

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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WORKING STYLE



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

Ekonomdent

→ 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