

# DILSHARA RAPHI



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00971521159930

Villa 2, Street 47

Al Jazzat

Sharjah

## PROFILE

A highly resourceful, energetic and competent admin cum secretary with over two years experience of providing the highest standard of administrative and document control support. Possessing a proven ability to deal with all aspects of front office duties and able to handle competing demands professionally and efficiently. Fully up to date with the rules and regulations. Customer service- oriented, self- motivated and caring with extensive experience in resolving conflicts with customers. Thorough and attentive to detail in all professional matters. Proficient in record- keeping software as well as Microsoft office.

## EXPERIENCE

**Procurement Assistant, Al Shaheen Al Aswad Trading LLC, Sharjah.**

**February 2020 - December 2020**

- Development of procurement processes and procedures
- Managing the onboarding process for new suppliers, conducting all relevant checks in line with Group policy
- Maintaining the approved supplier list, including conducting annual supplier checks
- Nurturing relationships with suppliers to negotiate cost savings where possible
- Maintain records of purchases, pricing, and other important data. Take quotations, price comparison and preparation of purchase order.
- Identification and implementation of best practice in all areas of procurement management and activity
- Ensuring compliance in all areas of procurement activity. <https://asaatuae.com/>

**Accountant cum Admin Coordinator, Pentark builders, Thrissur.**

**July 2019 - January 2020**

- Replying to email, telephone or face to face enquiries
- Coordinating office procedures
- Provide information to internal colleagues or external enquiries
- Maintain computer and manual filing systems
- Coordinating office activities
- Supervising administrative staff and dividing responsibilities to ensure performance.
- Manage phone calls and correspondence
- Support budgeting and book keeping procedures
- Track stocks of office suppliers and place order when necessary
- Copying, scanning and storing documents
- Checking for accuracy and editing files, like contracts
- Reviewing and updating technical documents (documentation and controlling)
- Assist colleague

## EDUCATION

University of Calicut, India  
Master of Commerce (Finance)

2019

University of Calicut, India  
Bachelor of Commerce

2017

## LANGUAGES KNOWN

English Fluent

Hindi Moderate

Arabic Basic Read- Write

Malayalam - Native

## PERSONAL PROFILE

Date of Birth: 18/01/1996

Gender : Female

Marital Status: Married

Nationality: Indian

Passport Details: L8013340

Spouse name: Mehsoob

## Data Entry Clerk, Zerah Homes and Interiors, Thrissur

2020 March- Present

Work From Home

Working from home as data entry operator for ERP projects • Analyze the data and input to the system.

## SKILLS

- Vast knowledge in double entry bookkeeping and ledger
- Excellent customer service skills, aimed at achieving customer satisfaction
- Well-equipped in troubleshooting cash registry machines.
- Certified Tally professional
- Hands on experience MS Office 365 applications

## PROJECT PUBLISHED

Perception and Attitude towards Green Marketing

This research provides a brief review of youth's perception and attitude towards green marketing as aspiring entrepreneurs. In current business scenario, environmental issues has become a challenge for the organizations, where by they are forced to produce eco- friendly products.

<http://dx.doi.org/10.21088/JSWM.0975.0231.10318.27>

Journal of Social Welfare and Management

Volume 10 Number 3, September - December 2018

## PROFESSIONAL SKILLS

Certified Tally professional

Accounts Receivable & Payable

Quickbooks

MS Dynamics AX

## DECLARATION

I hereby certify that the aforementioned facts and data are true and correct, to the best of my knowledge and belief.

## REFERENCE

- Shaheel Abdul, Finance Manager - Al Shaheen Al Aswad Trading Sharjah
  - Dr. Preema Rose Nichlavose, Assistant Professor - Vimala College Thrissur
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