

RAZIA AAFRIN

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SUMMARY

Enthusiastic Bachelor of Business Administration student specializing in Business Analytics with tutoring experience and a growing foundation in Microsoft Office (Excel, Word, PowerPoint), SQL, Python, and Power BI.. Skilled in simplifying academic concepts, good at working with data, keeping work accurate, and creating reports and presentations that are easy to understand and follow. Excited to learn more, grow my skills, learn from real projects and contribute effectively as part of a team in dynamic and collaborative work environments.

EDUCATION

Mount Carmel College, Autonomous 2023-2026

BBA – Business Analytics

Aggregate- 73.85%

Kendriya Vidyalaya ASC Centre (S) 2021-2023

Pre University (11th&12th)

Commerce with IP – Business Studies, Accountancy, Informatics Practices, Economics, English core.

Aggregate- 73.08%

Kendriya Vidyalaya ASC Centre (S)

(10th standard)

Scored- 83.6%

SKILLS

Technical & Analytical: MS Office, Python, SQL, Power BI

Soft Skills: Communication, Decision Making, Time Management, Problem Solving, Teamwork, Analytical Thinking

EXPERIENCE

Part-time Tutor | 2023–Present

- Teach classes from primary to higher secondary level, including 11th & 12th Commerce.
- Read chapters in advance and deliver easy-to-understand explanations.
- Manage time effectively while balancing college academics and tutoring.
- Developed interpersonal skills by handling diverse personalities in daily sessions.
- Enhanced strong teamwork and communication skills through daily engagement.

CERTIFICATIONS

- Attended **Power BI Workshop** focused on dashboards and data visualization
- Completed **Basics of Financial Literacy** certification focused on savings, investment, and budgeting

CO-CURRICULAR / PROJECTS

Stock Market Sector Analysis – FLIA Project

- Researched Indian market sectors or segments using basic statistical understanding.
- Presented findings using Canva with focus on trends and growth potential.

Active Member – Business Management Department Events

- Volunteered in college events and collaborated with students for stall management and promotions.
- Helped promote events on campus through personal outreach and networking with students.

CO-CURRICULAR ACTIVITIES / ACADEMIC PRESENTATIONS

Group Presenter – Investment Awareness (ULIPs)

- Delivered a group presentation on Unit Linked Insurance Plans (ULIPs) as part of a financial literacy initiative.
- Explained the concept, benefits, and risks in a clear and relatable way.

Group Presenter – Holistic Development

- Researched and presented on holistic development.
- Engaged the class by breaking down the importance of mental, emotional, and physical growth using real-life examples.