

**PERSONAL INFORMATION**

**Name: CHARISSE**

**Nationality:**  Filipino

**Email Address: [CHARISSE.336630@2freemail.com](mailto:CHARISSE.336630@2freemail.com)**

**Visa Status:** Employment Visa

**Availability: Immediate**

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**SUMMARY OF QUALIFICATIONS**

• Over three (3) years of **HR/Office Administration/Project Coordination/Executive**

**Assistant** experience in Dubai, UAE

• Five (5) years of HR/Office Administration experience in a renowned multi-national

professional services firm

• Proven ability in internal Recruitment

• Highly skilled in providing above par customer services  
• Proficient in providing project support to different work teams  
• Demonstrated ability to provide administrative services to top level executives  
• Sound ability to manage, organize, and coordinate various company events

• Knowledgeable in Accounting  
• Proficient in MS Office (Word, Excel, PowerPoint, Publisher,) Lotus

Notes, Microsoft Outlook, Adobe Photoshop

• Certified DiSC Trainer – Internationally recognized certification on Psychometrics

**PROFESSIONAL EXPERIENCE**

**August 2015 – February 2017**

**Administration/Project Coordinator**

**Global Management Consultants, Dubai, UAE**

***PROJECT MANAGEMENT***

* Coordinate activities of project personnel to ensure project progresses on schedule and withinprescribed budget. Generate status reports and modify schedules or plans as required
* Assist in establishing work plan and staffing for each phase of project, and in the arrangement for recruitment or assignment of project personnel
* Prepare project reports for management, client, or others
* Assist in staff travel arrangements and expense tracking for projects

***DIGITAL MARKETING***

* Manage social media accounts (including but not limited to Twitter, LinkedIn and Facebook) and lead generation via these accounts.
* Maintain and update email database
* Design online marketing materials for the company’s training and certification programs (e.g. DiSC Certification)

***ADMINISTRATION***

* Coordinate day-to-day administrative duties pertaining to documentation, office supplies, internal communications and ad-hoc miscellaneous tasks.
* Manage operational trackers (vacation days, business list, sales pipeline, calendars, etc.)
* Communicate and liaise with vendors
* Manage interns

***HR & RECRUITMENT***

* Screen CVs and interview intern applicants
* Organize assessment centers for employee selection
* Perform DiSC counseling to individuals who has done DiSC Assessments

**July 2013 – July 2015**

**Human Resources, Executive Assistant, Receptionist**

**Tajvand Group of Companies Dubai UAE**

***Assisting the Managing Director***

* Facilitating in various visa application of the Managing Director’s family
* Coordinating and arranging flights and travel accommodations
* Sending emails to clients/suppliers for and on behalf of the Managing Director
* Coordinating with his office staff in Hungary on monthly expenses and salaries to be paid, and all aspects of office administration concerns

***Human Resources***

* Keeping and updating HR hard copy files and database
* Assisting on PRO’s requests for passport/ID/visa copies and other relevant documents
* Posting job ads to various job sites
* Screening resumes/CVs and arranging interview schedules
* Collecting and consolidating time and attendance records.
* Maintaining and updating employee information
* Liaising with PRO on all aspects of visa requirements.
* Coordinating with requirements related to Medical Insurance.

***Vehicles/Machineries Administration***

* Drafting LPOs for Equipment, Machineries and Parts
* Requesting for Quotes for Equipment, Machineries and Parts
* Coordinating with the insurance provider for quotes and issuances of vehicle insurance
* Monitoring and updating vehicle registration expiries and renewals
* Keeping vehicle hard copy and soft copy files

**July 16, 2008 to May 31, 2013**

**Executive Assistant, Human Resources**

**Ernst & Young (Philippines) – SyCip Gorres Velayo & Co.**

***Activity Management***

* Arranging/coordinating various firm events such as monthly public seminars, firm anniversaries, various charities and press briefings
* Managing and coordinating with high level of accuracy the daily/weekly/monthly appointments and travels of Partner, managers, and staff
* Preparing logistic requirements for meetings (in-house, on-site, teleconference, videoconference)
* Calendar management

***Communications***

* Managing incoming and outgoing letters and documents
* Answering/screening/placing phone calls
* Handling incoming and outgoing documents
* Drafting correspondences
* Reviewing, proofreading, and editing documents

***Records and office supplies***

* Maintaining client-related files
* Maintaining and updates client mailing database
* Monitoring and ordering office supplies

***Human Resources & Other Tasks***

* Screening resumes and conducting examinations of applicants and endorsing to managers the potential hires for interview which contributed to selecting the best applicants for the executives for choose from
* Facilitating pre-employment requirements for new hires for a faster turning over to central office
* Assisting the branch accountant in various accounting tasks such as cashiering, and preparation of liquidation reports

**SKILLS**

* Effective written and verbal English communication skills
* High level of multi-tasking and organizational skills
* Interpersonal skills
* Proficient in MS Office (Word, Excel, PowerPoint, Publisher), Lotus Notes, Microsoft

Outlook

**RECOGNITION/CERTIFICATION**

* **Certified DiSC Trainer – September 2015, Dubai - Wiley**
* **Outstanding Employee Awardee - 2014,** Tajvand Group of Companies
* **Civil Service Professional** **Exam Passer** (Civil Service Commission – Republic of the Philippines)with 87% rating.

**MEMBERSHIPS & AFFILIATIONS**

* San Isidro Labrador Parish (Hagonoy, Davao del Sur, Philippines) Lectors & Commentators 1995-2013
* Sangguniang Kabataan Councilor - Elected youth official of Poblacion, Hagonoy, Davao del Sur, Philippines from 2003-2007
* Ateneo Dance Troupe 2006-2008
* Teatrong Atenista (Ateneo Theatre Club) 2007-2008

**INTERESTS**

* Music, Running, Reading, Dancing, Singing, Acting, Biking, Swimming, Cooking

**EDUCATION**

* **Tertiary**

Ateneo de Davao University (Philippines) - (Graduated Year 2008)

Bachelor of Science in Commerce - Major in Management Accounting

WPA: 87 %

* **Secondary**

Holy Cross of Hagonoy, Inc. (Philippines) - (Graduated Year 2003)

Class Valedictorian, WPA: 91%

**REFERENCES Available** upon request.