



Mizanur Rahman

Flexible Job Seeker

📍 Shahporan, Sylhet
📞 01333516909
✉️ private.mizan@gmail.com

Profiles

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

Skills

Web Technologies

HTML5, CSS, JavaScript

Tools

Git, GitHub, VS Code, MS Office, Canva

Other Skills

Fast Typing (English avg 60wpm), Proficient with Computers, Familiar with Travel Agency Systems

Interests

Coding

Travelling

Music

Languages

Bengali, English, Hindi/Urdu

Advanced

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