



ABDUL RAZAL K J

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OBJECTIVE

TO GET AN OPPORTUNITY WHERE I CAN MAKE THE BEST OF MY POTENTIAL AND CONTRIBUTE TO THE ORGANIZATION'S GROWTH

EDUCATION

- | | |
|--------------------|--|
| 2019 | <ul style="list-style-type: none">• SSLC
VIJAYAGIRI PUBLIC SCHOOL
70% |
| 2021 | <ul style="list-style-type: none">• PLUS TWO VHSE(COMPUTERISED OFFICE MANAGMENT)
SREE NARAYANA VILASAM VOCATIONAL HIGHER SECONDARY SCHOOL
90% |
| 2021-2023(ONGOING) | <ul style="list-style-type: none">• B.COM COMPUTER APPLICATION
THARANANELLUR ARTS & SCIENCE COLLEGE
5.92 SGPA (5TH SEMESTER) |

SKILLS

BASIC OFFICE FUNCTIONS AND
COMPUTER WORD PROCESSING

100%

DATABASE MANAGMENT APPLICATION
OF SPREAD SHEET AND PRESENTATION
SOFTWARE

100%

PREPARING BUSINESS
CORRESPONDENCE THROUGH DTP
SOFTWARE

100%

CREATING BLOGS,HTML USED WEB
PAGES

100%

ERP OPERATION AND COMPUTERIZED
TYPING

100%

ADAPTABILITY

100%

CUSTOMER SERVICE

100%

DATA ANALYSIS

100%

PROJECT MANAGMENT

100%

COMMUNICATION

100%

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI

REFERENCE

- **SMITHA -**
VOCATION HIGHER SECONDARY TEACHER
80866 78498

- **NEHA SOBIN -**
ASSISTANT PROFESSOR
81379 83623