

RAGENDU RAJ R B

Venniyoor, Trivandrum, Kerala • +91 7356832493 • ragenduraj60@gmail.com

PROFESSIONAL SUMMARY

Resilient and adaptable professional with over 6 years of hands-on experience in administration, event operations, and business support roles. Currently pursuing a Bachelor's degree in Political Science (IGNOU) via distant learning, with a foundation in medical studies. Seeking administrative or coordination roles where communication, responsibility, and problem-solving are valued.

WORK EXPERIENCE

Operations and Client Coordinator - Amma Events, Attingal **Feb 2020 – May 2024**

- Managed event execution including client communication, vendor handling, and team supervision and oversaw logistics, scheduling, and budget planning for multiple events
- Resolved client issues and ensured smooth delivery under time pressure
- Contributed to marketing efforts and social media coordination

Administrative and Accounts Assistant - Three Waves India Enterprises **Apr 2018 – Jan 2020**

- Handled day-to-day office operations and inventory tracking
- Managed basic accounting, invoices, and business records
- Supported customer follow-ups and documentation work
- Maintained supplier coordination and back-office functions

EDUCATION

Bachelor of Arts (Honours) – Political Science - IGNOU **July 2022 – Present**

Mode: Distance / Online

Pursuing alongside full-time work; strong interest in administration and public service

Medical Science Studies (MBBS – Incomplete) - Russia **2016 – 2020**

Discontinued due to financial reasons after completing core medical coursework

Key highlights:

- Completed clinical rotations across departments
- Participated in community health drives and vaccination camps
- Assisted in patient counselling and emergency care
- Developed strong documentation, ethical decision-making, and diagnostic support skills

CORE COMPETENCIES

- Office and Administrative Support
- Event Coordination
- Client Handling and Communication
- Basic Accounting and Documentation
- Microsoft Office, Excel, Canva
- Social Media Promotion

LANGUAGES

English - Fluent
Malayalam - Native
Hindi - Conversational