

Elina Matika

Virtual Assistant

I am dedicated to delivering high-quality results and achieving outcomes. I am highly motivated, well-organised, and eager to learn. I maintain a positive attitude in the face of challenges and quickly recover from setbacks. I use criticism as an opportunity for growth and development, and I am open to new approaches and ideas. I respect individual and cultural differences and actively seek opportunities for continuous learning and professional growth.



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Skills and Experience

Technical skills & Software tools

- ➔ Microsoft Office & G-Suite
- ➔ Calendly
- ➔ Ticketing Platforms
- ➔ Canva & Photoshop
- ➔ HubSpot, Sage & SAP
- ➔ Facebook, Instagram & TikTok
- ➔ LinkedIn, Pinterest & YouTube
- ➔ ChatGPT, Otter & Read.ai
- ➔ WordPress, Wix & WooCommerce

Professional skills

- ➔ C-Suite
- ➔ General Administration & Organisation
- ➔ Documents & Scheduling
- ➔ Diary & Email Management
- ➔ Travel Management & Booking
- ➔ Minute Taking & Data Capturing
- ➔ Research & Problem Solving
- ➔ Proofreading
- ➔ Bookkeeping
- ➔ Project Management & Event Planning
- ➔ Marketing & Public Relations
- ➔ Customer Service

Industry Experience

- ➔ Administration & Support Services
- ➔ Advertising & Marketing
- ➔ Business Management, Consulting, Coaching
- ➔ Charities & Social Services
- ➔ Electronics & Technology
- ➔ Finance
- ➔ Healthcare
- ➔ Medical, Health & Wellness
- ➔ Hospitality
- ➔ Property
- ➔ Mining & Engineering

Work Experience

May 2025 - Present

Virtual Assistant

Outsourcery

- ➔ Data capturing and reporting.
- ➔ System administration and support.
- ➔ Research.
- ➔ Process improvements.
- ➔ Assist with policies and procedures.

May 2022 - Apr 2025

Executive Personal Assistant

Right to Care

- ➔ Manage and maintain the Executive's schedules, including scheduling travel and conferences.
- ➔ Coordinate travel requirements for the MD and senior managers.
- ➔ Facilitating the processing of payment requisitions and per diems, where applicable, as per travel policy.
- ➔ Monitoring costs and ensuring costs are kept to a minimum.
- ➔ Coordinate meetings, conferences, training, and workshops.
- ➔ Ensuring that all resources are sourced within the RTC procuring policy; invitees, venue hire, catering, and any other equipment required.
- ➔ Logistic coordinator.
- ➔ Document and report production.
- ➔ Maintaining an electronic filing system on SharePoint.

Dec 2020 - Apr 2022

Executive Assistant (Contract)

Quest Staffing Solutions

- ➔ Business administrative support.
- ➔ Office management.
- ➔ Scribe.

Jul 2019 - Jan 2020

Executive Assistant

FLSmith

- ➔ Compiling and consolidating the management reports for the region.
- ➔ Extensive international travel, including visa application requirements.
- ➔ Diary management.
- ➔ Planning and managing the implementation of general office administration and operational support projects.
- ➔ Reconciling expenses against credit card statements.
- ➔ Liaising with staff, suppliers, and clients as required.

Jul 2014 - Dec 2018

Executive Assistant

Standard Bank - CIB Global Markets Operations

- ➔ Diary management.
- ➔ Consolidation of monthly Exco reports, presentations and minute-taking at monthly Exco meetings. Following up on action items raised to ensure they are closed off before the next meeting.
- ➔ Manage all travel arrangements, including transfer, accommodation, flights and visa applications.
- ➔ Event management, including sending and confirming invites, venue scouting, catering, setups, and sound.
- ➔ Maintain up-to-date details of Organisational Structures within the business unit.
- ➔ Working with the HR team to arrange smooth onboarding and offboarding of new direct reports in the executive team.
- ➔ Planning and supporting relocations in collaboration with the facilities management teams.
- ➔ Reviewing expense claims prepared by the executive's direct reports by comparing the supporting documents to the claim form.
- ➔ Load purchase orders, ensuring that all payments made are paid out of the correct cost centres and general ledger accounts, and amending cost centre workflows when there is any change in cost centre responsibility.

Apr 2014 - May 2014

Project Administrator

Standard Bank - PBB Africa Operations

- ➔ Travel arrangements, flights, accommodations, transfers, and visa applications.
- ➔ Taking of meeting minutes on request. Ensuring that the minutes are approved by the meeting chair and distributed to the relevant parties within the agreed time.

Jun 2012 - Apr 2014

Executive Assistant to the CEO

Seacom

- ➔ Support the CEO in controlling daily activities and diary schedules.
- ➔ Coordinate extensive travel to different continents, adhering to all visa requirements.
- ➔ Coordinate board and management meetings and collate meeting packs and reports.
- ➔ Minute taking and distribution of minutes.
- ➔ Controlling and obtaining sign-off of monthly expense claims.
- ➔ Reconciliation of travel expenses.
- ➔ Management of the company's guest house, including lease agreements, facilities, maintenance, and supplies.

Apr 2010 - May 2012

Executive Personal Assistant

Standard Bank

- ➔ Manage Executives' calendars.
- ➔ Coordinate travel for domestic, regional, and international trips.
- ➔ Coordinating, monitoring, and evaluating project progress on behalf of the executives within specified objectives, deadlines, and standards.
- ➔ Planning and managing the implementation of general office administration and operational support projects.
- ➔ Manage capital and operational expenditure.

Sept 2008 - Feb 2010

Executive Personal Assistant

McCann Worldgroup

- ➔ Diary management.
- ➔ Coordinate travel.
- ➔ Coordinate staff and media-owner events.
- ➔ Maintain an updated list of media owners contracted to the agency.

Education & Certifications



Degree in Marketing and Management Science

IMM Graduate School



Programme in Office Management

UNISA



Certificate in Project Management

Boston College



Certificate in Secretarial Studies

Pitman Training Group

