



## Mizanur Rahman

Multi-Skilled Professional  
Open to New Roles

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🔗 [Portfolio](#)

### Profiles

📘 [Mizan7k](#)    🎮 [asteroid7k](#)  
💬 [asteroid7k](#)    🗨 [Mizan](#)

### Skills

#### My Expertise

Computer Proficient, Data Entry, HTML, CSS, Problem-Solving, Time-Management, Fast Typing (Avg60)

#### Tools

VS Code, Git/GitHub, Chrome Dev Tools, MS Office, Canva

### Interests

#### Coding

#### Travelling

#### Music

### Languages

#### English



#### Hindi



#### Urdu



#### Bangla



### Summary

An ambitious 24-year-old with 4+ years of experience in multiple industries. Proficient with computers and expertise in the travel and tourism sector. I am seeking a challenging position where I can utilize my skills and expertise to provide exceptional services.

### Education

**Jalalabad Cantonment Public School & College** **2019**  
Science HSC

### Experience

**It Lab Solutions Ltd.** **2019-2021**  
Data Entry Operator Sylhet Sadar, Sylhet

#### 🔗 [Website](#)

- **Input and managed data** in school software systems, ensuring accuracy and timely updates for student records and administrative information.
- **Processed and updated information** for various institutes, contributing to streamlined operations and improved data accessibility.
- **Utilized various software tools** for data entry tasks, demonstrating adaptability to different systems and processes.

**Jahez Typing Services** **2022-2024**  
Travel Agent Sharjah, United Arab Emirates

#### 🔗 [Facebook](#)

- **Processed visa applications** for expatriates and managed governmental transactions using online portals like ICP Amer, ensuring compliance and accuracy.
- **Handled ticketing operations** with systems such as Flyhub, including booking and modifying travel arrangements efficiently.
- **Provided comprehensive support** to clients, addressing visa and other-related queries, and maintaining up-to-date knowledge of regulations and procedures.

### References

Available upon request