

Tracey Krieling

Virtual Assistant

As a passionate, determined, goal – driven and dynamic professional, I strive to achieve optimal results for your business. I have gained valuable experience over the years and believe that I can add value to your business. I am very efficient hardworking and reliable.



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Skills and Experience

Technical skills & Software tools

- ➔ MS Excel, Word & PowerPoint
- ➔ Xero, Pastel & QuickBooks
- ➔ SAP & JDE Edwards
- ➔ Trello
- ➔ Slack
- ➔ Facebook & Instagram
- ➔ Pinterest & YouTube
- ➔ ChatGPT
- ➔ Salesforce & Zoho
- ➔ Mailchimp

Professional skills

- ➔ General Administration & Organisation
- ➔ Email Management
- ➔ Documents & Scheduling
- ➔ Research & Data Capturing
- ➔ Bookkeeping
- ➔ Marketing & Networking
- ➔ Project Management

Industry Experience

- ➔ Administration & Support Services
- ➔ Advertising & Marketing
- ➔ Finance
- ➔ Healthcare, Medical, Health & Wellness

Work Experience

Apr 2022 - Current

Virtual Assistant

Outsourcery

- ➔ Bookkeeping and financial management.
- ➔ Post invoices and credit notes in SAP.
- ➔ Clear outgoing payments for supplier invoices in SAP.
- ➔ Reconcile supplier statements.
- ➔ Process quotes and purchase orders.
- ➔ Post bank statement receipts in Xero.
- ➔ Invoicing and client communication.
- ➔ Send out invoices and statements to suppliers.
- ➔ Maintain effective communication with clients to ensure timely debt collection.
- ➔ Foster and maintain positive relationships with all suppliers and clients.
- ➔ Administrative support.
- ➔ Manage the asset team inbox and oversee email correspondence.
- ➔ Perform general administrative duties and provide office support.
- ➔ Type documents, reports, presentations, and budgets.
- ➔ Capture and organise data efficiently.
- ➔ Maintain electronic filing systems.

Jun 2012 - May 2015

Marketing Administrator

Pernod Ricard SA

- ➔ Manage and process all staff travel arrangements and brand purchase orders, ensuring accurate bookings within budget and timely submission of invoices for payment.
- ➔ Serve as a JDE super user, training new staff members on the company's in-house JD Edwards system.
- ➔ Act as the primary point of contact for departmental inquiries, assisting with all queries.
- ➔ Support trade marketing by processing procurement purchase orders as needed.
- ➔ Conduct finance budget monitoring, compile and update relevant spreadsheets monthly.
- ➔ Review monthly budget variance reports provided by the finance team for analysis.
- ➔ Compile and verify the department's credit card summaries, ensuring accuracy before submission.
- ➔ Compile and submit weekly and monthly Open Purchase Order and Goods Received reports in accordance with established deadlines, assisting the finance department with age analysis as needed.
- ➔ Coordinate meetings and teleconferences, both internal and external, as requested.
- ➔ Maintain stationery inventory in line with requests and budget constraints.
- ➔ Ensured filing systems were up to date and that information was easily accessible in accordance with company filing standards.

Aug 2011 - Feb 2012

Purchasing Secretary

University of Cape Town

- ➔ Process all travel and stationery purchase orders for the Commerce Finance Department utilizing SAP for transactions.
- ➔ Maintain up-to-date filing systems to ensure efficient document management.
- ➔ Adhere to UCT finance policies and procedures to ensure compliance in all financial operations.

May 2011 - Jul 2011

Credit Controller / Bookkeeper

Ekonodent

- ➔ Process and match invoices to ensure accurate financial records.
- ➔ Manage daily purchase order processing, posting, and matching all cash received in SAP.
- ➔ Capture and reconcile credit card transactions.
- ➔ Facilitate the processing and opening of new accounts.
- ➔ Conduct weekly follow-ups on age analysis to track outstanding balances.
- ➔ Reconcile accounts and resolve queries promptly.
- ➔ Release daily orders and monitor their status, addressing any related queries.
- ➔ Collect outstanding debts and ensure compliance with credit control policies and procedures daily.

Sep 2009 - Feb 2011

Credit Controller / Bookkeeper

Cape Ads

- ➔ Perform daily capturing of cash received using Pastel accounting software.
- ➔ Balance the cash book against bank statements to ensure accuracy.
- ➔ Reconcile and balance bank statements regularly.
- ➔ Capture and reconcile credit card transactions.
- ➔ Manage the faxing and filing of invoices.
- ➔ Reconcile accounts and resolve any related queries.
- ➔ Process journal entries, credit notes, and debit notes as needed.
- ➔ Print and mail invoices and statements to clients.
- ➔ Manage petty cash and conduct reconciliations.
- ➔ Handle weekly banking of cash and cheques.
- ➔ Oversee office maintenance and stationery inventory control.
- ➔ Ensure adherence to strict credit control policies and procedures by weekly deadlines.

Education & Certifications



UK-GDPR Advanced Certificate



Certificate in Basic Bookkeeping

Rosebank College

