**C**HARISSE

**C**HARISSE.350654@2freemail.com

PROFESSIONAL SUMMARY

Detail-orientedExecutive Assistantwith extensive experience supporting senior executives in large corporate
environments.

SKILLS

Microsoft Office Proficiency Expense Reports
Excellent Communication Skills Data Entry
Time Management Journal Entries
Travel Arrangements Event planning
Press Association Filing and data archiving
Mail Management Meeting Advanced clerical knowledge
Strong Organizational Skills Report writing
Effective Time Management
Strong interpersonal skills
Proof reading

WORK HISTORY

Executive Assistant -Retail Director & Divisions Manager,02/2016 to02/2017
Retailistic Trading LLC –Al Bahia,Abu Dhabi UAE

 Answered and managed incoming and outgoing calls while recording accurate messages.
Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level
meetings.
Researched, proposed and implemented vendor services to decrease costs to organization.
Developed and maintained an internal client filing system.
Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
Processed travel expenses and reimbursements.
Supported the human resources department in the annual employee review process to manage performance merit
increases.
Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the
appropriate destination.
Coordinated dealer visitations, company special events and other employee morale functions.
Managed the Directors and Division Manager complex and frequently changing travel arrangements and
coordinated the pre-planning of trips.
Directed administrative functions for the directors, principals, consultants and key managers.
Frequently used word processing, spreadsheet, database and presentation software.
Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
Coordinate domestic and international travel arrangements, including booking airfare, hotel and transportation.
Answered and managed incoming and outgoing calls while recording accurate messages.

CBS - Assistant,04/2015 to12/2015
Ernst & Young Middle East –Abu Dhabi

 Answered and managed incoming and outgoing calls while recording accurate messages.
Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
Ordered and distributed office supplies while adhering to a fixed office budget.
Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
Managed office supplies, vendors, organization and upkeep.
Directed guests and routed deliveries and courier services.
Opened and properly distributed incoming mail.
Greeted numerous visitors, including VIPs, vendors and interview candidates.
Maintained a clean reception area, including lounge and associated areas.
Helped distribute employee notices and mail around the office.
Organized all new hire, security and temporary paperwork.
Served as corporate liaison between the finance, Assurance,Advisory and TAS departments.

Executive Assistant - GM & CFO,06/2009 to03/2015
Summit Global Power & Energy –Abu Dhabi

Answered a high volume of phone calls and email inquiries.
Conducted research to prepare, gather and proof briefing materials, agendas and decks for all executive-level
meetings.
Managed executive calendar and coordinated weekly project team meetings.
Composed and drafted all outgoing correspondence and reports for managers.
Negotiated pricing with vendors regarding wholesale billing and marketing procedures.
Liaised with vendors to order and maintain inventory of office supplies.
Performed accounts payable duties including invoicing, researching charge backs, discrepancies and
reconciliations.
Determined customer needs and developed program initiatives according to preferences.
Organized and attended meetings, including compiling all documents and reports ahead of time.
Filed paperwork and organized computer-based information.
Arranged domestic and international travel plans and itineraries, including flight, car service and restaurant
reservations.
Developed professional relationships with reliable vendors and contractors.
Sourced and ordered office equipment and supplies.
Wrote reports, executive summaries and newsletters.

Front Office Supervisor,12/2006 to03/2009
GHQ Armed Forces Officers Club & Hotel –Abu Dhabi

Greeted and welcomed all hotel guests with a smile.
Delivered messages, mail and packages left for guests and hotel facilities in a timely manner.
Increased hotel revenue, profits and market share throughadvertising and marketing.
Updated team members about changes in hotel products, services, pricing and policies.
Answered department telephone calls within 3 rings, using correct salutations and telephone etiquette.
Made and confirmed reservations.
Posted charges for rooms, food, liquor, or telephone calls, to ledgers manually or by using computers.
Verified customers' credit and established how the customer would pay for the accommodation.
Computed bills, collected payments and made change for guests.

Accounts Payable,11/2003 to04/2006
Cebu Mitsumi Incorporated –Cebu Philippines

Balanced monthly general ledger accounts to accurately record cost and month end accruals.
Posted receipts to appropriate general ledger accounts.
Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial
balance account.
Composed effective accounting reports summarizing accounts payable data.
Researched and resolved accounts payable discrepancies.
Entered financial data into the company accounting database to be verified and reconciled.
Generated invoices upon receipt of billing information and tracked collection progress.
Tracked financial progress by creating quarterly and yearly balance sheets.
Managed and responded to all correspondence and inquiries from customers and vendors.
Established a QuickBooks accounting system to reflect accurate financial records.

EDUCATION

Bachelor of Science:Business Administration Major in Management Accounting,October 2003
University of Visayas -Cebu Philippines

RECOMMENDATIONS

Charisse is hardworking, loyal and a dependable person. She takes initiative and is a problem solver in relation to her
work. She is very willing to put the extra effort to achieve the desired outcomes. The views above are my personal
views based on my several years of interaction with Charisse. "
— Jaideep Sandhu, Regional Technical Advisor MEA, International Power, managed Charisse indirectly at Summit
Global Power & Energy- Renewables & Environment

"I was lucky enough to be Charisse's employer when I was a director of International Power plc. She was always
cheerful and energetic, even though she had to work long hours as part of her job. She carried out her duties with
diligence and accuracy, and always made visitors feel welcome and part of the IP family. She was always ready to "go
the extra mile", and greatly contributed to the overall success of our regional team."
— Ranald Spiers, Executive Director, Middle East and Asia, International Power plc, managed Charisse indirectly at
Summit Global Power & Energy- Renewables & Environment

"I worked with Charisse at GDF SUEZ and always found her to be hardworking, friendly and efficient. I would not
hesitate to recommend her "
— Tom Hay, Business Development Oversight Manager - Asia, Middle East, Australia, ENGIE, worked with
Charisse at Summit Global Power & Energy- Renewables & Environment

"I know Charisse as a conscientious and hard working professional. She always had a positive attitude which was a
great plus at work. I would recommend her for suitable positions. "
— Stefano Terranova, Head of Acquisitions, Investments & Financial Advisory, South Asia, Middle East, & Africa,
GDF SUEZ Energy International, managed Charisse indirectly at Summit Global Power &EnergyRenewables&
Environment