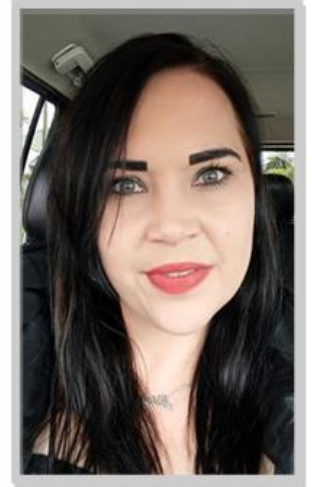


## Alicia Greyling

📍 582 19th Avenue, Rietfontein, Pretoria

☎ +27 78 064 5788

✉ [aliciagreyling@outlook.com](mailto:aliciagreyling@outlook.com)



## Personal Information

- **Date of Birth:** 20 March 1994
- **Nationality:** South African
- **Marital Status:** Divorced
- **Children:** Two
- **Languages:** Afrikaans (native), English (fluent)
- **Driver's Licence:** Code 8, with own transport
- **Criminal Record:** None
- **Health:** Excellent

A highly motivated, adaptable professional with extensive experience in executive administration, project management, HR, and business operations. Known for exceptional organisational skills, attention to detail, and an ability to work independently or within a team. Seeking a remote or hybrid opportunity where I can contribute my skills and continue to grow.

Fully equipped home office enabling effective remote work. Self-driven, excellent time management, comfortable working independently or in a collaborative team

## Education & Certifications

- **National Senior Certificate** – 2012
- **UNISA** – Business & Office Management
  - Business & Office Environment
  - Office Finance
  - Communication in the Office
  - Information Management
- **NOSA** – SAMTRAC International (Introduction to SAMTRAC)
- **Skills Development Facilitator Certificate** – Skills Academy, completed 2024

## Employment History

### **TP Fencing (Pty) Ltd — *Executive PA / Office Manager / HR Officer***

*Jan 2013 – 2018*

- Provided high-level support to the CEO and MD.
- Managed diaries, meetings, travel, and office systems.
- Prepared documents, presentations, and correspondence.
- Administered wages for 40 employees and 7 subcontractors.
- Trained construction staff in safety and compliance regulations.
- Maintained compliance docs, BEE certificates, and tenders.
- Managed project costing and basic Pastel accounting.
- Controlled business expenses, claims, and online banking.
- Coordinated social-media updates and marketing content.

Contactable reference – Theresa (0793431093)

## **Contramax (Pty) Ltd — *Financial Manager / Project Manager***

*Jan 2018 – 2022 | Construction*

- Managed multiple large-scale construction projects (> R5 million).
- Oversaw HR, finance, procurement, and compliance.
- Built and maintained relationships with investors and high-profile clients.
- Directed all business operations, marketing, and tender submissions.

Contactable reference – Gert (0824482177)

## **FM Solar — *Financial Manager / Project Manager***

*Jan 2022 – 2025 | Construction and Solar*

- Managed multiple large-scale construction projects (> R5 million).
- Oversaw HR, finance, procurement, and compliance.
- Controlled business expenses, claims, and online banking.
- Administered wages for 60 employees and 20 subcontractors.
- Creditors and Debtors
- Coordinated social-media updates and marketing content.
- Built and maintained relationships with investors and high-profile clients.
- Directed all business operations, marketing, and tender submissions.

Contactable reference – Lourenz (0834432781)

## **Bos Brits — *Accounts Manager***

*July 2024 – Current | Remote Personal Assistant*

- Oversaw HR, finance, procurement, and compliance.
- Controlled business expenses, claims, and online banking.
- Administered wages for 20 employees
- Overall Business Management
- Creditors and Debtors
- Coordinated social-media updates and marketing content.
- Built and maintained relationships with investors and high-profile clients.

- Directed all business operations, marketing, and tender submissions.  
Contactable reference – Jozef (081 525 0235)

### **Core Competencies**

- Executive & Office Management
- HR Administration & Payroll
- Project Coordination
- Tender & Compliance Documentation
- Financial Administration
- Client & Stakeholder Communication
- Problem-Solving & Multitasking
- Remote Work Ready – self-managed, deadline-driven