

# RIZWAN RIYAZ

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Web Designer, Data Entry Typist, Digital Marketing

## EXPERIENCE

### Space Dot Private Limited, India — *Data Entry Typist, Translator*

JAN 2024 - PRESENT

- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Verified accuracy of data entered into the system to produce error-free reports.
- Developed data entry policies and procedures in compliance with company standards.
- Sorted documents and maintained organized filing process

### Oh Baby, India — Billing Executive

JUN 2021 - MAR 2023

- Built and strengthened long-lasting client relationships based on accurate price quotes and customer-centric terms.
- Addressed problems with accounting, billing, and service delivery to maintain and enhance client satisfaction.
- Skilled in preparing periodic financial reports to track income and expenses.
- Negotiated prices for products and freights to reduce cost of acquisition by achieving lower price

## EDUCATION

### UDEMY, ONLINE — Certified Course

OCT 2023 - JAN 2024

The Complete Python Pro Bootcamp

### GOVT. HSS CENTRAL CALVATHY, KOCHI — *Pre Degree*

JUN 2019 - MAR 2021

Computer Science

## SKILLS

- WordPress
- Microsoft Word
- Microsoft Excel
- Active Listening
- Drawing

## CERTIFICATES

- 100 Days of Code: The Complete Python Pro Bootcamp - Udemy  
UC-f27e995f

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil