### 

# 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

### Software tools

Technical skills &

- → MS Excel, Word & PowerPoint
- Xero, Pastel & QuickBooks
- → SAP & JDE Edwards
- → Trello
- Slack
- Facebook & Instagram Pinterest & YouTube

Salesforce & Zoho

- ChatGPT
- Mailchimp

### General Administration & Organisation

**Professional skills** 

- → Email Management
- → Documents & Scheduling
- Research & Data Capturing
- Bookkeeping
- Marketing & Networking Project Management

**Industry Experience** 

- → Administration & Support Services
- Finance

Advertising & Marketing

- → Healthcare, Medical, Health & Wellness

## Work Experience **Virtual Assistant**

### Current

Apr 2022 -

### Outsourcery

Post invoices and credit notes in SAP.

Bookkeeping and financial management.

- 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.
- Marketing Administrator

# 2015

Jun 2012 - May

### Manage and process all staff travel arrangements and brand purchase orders, ensuring accurate bookings within

Pernod Ricard SA

- 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.

# 2012

Aug 2011 - Feb

May 2011 - Jul

2011

**Purchasing Secretary** 

Process all travel and stationery purchase orders for the Commerce Finance Department utilizing SAP for transactions.

University of Cape Town

- 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.

# Ekonodent

Manage daily purchase order processing, posting, and matching all cash received in SAP. Capture and reconcile credit card transactions.

Credit Controller / Bookkeeper

- 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.

Process and match invoices to ensure accurate financial records.

Credit Controller / Bookkeeper

**Sep 2009 - Feb** 

2011

### 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.

Cape Ads

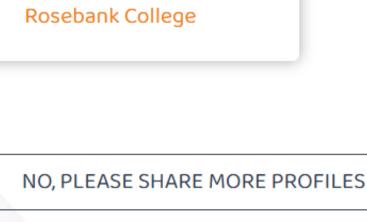
Manage the faxing and filing of invoices. Reconcile accounts and resolve any related queries.

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





Certificate in Basic

Bookkeeping

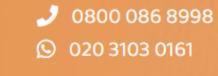
YES, I WANT TO PROCEED WITH THIS CANDIDATE

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