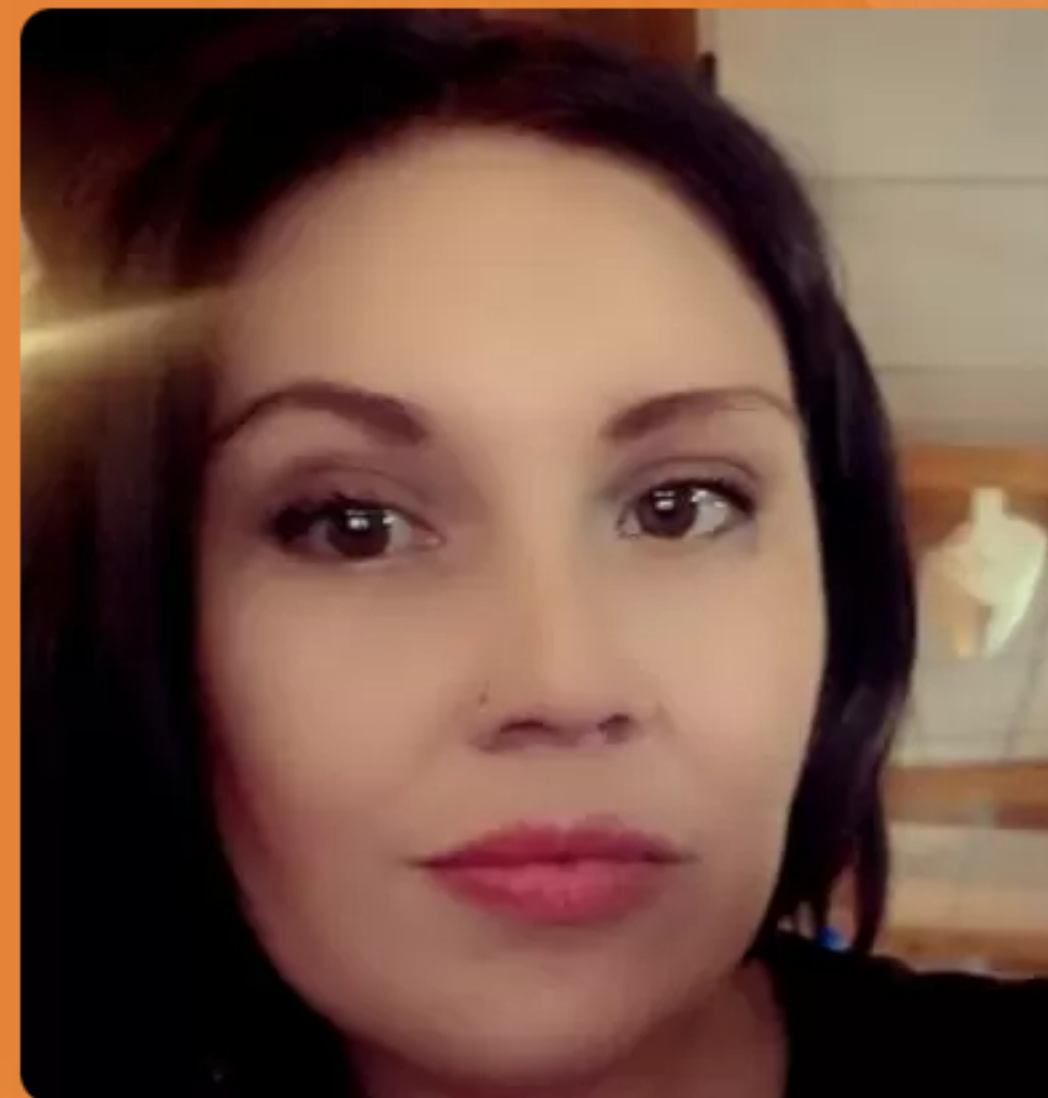




Carlise Hart

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.



Skills and Experience

<p>Technical skills & Software tools</p> <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 	<p>Professional skills</p> <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 	<p>Industry Experience</p> <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

<p>Aug 2023 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> 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 HIHI 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.
<p>Jan 2021 - Jun 2023</p>	<p>Administration Manager 4Brothers Commercial</p> <ul style="list-style-type: none"> 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.
<p>Jan 2019 - Jan 2021</p>	<p>Sales Manager Safety Buddies</p> <ul style="list-style-type: none"> Compiling sales reports. Social media management, including sending out newsletters. Online sales and packing orders. Dealing with invoices, sales orders, and purchase orders.
<p>Mar 2016 - Mar 2018</p>	<p>Front Desk Sales Dave Sheer</p> <ul style="list-style-type: none"> Manage social media pages. Stocktake, loading stock on the system and sending out courier orders. Invoicing for sales, and cashing up.
<p>Jan 2015 - Mar 2016</p>	<p>Venue Manager Longmeadow Functions Venue</p> <ul style="list-style-type: none"> 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.
<p>May 2013 - Dec 2015</p>	<p>Payroll Manager and Creditors Assistant Cargo Offices & Property Services</p> <ul style="list-style-type: none"> 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

<p></p> <p>Certificate in Game Lodge Management</p> <p>Wild Life Campus</p>	<p></p> <p>Certificate in Hairdressing</p> <p>EWC</p>
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YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

