



RIZAAN

☎ 0553091641 ✉ rizaananizam@gmail.com

WORK HISTORY

ANANTHAPURI AL REDHA SPICES SHARJAH

February 2023-Till Date

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.

ZAM ZAM AGENCIES TRIVANDRUM

November 2020-January 2023

- Worked as an Data entry and computer operator from November 2020 to January 2023

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.

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