



**LILLY RAPHY**

**Contact No:**

Mobile No.: +971 54 7369683

+971 56 1614091

Email : [lilly.raphy@yahoo.in](mailto:lilly.raphy@yahoo.in)

**Permanent Address**

Thaikkattil House

Athani

Thrissur(dist.)

Kerala

PIN: 680581

**Local Address**

API Building

Near N M C Hospital

Al Nadha 2

Dubai

**CAREER OBJECTIVE:**

Looking for the opportunity to make my carrier in an organization where I can exert all my diligence, knowledge and planning skill to achieve the organizational goal.

**SKILLS**

- ❖ **Office Skills:** Typing, Equipment handling, Time management, Decision making.
- ❖ **Computer Skills:** Microsoft word, Excel, Power point.
- ❖ **Social Media:** Mail, Internet.

**ACADEMIC QULIFICATION:**

- ❖ **KERALA BOARD EXAM**  
**Diploma in Education (2015 - 2017)**
- ❖ **UNIVERSITY OF KERALA**  
**B com Computer Application (2010 - 2013)**
- ❖ **KERALA BOARD EXAM**  
**Plus Two (2008 -2010)**
- ❖ **10<sup>th</sup> (SSLC-2008)**

**CAREER HISTORY :**

2 Year Experience as an admin and teaching staff at **G-Tec(India)** (2013-2014)

- \* Handling incoming and other communications.
- \* Recording information as needed.
- \* Updating paperwork, maintaining documents and word processing.
- \* Coordinating events as necessary.
- \* Creating, maintaining and entering information into database.
- \* Creating power point presentations used for business development.

## AREAS OF EXPERTISE

Self - Evaluation

Student Development

Skill Development

Learning Processes

Productive Learning

Setting Exams

- \* Creating weekly and monthly reports and presentations.
- \* Managed the day to day calendar for the company's chairman.
- \* Typing documents and distributing.
- \* Responsible for purchase order.
- \* Arranging hotel and travel accommodation for managers
- \* Providing general support to office visitors
- \* Scheduling and managing appointments.

1 Year Experience as a teacher at **St.Rockey's LP School** (India) (2017 - 2018)

- Going out of my way to get to know all pupils by their first names and be their friend.
- Ensuring discipline at all times with in the class room by strictly enforcing rules.
- Creating learning packages that precisely meet a student's individual needs.
- Setting an example to others by dressing professionally and always being punctual.

## PERSONAL SKILLS

Passionate

Forward Thinking

Focused

Energetic

5 Months Experience as a sales executive in **Swift Star** Ras al Khor Dubai.  
( 1<sup>st</sup> march –Till now )

- Building relationships with new customers and distributors.
- Maintaining good business relationship with existing clients.
- Preparing quotations and invoices for the customers.
- Deal with customer feedback, enquiries, and complaints.
- Make sure with customers to ensure relevant stock is delivered on time.
- Collecting feedback from customers
- Asking customers what their budget.

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Prospecting with new and existing customers through cold calling.</li><li>• Presenting the company's products and services to customers.</li><li>• Arranging meetings with new clients.</li></ul> |
|--|---|

### **PERSONAL INFORMATION:**

Date of Birth : 06/05/1991  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Languages Known : English, Malayalam, and Tamil  
Passport Number. : R4137850

### **DECLARATION:**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

**Place:**

**Date:**

**LILLY RAPHY**