



## Mizanur Rahman

Flexible Job Seeker

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- 📁 [Portfolio](#)

### Profiles

- 📘 [Mizan7k](#)
- 🌐 [asteroid7k](#)
- 💬 [asteroid7k](#)
- 📞 [Mizan](#)

### Skills

#### Computer Proficiency

Data Entry, HTML, CSS, Fast Typing (Avg60), Photoshop, Canva, MS Office, Git/GitHub, Vs Code

#### Interpersonal Skills

Time-Management, Adaptability, Problem-Solving, Teamwork

### Interests

#### Coding

#### Travelling

#### Music

### Languages

#### English



#### Hindi



#### Urdu



#### Bangla



### Summary

I am a motivated individual who is always looking for opportunities to grow and contribute. I take pride in being adaptable and open to learning, with a focus on doing my best in every role I take on.

### 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 Sales 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