

# RILCY SYRIAC



## Contact

### Address:

Al Mizar 1, Dubai

### Phone:

+971588498687

### Email:

[rilcysyriac1313@gmail.com](mailto:rilcysyriac1313@gmail.com)

### LinkedIn:

[linkedin.com/Rilcy Syriac](https://www.linkedin.com/Rilcy%20Syriac)

## Languages

English

Malayalam

Tamil

## Hobbies

- 📌 Social media content making
- 📌 Vlogging
- 📌 Dancing

## License Details

- 📌 Driving License
- 📌 Number:4298425
- 📌 Issued Country: U.A.E
- 📌

## Career Objective

To ensure a growth position with a progressive organization ideally, Employs excellent leadership skills and multi-tasking strengths. Demonstrated ability to improve skills, increase top-line sales, and reduce costs.

## Skill Highlights

- Leadership Skills
- Strong decision maker
- Complex problem solver
- Multi-tasking
- Innovative
- Organizational capacity
- Good manners

## Experience

### Business Development Executive- 06/2023 to 10/2023

**DU TELECOM**, Dubai, U.A.E

- Proven experience in generating new sales leads, successful negotiation, and closing skills, and fostering customer relationships.
- Ability to prospect and close new sales leads through solution-selling to commercial customers.
- Fostering relationships with new clients through contract negotiations and installation

### HR Assistant & Sales - 12/2021 – 2/2023

**TUSCANY CONTRACTING L.L.C**, Dubai, U.A.E

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation, and sick leaves)
- Assist in payroll preparation by providing relevant data, like absences, bonuses, and leaves
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings, and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications

## **Sales Executive-** 03/2020 to 10/2021

**DU TELECOM**, Dubai, U.A.E

- Proven experience in generating new sales leads, successful negotiation, and closing skills, and fostering customer relationships.
- Ability to prospect and close new sales leads through solution-selling to commercial customers.
- Fostering relationships with new clients through contract negotiations and installation
- Contact the current client base with specific products and services to meet their needs.
- Identify prospective customers by using business directories, CRM software, referrals, participating in networking events such as organizations and clubs, and attending trade shows and conferences.
- Emphasize product features based on analysis of customer needs, and on the technical knowledge of product capabilities and limitations

## **Secretary to CEO-** 11/2018 to 01/2020

**GREEN LANDSCAPE L.L.C**, Dubai, U.A.E

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences, etc.
- Attend meetings and keep minutes
- Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages, etc.)
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure
- Coordination with projects on progress based on the instruction from the CEO
- Liaison with Accounts Department on payments and verifying the documents prior to signature by the CEO

## **Education**

---

Bachelor of Commerce: **Cooperation** – 2013 to 2016

**Mahatma Gandhi University**, Kerala, India.

## **Certification**

---

- TALLY ERP 9
- ANIMATION
- SALT +9

## **Personal Details**

---

- Nationality: INDIA
- Civil status: Single
- Visa Status: Employed