

DENİZ TUNBECEREN

" HONESTY, CARE & PASSION
AT YOUR SERVICE "



CH-8050 Zürich

deniz@sheorganizer.com

www.sheorganizer.com

+41 79 572 20 82



PROFILE

Dependable. Dedicated. Results-Driven

With unwavering passion and a commitment to excellence, I bring expertise in business support, executive & personal assistance, event coordination, presentation creation, calendar management and client relations.

Count on me to deliver exceptional administrative support, seamless operations, and strong relationship management skills that elevate your business to new levels of success.

EXPERIENCES

Bank Julius Baer, Zurich

Business Support to Global Head Middle East & Africa (Régis Burger)

- Expertly facilitated regional meetings, offsites, townhalls, workshops and conferences
- Proficient in creating and editing dynamic PowerPoint/Excel presentations for impactful communication
- Provided invaluable administrative support, ensuring seamless operations and effective collaboration

Julius Baer Group, Zurich

Executive Assistant to Chief Financial Officer (Dieter Enkelmann)

- Efficiently managed the CFO's calendar, skillfully scheduling meetings and conferences
- Successfully reviewed, managed and distributed emails and messages, ensuring effective communication
- Coordinated all aspects of business trips, including meeting schedules, flights, hotels, transfers, and related social events, while managing expense reports
- Organized Roadshows and Conferences for Head Investor Relations with other Investors and Brokers
- Coordinated meetings during M&A deals between JB and counterpart

Bank Julius Baer, Zurich

Executive Assistant to COO / CEO (Boris F. J. Collardi)

- Provided organizational and administrative support to the COO later CEO, direct reports, and Chief of Staff team, managing email correspondence, calendar management and contacts database
- Efficiently ordered and managed office supplies, ensuring smooth operations and a well-equipped workspace

BNP Paribas, Zurich and Citibank Zurich & Geneva

Relationship Manager, Account Manager, EMEA Bahamas Coordinator

- Successfully built and maintained strong client relationships, delivering personalized financial solutions as a Relationship Manager at BNP Paribas and Citibank
- Gained expertise in account management, coordinating fund transfers and handling securities transactions

SKILLS

- Exceptional organizational and time management skills
- Attention to detail and commitment to accuracy
- Excellent communication and interpersonal abilities and skills
- Proficient in event planning and coordination
- Advanced proficiency in MS Office 365
- Efficient calendar management and scheduling Experience in email handling and correspondence
- Skilled in creating and editing impactful presentations
- Proficient in expense management and budget tracking
- Strong coordination and logistical expertise
- Effective administrative support in dynamic environments
- Adaptable and flexible in prioritizing tasks
- Strong problem-solving and decision-making capabilities
- Maintains strict confidentiality and professionalism

LANGUAGES

German native

English fluent

Turkish fluent