




NIKKI STRYDOM

Personal Assistant
Office Administrator

PROFILE

Personal assistant to two attorneys and business rescue practitioners. I assist with all new business rescue matters. I compile and submit all relevant business rescue documentation and draft and distribute all notices to all affected persons.

CONTACT

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EXPERIENCE

BDO Business Restructuring

2012 - PRESENT

Personal assistant and office administrator.

Compile and draft all documentation necessary to place a company in business rescue.

Attend to all CIPC business rescue submissions.

Draft, compile and distribute all notices to affected persons and employees.

Arrange, record and moderate all statutory meetings

Manage cashbooks.

Record all claims received.

Finalise all proposed business rescue plans.

The Peech Hotel

2011 - 2012

Senior events manager and operations manager

Urban Walkabout and The World Hotel Link

2009 - 2010

Online bookings consultant

Independent Trustees

2006 - 2011 (Part-time)

Office administrator and website co-ordinator

SKILLS

- PC literate
- Efficient office administration
- Knowledge of relevant software
- CIPC new e-services platform
- Ghostpractice
- Business online banking
- Excellent communication - written and verbal
- Exceptional planning and organising
- Proactive
- Accuracy and attention to detail

EDUCATION

University of South Africa

2010

BTech Tourism Management (passed with Cum Laude)

University of Johannesburg

2009

National Diploma Tourism Management