



SYLVIE KANIKI

PERSONAL DETAILS

Little Falls, Johannesburg 1724
+27 81 629 4748
sylviambuyi@gmail.com

EDUCATION

Wits Tutorial College
Matric

Certificates
CompTIA A+ & N+ (Networking)
Cyber Security

ICB-Diploma In Financial Accounting
(Still in Progress)

LANGUAGE PROFICIENCY

English, French, Swahili & Isizulu

COMPUTER LITERACY

MS Office Suite & CRM Systems |
Outlook | Word | Excel | MS PowerPoint
| Sage One

PROFILE

A highly organized and detail-oriented administrative professional with 10 years of experience supporting executives, teams and business operations. Skilled in office management, scheduling, communication, and problem-solving. Adept at handling multiple tasks efficiently, ensuring smooth workflow, and maintaining confidentiality.

WORK EXPERIENCE

Vuleka Platform | Personal Assistance to CEO

March 2024 – Feb 2025

- Manage office operations, including scheduling, document preparation, and correspondence.
- Coordinate meetings, travel arrangements, and events for the executive.
- Handles confidential information with discretion and professionalism.
- Assist in budgeting and expense tracking to ensure financial efficiency.
- Provide outstanding customer service to internal and external stakeholders.
- Maintained accurate records and organized filing systems for efficiency.
- Creating Quote, Invoices, Delivery Notes and ensuring the accuracy of Customers orders on Sage.

Alleluia Ministries International | Administrator

February 2023 – March 2024

- Building and maintaining relationships with the congregation and community.
- Managing daily operations and maintaining office supplies and records.
- Coordinating, planning, and executing church events
- Assisting to create budgets, track, and records church income from donations and sales.
- Assisting with scheduling meetings, renting church equipment and facilities, enforcing church policies for facility use.
- Overseeing the church database.

REFEREES

Vuleka Platform

Ms. Nothabo Bhebhe

HR | 078 386 7150

Alleluia Ministries International
Ms. Belinda Danielz
HR | 082 721 8229

Path Property Group
Mr. Patrick
General Manager | 011 900 7184

IMB Financial Services
Mr. Thabo
Regional Manager | +27 82 444 4600
thabo@imb.co

LGT Transaction
Yvonne Dlamini
Office Manager | +27 78 694 4078

Path Property Group | Sales Consultant

April 2021 – March 2022

- Assisting clients to make sound property-purchasing decisions
- Finding clients in need of consultancy services through cold-calling, advertising, and business presentations.
- Establish and maintain health, long term relationship with clients to generate repeat business and referrals
- Analyzing market trends and demographics to identify the most sought-after and profitable areas.
- Maintaining an extensive database of all properties for sale
- Developing strategies to increase the value of properties for clients looking to sell
- Conducting negotiations with real estate agents on behalf of the clients
- Communicate with legal counsel to prepare sale and lease documents

IMB Financial Services | Senior Administrator

August 2019 – July 2020

- Administration pertaining to products, services and sales
- Provide excellent customer support to all customers
- Open account: collate and present accurate reports and metrics on all administration work completed for walk-in customers
- Conduct accurate FICA and relevant and applicable compliance security checks
- Ensure accurate, correct scanning, filing and saving of client documents on the database
- Submission of regular daily, weekly, monthly reports to head office management
- Reports to Senior management; co-ordinate activities, shift rosters, attendance of branch staff related matters
- Petty cash management
- Develop, implement and improve office policies and procedures

LGT Transaction | PA to Office Manager

July 2014 – July 2019

- Coordinate and overseeing administrative duties in an office, and ensure that the office operates efficiently and smoothly
- Data capturing and overseeing the database
- Oversee and ensure compliance to policies, systems and, processes
- Coordinating appointments and meetings and managing staff calendars and schedules
- Supervising, mentoring, training, and coaching office staff and delegating assignments to ensure maximum productivity
- Coordination domestic and international travel, including flight, hotel, and car rental reservations
- Purchasing office supplies and equipment and maintaining proper stock levels
- Creating presentations and other management-level reports
- petty cash management

SKILLS

- Multitasking and time-management skills, with the ability to prioritize tasks
- Excellent Organizational skills
- Customer focus and responsiveness
- Great Leadership and communication qualities
- Ability to work under pressure
- Confidentiality and excellent work ethics
- Problem-solving and strong emotional intelligence