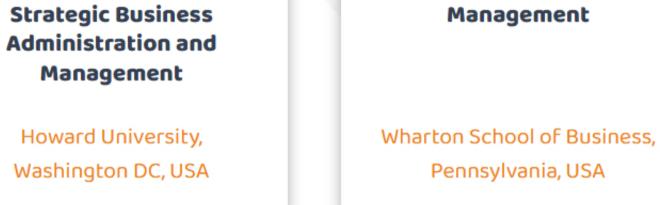
Diploma in Digital

Marketing



Bachelor of Commerce

(Economics and Business



Executive Diploma in

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

IBN Solutions

I am working with Riska from Outsourcery. So far it has been a really good experience and she really adds value to our marketing efforts. Thank you!

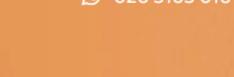


Outsourcery





Copyright © 2024. Outsourcery. All rights reserved.





Contact us

J 0800 086 8998

Outsourcery guide Join our team FAQs **Privacy policy** Cookie policy

How busy are you?

Resources

Refer and earn

Terms and conditions

Designed and Built by Outsourcery

