



AL RAZIN N

OBJECTIVE

Motivated and detail-oriented business graduate currently pursuing an MBA in Marketing, with over two years of experience in administrative operations and customer service. Proven ability to manage official documentation, coordinate government-related services, and deliver outstanding client support. Adept at handling passport, visa, Aadhaar, and other public service applications.



ADDRESS

Puthuvalvila
Puthenveedu, Elamadu
P.O, Ayur, Kollam,
Kerala, India



PHONE

919633686733



EMAIL

raazinnizaar6867@gmail.com

EXPERIENCE

2021 – present

Administrative Support Executive • People Service Centre / Janasevana Kendram • **Kollam, India**

EDUCATION

Master of Business Administration (MBA), Marketing
Bharathidasan University, Tamil Nadu (2023 – 2025) [Pursuing]

Bachelor of Commerce (B. Com) – Co-operation

Mannaniya Arts & Science College, Trivandrum, Kerala (2018 – 2021)

Higher Secondary – Commerce

KPM Higher Secondary School, Kerala (2016 – 2018)

KEY SKILLS

- Office Administration & Documentation
- Government Application Processing (Passport, Aadhaar, Visa, etc.)
- MS Office Suite (Word, Excel, PowerPoint)
- Customer Service & Client Communication
- Digital Data Entry & File Management
- Basic Accounting & Billing
- Team Support & Coordination

CERTIFICATE

- Diploma in Computer Applications (DCA) – 2021

LANGUAGES

- Malayalam – Native
- English – Fluent
- Hindi – Conversational

REFERENCE

Available upon request.