

# ABOOBAZIL NK

ADMINISTRATIVE COORDINATOR

+918157972613

aboobazil1@gmail.com

Nambikandy, Unnikulam  
iyyad, Kozhikode

## CARRIER OBJECTIVE

To secure a challenging and rewarding role that utilizes my skills and experience to drive success and growth in a dynamic organization.

## EDUCATION

2021-2023

**BHARATHIAR UNIVERSITY**

- Masters in Business Administration - Digital marketing & Human resource

2018-2021

**CALICUT UNIVERSITY**

- Bachelor of Business Administration-Finance

## WORK EXPERIENCE

### ABHILASH TECH

Construction Company

#### Administrative Coordinator

- Scheduling appointments, meetings, and events
- Managing calendars, emails, and correspondence
- Coordinating travel arrangements and itineraries
- Maintaining records, files, and databases
- Providing customer service and responding to inquiries
- Assisting with budgeting, expense tracking, and financial reporting
- Coordinating projects, tasks, and workflows
- Communicating with team members, stakeholders, and external

### INTERNSHIP

Digital Marketing Intern at Codersbench

Software Solutions Pvt

Ltd – Calicut, Kerala, India

- Conducting keyword research and using SEO best practices to increase traffic to the company website.
- Contribute to social media engagement and brand awareness.
- Design, build, and maintain our social media presence.
- Brainstorm and develop ideas for creative marketing campaigns.
- Keep up to date and informed on new social media trends and adapt accordingly.
- Any other work when given by the department.

## SKILLS

- Decision Making
- Leadership
- Problem Solving
- Teamwork
- Communication

### Software Skill

- MS OFFICE
- TALLY ERP

## CERTIFICATION

- Internal Auditor – ISO 9001:2015
- Coursera Customer Segmentation & Prospecting Northwestern University
- Connecting With Sales Prospectus Northwestern University

## LANGUAGES

- English – Read, Write & Speak
- Malayalam – Read, Write & Speak
- Hindi - Speak