



CHARLOTTE KARAHAN

VIRTUAL ASSISTANT

Joined Liruss February 2022
35 hours per week
Based in South East London

KEY SKILLS

- Diary Management
- Bookkeeping
- Project Management
- PA Services

PROFILE

Charlotte has a background working as a Team Secretary and PA in the construction industry.

She provided diary management and all-round admin support for large teams.

Charlotte is newly married and a proud rabbit mum.

EXPERIENCE

Accounts

- XERO invoice management
- SAGE
- Quickbooks
- Freeagent

Project Management

- Asana
- Trello
- Slack
- Basecamp
- Click-up

Mailing Platforms

- Outlook
- Gmail
- Mailchimp

Websites and CRMs


- Capsule
- Pipedrive

Graphic Design

- Canva
- InDesign

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