



CHARISSE ANN LIM

SALES AND BUSINESS DEVELOPMENT

TRAVEL CONSULTANT & LOGISTICS SPECIALIST

EXECUTIVE ADMINISTRATIVE PROFESSIONAL

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Valid until 2024

PROFILE

Dynamic and task-oriented office support and management professional with 10+ years of successful track record of meeting goals and deadlines efficiently. Highly skilled in general office management, travels arrangements, and scheduling. With strong business acumen and known for handling sensitive administrative support to executives. A team-player who can handle multiple tasks simultaneously. Proven track record of sales and secured great profit turnover. Works passionately and is willing to accept new challenges.

- DOB: 16-01-1988
- Marital Status: Single
- Nationality: Filipino
- Language:
 - Filipino – Mother tongue
 - English – Fluent speaking & writing

EDUCATION

Technological University of the Philippines – Manila

Bachelor of Science in Computing

Major in Computer Science

SKILLS & ABILITIES

- Strong business acumen & interpersonal skills
- Self-motivated and strategic thinker
- Outstanding leadership skills
- Excellent planning & organizing skills
- Excellent written & verbal correspondences
- Cost accounting proficient
- Quality management & audit knowledge
- Advance computer literacy
- Travel reservations system proficient
- Microsoft Office proficient
- Photoshop & other photo editor proficient
- Photography knowledge
- Keen to details

EXPERIENCE

Spring Travel & Tourism WLL Assistant Manager – Business Development & Executive Assistant to the CEO

Oct 2018 – Apr 2020 | Jannusan, Bahrain

- Optimum performance and work independently with limited supervision.
- Handles social media accounts, reservation systems, operations, business development, visa applications: specialized in all e-visas, Schengen, UK, USA, and all other countries.
- Administrative management: email correspondences, PR documentations, organization structure, and workflow procedures & policies.

Saar Kennels WLL Assistant Manager

Jan 2018 - Jul 2018 | Saar, Bahrain

- Track record of Closed Pet Relocations beyond quota with remarkable yielded profit.
- Maximised operational efficiency and enrich Kennels system functionality knowledge of staff.
- Handled cost accounting of all pet relocation transactions and facilitated with Accounts and Finance Department to ensure accurate and timely reporting as well as effectively resolving financial issues that impact customer relationships.
- Secured new customers and delivered great customer service satisfaction.
- Established systemized filing system.

Escapar Travel & Tours Co Business Development Manager

Jul 2016 - Jan 2018 | San Pedro Laguna, Philippines

- Turnover huge revenue and profit with local and Middle East Region market.
- Developed strong and trusting relationship with partners/suppliers across the global network.
- Handled promotion and marketing of travel products and tour packages.
- Managed budget and maintaining of statistical and financial records.
- Sourced products and destinations to meet consumer demands for bespoke travel & tourism.

Zagrosjet Airlines Executive Assistant to the Chairman and CEO

Jul 2013 - Sep 2015 | Erbil, Iraq

- Facilitated with strategic planning and management of all legal proceedings of partnership case with local & foreign legal associates.
- Administrator of WorldTicket Reservation System and Management
- Facilitated assessment, evaluation, and implementation of all contracts and proposal received and distributed throughout all departments.
- Assisted in quality management and flight operations: implementation of flight crew roster, flight crew dispatch, and flight operations monitoring.
- Assisted local travel agents, foreign partners, and passenger relations communications.
- Collaborated with sales and marketing lead.
- Prepared business plan, marketing paraphernalia, conferences, and events.

Ultimate Energy Systems Executive Assistant to the President & Import Supervisor

Jul 2010 - Jul 2013 | Mandaluyong City, Philippines

- Handled general administrative, marketing, product development duties under limited supervision.
- Closed the biggest projects (Asian Development Bank) amounting more than USD 700,000 with highest revenue and profit recorded.
- Handled all import and export of all projects and inventory products and cost accounting of all shipments.
- Reduced import cost by revising tariff of imported products.
- Managed multiple projects simultaneously and followed through issues in a timely manner.
- Conferred with clients, head officers and other business associates regarding project development, project operations and after-sales support.
- Handled foreign procurement and secured great deals with suppliers that contributed to added profit and competitive pricing.

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SEMINARS AND TRAININGS

- **“Air Conversion Training” By Sabre Travel Network** - Dec 2018
Manama , Bahrain
- **“IOSA Airline Auditor Training” By Aviation Quality Services** -
Feb 2015 Erbil, Iraq/ Kurdistan Region
- **“Sell-More-Seats® Certified Super User” By Worldticket** -
Nov 2014 Istanbul, Turkey
- **“Leveraging Online Marketing To Expand Internationally” By Hong Kong Trade Development Council** - Jul 2012,
Intercontinental Hotel Manila – Ayala Ave. Philippines
- **“Communication Excellence” By American Institute For English Proficiency** - Sep 2011
Makati City, Philippines
- **“Conversation Fluency, Critical Thinking, And Confidence Building” By American Institute For English Proficiency** - Nov 2011 Makati City, Philippines
- **“Customer Relations Workshop For Security Personnel”** - May 2007, IMI-CG Laguna Technopark, Biñan, Laguna, Philippines
- **“Leadership Training & Teambuilding Seminar for BSC Officers”** - Sep 2005, Technological University of the Philippines. – MNL

Squadtask Enterprise Virtual Accounting Officer

Apr 2016 - Present | Binan, Laguna, Philippines

- Handling monthly and annual tax declaration.
- Maintaining monthly sales record reconciliation.

Momentum Movers, Inc. Sales & Logistics Officer

Feb 2008 - Jun 2010 | Alabang, Muntinlupa City, Philippines

Integrated Microelectronics, Inc. Incident Command Center Officer & Receptionist

Apr 2007 - Feb 2008 | Binan, Laguna, Philippines



REFERENCES & RECOMMENDATIONS

- “Charisse is one of the most intelligent, hardworking, reliable, and creative employees I have worked with. I always admire how organized she is and she had mostly exceeded what’s expected of her. She is indeed an asset to any company she will work with!”
- **ABBAS ALI | HR Officer – Impact Corp / Saar Kennels WLL | +97337709973**
- “If a solution is needed for a problem, everybody was thinking about Charisse right away. It was a great pleasure to work with Charisse and collaborating on several project teams at Zagrosjet Airlines. As our company was having hard times during set up period, I was always impressed by Charisse’s talent of handling even the toughest conditions and still having the highest mood and spreading her positive mood around. Anyone should feel lucky to have Charisse as a colleague, so she earns my highest recommendation.”
- **FERHAT DAL Route & Revenue Director – Zagrosjet Airlines | +905425434484**
- “Mrs. Charisse Ann Lim is a talented, hardworking and professional person who I always appreciated her way of doing her duty, she is very skilled in office management, team building and dealing with the clients. The most which I was always happy about her is she is the person who you can rely on her and trust her, I personally recommend her and I believe any company will be lucky having Charisse in its family.”
- **KREKAR GARDI Senior Vice President – Zagrosjet Airlines | +9647508126464**
- “I have found her to be consistently pleasant, undertaking all her assigned duties and responsibilities with dedication and a smile. Besides being a joy to work with, Charisse is a take-charge person. Initially, she was hired to assist the Imports Division. However, because of her amiability, creativity and dexterity in handling the intricacies of the Logistics Department, she was requested to act in dual capacity as an Executive Assistant in the Office of the President. This is my personal recommendation for Charisse Ann Lim. She is extraordinarily helpful in a lot of areas in our operations, inspiring and motivating other employees. I sincerely believe she will be an asset to your organization.”
- **LEONARD TIONG President – Ultimate Energy Systems | +639178307725**