

# 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

Ekonoment

- 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

