

Carlise Hart

Virtual Assistant

I am a motivated and detail-oriented professional with a strong aptitude for numbers and a proven ability to adapt to diverse environments. A quick learner, I take pride in my punctuality, dedication, and ability to thrive both independently and collaboratively. With the right tools and support, I excel in turning challenges into opportunities for growth and success.



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Skills and Experience

<h3>Technical skills & Software tools</h3> <ul style="list-style-type: none"> → MS Excel, Word & PowerPoint → G-Suite → HubSpot → Trello & Asana → LinkedIn → Xero, Sage, Pastel & Quickbooks → YouTube → Mailchimp → Zoho → Shopify & WordPress → ChatGPT → Calendly & Slack → Ticketing Platforms → RingCentral 	<h3>Professional skills</h3> <ul style="list-style-type: none"> → General Administration → Email & Diary Management → Travel Management and Booking → Research & Data Capturing → Event Planning → Project Management → Customer Service → Social Media Management → Recruitment → Bookkeeping → Minute Taking 	<h3>Industry Experience</h3> <ul style="list-style-type: none"> → Administration & Support Services → Business Management & Consulting → Coaching → Customer Service & Sales → Entertainment & Event Management → Family & Parenting → Fashion & Beauty → Finance → Industrial & Manufacturing → Leisure & Recreation → Pet & Animals → Trade - Export / Import → Transportation → Travel & Tourism
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Work Experience

Aug 2023 - Current

Virtual Assistant

Outsourcery

- Email and diary management for clients, ensuring efficient scheduling and communication.
- Coordinate travel arrangements, optimising itineraries for time and cost efficiency.
- Manage phone calls via the HHHI App, ensuring responsive and effective communication.
- Maintain client files securely on Smartvault, ensuring data integrity and accessibility.
- Create new client information profiles on Pixie and updated databases with client information changes, facilitating better client management and maintaining accurate records.
- Prepare Ignition proposals and monthly reports, execute lead analysis marketing, perform data runs and compile Excel reports to support decision-making processes, identify potential business opportunities, and evaluate engagement and success ratios.
- Generate Xero reports, providing accurate financial insights for business planning.
- Schedule radio and TV interviews, create briefing documents for interviews and compile weekly spreadsheet updates.
- Ensured seamless media engagements, thorough preparation for all parties involved, and media mentions and engagement tracking.

Jan 2021 - Jun 2023

Administration Manager

4Brothers Commercial

- Launch control text campaigns.
- Podio notes, updating buyers, and filtering bad data.
- Calls to buyers and associations.
- Facebook and LinkedIn management.
- Inbox management.
- Data runs and Excel reports for engagement and success ratios.

Jan 2019 - Jan 2021

Sales Manager

Safety Buddies

- Compiling sales reports.
- Social media management, including sending out newsletters.
- Online sales and packing orders.
- Dealing with invoices, sales orders, and purchase orders.

Mar 2016 - Mar 2018

Front Desk Sales

Dave Sheer

- Manage social media pages.
- Stocktake, loading stock on the system and sending out courier orders.
- Invoicing for sales, and cashing up.

Jan 2015 - Mar 2016

Venue Manager

Longmeadow Functions Venue

- Compile, manage, and reconcile the event and activation budgets.
- Communicate and liaise with the product team and external customers.
- Conceptualise, formulate, and present client project plans.
- Compile an accurate and detailed events report for each event on a monthly basis.
- Execute set personal development plans in accordance with agreed timelines.
- Run and manage social media platforms.

May 2013 - Dec 2015

Payroll Manager and Creditors Assistant

Cargo Offices & Property Services

- Administering and processing payroll, including wages, salaries, bonuses, increases, and leave pay, ensuring timely and accurate submissions.
- I handled Garnishee and third-party payments, statutory deductions, and maintaining up-to-date payroll records.
- I managed month-end procedures, reconciling payroll and ensuring compliance with statutory bodies.
- I supported the Human Resources Manager with payroll-related tasks, assisted the administrative and finance teams with new hires and terminations, and clarified employee payroll inquiries.
- Oversaw preparing and managing payroll processes, gathering data, creating salary sheets and reports, and ensuring the accurate import of General Ledger data for financial analysis.
- Completed necessary SARS PAYE, UIF, and Compensation Fund submissions and declarations.
- Conducted HR administration, including capturing and approving leave forms, updating payroll data, and maintaining thorough records and filings.
- Assisted with creditors, including capturing transactions and managing debit and credit notes.

Education & Certifications



Certificate in Game Lodge Management

Wild Life Campus



Certificate in Hairdressing

EWC

