



# RIZAAN

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## CAREER OBJECTIVE

To work in culture which offers tremendous opportunities to grow and flourish, gives freedom to express creative and innovation ideas and to achieve excellence in the chosen area and dedicated all my skills and efforts that the organization expects for its progress and goodwill.

## PERSONAL INFO.

PASSPORT NO. V2737077  
DATE OF ISSUE. 20/09/2021  
DATE OF EXPIRY. 19/09/2031

## VISA INFO.

VISIT VISA

## LANGUAGES

ENGLISH  
HINDI  
MALAYALAM  
TAMIL

## AVAILABILITY

IMMEDIATE

## WORK HISTORY

### Zam Zam Agencies Trivandrum Kerala

November 2021-January 2023

#### Computer And Data Entry Operator

- Transfer data from paper formats into database systems
- Type in data provided directly from customers or other parties
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software. Prepares, compiles, and sorts documents for data entry.
- Performs defined tasks per documented instructions.
- Monitors and Manipulate daily system jobs.
- Troubleshoot the malfunction.

## EDUCATION

B.Sc Computer Science | 2022

CHMM COLLEGE FOR ADVANCED STUDIES  
TRIVANDRUM (UNIVERSITY OF KERALA)

## SKILLS

- Proficient in Ms Office, Word, Excel Etc.
- Excellent written and verbal communication.
- Basic knowledge of PHP, HTML, CSS, and Javascript.
- Active Listening skills.

## PROJECTS ATTENDED

- It is a web application used to find nearby Vehicle service centers and access to their services developed using PHP and Laravel Framework.
- implemented features such as user authentication and data persistence using a MySQL database.