

[**Charisse.334825@2freemail.com**](mailto:Charisse.334825@2freemail.com)

**Charisse executive Assistant**

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| Personal Summary |  | Proactive, highly skilled administration professional with 8- years’ track record in customer service, record keeping and general office management. Well-versed in oral and written communication, multitasking and perseverance to task completion. Proficient in executive support; taking minutes, handling appointments and messages and writing correspondence. With proven abilities in developing positive relationships with clients and coworkers. |
| AREASOFEXPERTISE Professional KEY SKILLS AND COMPETENCIES |  | Office management  Administrative support  Report writing Presentations  Diary management  GP and SAP Application  Documentation Control  Share Points & EDMS  L ’Opera /Fidelio System  ICDL/ Retail Pro Viewer  Strong organizational, administrative and analytical skills.  Excellent spelling, proofreading and computer skills.  Ability to maintain confidentiality.  Excellent working knowledge of all Microsoft Office packages. Knowledgeable in accounting, payroll, expenses and budget cost  Ability to produce consistently accurate work even whilst under pressure.  Ability to multi task and manage conflicting demands. Ability to type at least 60+ wpm |
| Personal Skills |  | Time management Proactive and assertive  Flexible &approachable  Strong Work Ethics  Good service orientation |
| Work History Past Experience: |  | **EXECUTIVE ASSISTANT** **RETILISTIC TRADING LLC****Subsidiary of Mubarak BROTHERS & Investment** Reporting: Retail – DirectoR MANAGING DIRECTOR Divisions Manager Feb 2016 up to present  Served in administrative support roles for corporate clients in diverse industries, including Fashion, F&B, Auto Services and Education. Schedules and coordinates appointments, meetings and events, including registration and travel arrangements as necessary. Prepare agenda for meetings. Takes and transcribes dictation. Transcribes drafts, proofreads and revises correspondence, memos, flyers, agendas, minutes, resolutions and policies.  Coordinate travel and accommodation requirements in connection with others and ensure arrangements in place. Coordinates office management activities. Maintains executive appointments scheduled by planning and scheduling meetings, conferences initiating teleconferences chaired by chairpersons.  Answers and screens phone calls and manages the Retail Director and Divisions Manger. Assists in the completion of various forms, notices, press releases and other communications, which may require posting and/or publication. Assists with project monitoring and budget tracking.  Assists Retail Director and Divisions Manger with customer inquiries and problem resolution. Updates District web page on a regular basis. Exhibits ability to constructively deal with conflict and afford effective resolutions. Suggests policy changes in order to streamline department operations.  Assures departmental operations within budgetary guidelines. Exhibits willingness to ensure successful inter-departmental relationships. Relay directives, instructions and assignment to executives. Earned a reputation for rapidly and calmly resolving customer complaints. Executive Receptionist**ERNST & YOUNG MIDDLE EAST**Reporting: Core Business Services ManagerApril 2015 till December 2015 (9 months) Completes a broad variety of administrative tasks for the Executive Directors including: managing an extremely active calendar of appointments; arranging complex and detailed travel plans, hotel accommodation itineraries, and agendas; and compiling documents for travel-related.  Maintains executive appointments scheduled by planning and scheduling meetings, conferences initiating teleconferences chaired by chairpersons. Performs general secretarial and clerical functions, meeting scheduling, copying, faxing, data entry, and filing, for the purpose of supporting office operations.  Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data. Respond to client inquiries. Provide word-processing and secretarial support maintains a current and accurate filing system.  Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. Executive Assistant cum Project Bid Coordinator**Summit Global Power and Energy Ltd.,** **(Joint Venture of Sumitomo Corporation) IWPP/IPP**Reporting: Head of Business DevelopmentJune 2009 till March 2015 (5 years & 8 months) Duties: Executive Assistant  Provides high level administrative support to the Head Business Development Managers reads and sorts incoming memos, submissions, and reports to determine their priorities and plan their distribution. Receives, directs and relays telephone calls and messages, receives/ sends mail.  Ensure busy diary commitments, papers, and travel arrangements are managed effectively including in producing a daily folder with diary, necessary papers. Conduct weekly diary meetings with the Head of BD to discuss upcoming engagements, invitations and other request.  Coordinate travel and accommodation requirements in connection with others and ensure arrangements in place for the Head of BD’s match their requirements. Keep and maintain an accurate record of papers and electronic correspondence of the department. Responsible for handling all requests for the division.  Performs administrative duties and clerical duties, arrange conference calls and meetings, make travel arrangements, compose correspondence, review memos and reports, conduct research, create presentations and assist in preparation of monthly reports.  Gathering data and compiling various reports for management. Performs general clerical duties to include but not limited to: typing, photocopying, faxing, mailing, and filing, Maintains leaves or absences of the Department.  Duties: Project Bid Coordinator IWP/IPP  Maintain Company documentation of new and existing bids. Manage team calendars. Create base bid document for each bid. Perform administrative responsibilities, such as entering information into databases, producing simple statistical reports, and presentations.  Assist with research as necessary, compiles and analyzes data, and prepares reports to identify and convey results and trends. Support bid managers and bid directors in producing bid documents. Save final proposal document(s) into pdf format to provide to client, and/or burn to CD/DVD. Send soft copy to the Knowledge Management Manager.  Maintain and update proposal material in Share Point bid database during assignment. Take ownership of bid review slide templates incorporating any changes when necessary. Availability for shows/exhibitions as required.  Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text and data. Respond to client inquiries. Provide word-processing and secretarial support maintains a current and accurate filing system.  Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures. **Shift Leader Receptionist****GHQ Armed Forces Officers Club and Hotel ( 5 ) star Abu Dhabi UAE****May 2006 until March 2009** Finance Staff (CREDIT DEPT) Cebu Mitsumi Inc.  August 2004 to April 2006 Cebu City *Philippines* |
| Education |  | Major: Management Accounting **Bachelor of Science in Business Administration**  **University of visayas**  **graduated: october 2003** |
| PERSONAL DETAILS |  | **Date of birth: March 31, 1982**    **NATIONALITY: FILIPINO**  **Marital Status : Married**  **SEX: FEMALE** |