

# NAZRIN NIZAR



## CONTACT

- +971- 582348549
- nazrinnizar2019@gmail.com
- Al Falah street, Abudhabi

## EDUCATION

- 2019 - 2022  
INDIRA GANDHI COLLEGE OF  
ARTS & SCIENCE
  - Bachelor of Business  
Administration  
CGPA 5.13
- 2017 - 2019  
GVHSS PALLARIMANGALAM,  
ADIVAD
  - 12th Grade  
71%
- 2015-2016  
MALIKDEENAR PUBLIC SCHOOL
  - 10th Grade  
94%

## SKILLS

- Effective communication
- Active Listening
- Teamwork
- Attention to Detail
- MS Excel
- Multitasking
- MS Office
- MS Power point
- Microsoft Outlook
- Business Emails

## LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Hindi (Fluent)
- Tamil (Intermediate)

## PROFILE

A highly motivated and results-driven professional with extensive experience in customer service , sales , and counseling. Adept at handling and resolving customer issues , and maintaining positive customer relationships with good communication skills. Proven ability to work collaboratively across departments to resolve complex issues and ensure customer satisfaction. Strong attention to detail , with a commitment to accurate data entry and maintaining customer records. Thrives in fast-paced environments , balancing multiple tasks while maintaining quality service and achieving goals.

## WORK EXPERIENCE

- AL IBAADAT CONSULTANCY FIRM** AUGUST 2024 - MAY 2025  
Regulatory Affairs Officer
  - Responsible of product registration of the new launches, Re-launches and Renewals for detergents and cosmetics in MEA.
  - Take action to register products well ahead of time in case of product launches and relaunches. • Track product registration expirations and ensure necessary renewals.
  - Ensure no product registration fails at all costs.
  - Preparation of all supporting technical dossiers and documents as per country requirements.
  - Preparation of other internal technical documentation - free sales certificate, safety assessment, certificate of analysis from Manufacturer, GMP, proof of efficacy, RMDS, stability data, Manu license.
- L&T Financial Services Ltd** OCTOBER 2022 - NOVEMBER 2023  
Sales Executive (Two-Wheeler)
  - Product Presentation and Consultation : promote various financing products and assist customers in selecting the appropriate one suited to their financial needs.
  - Loan Processing and Documentation : Verify and collect necessary documents and ensure all paperwork is accurate and complete for efficient processing of loan approvals.
  - Relationship Management : Build and maintain strong relationships with customers and dealers.
  - Sales Target Achievement : Actively participate in promotional campaigns , offers , and seasonal events to increase sales volume.

I hereby declare that above given informations are true to my knowledge

Nazrin Nizar