

## RIZWAN

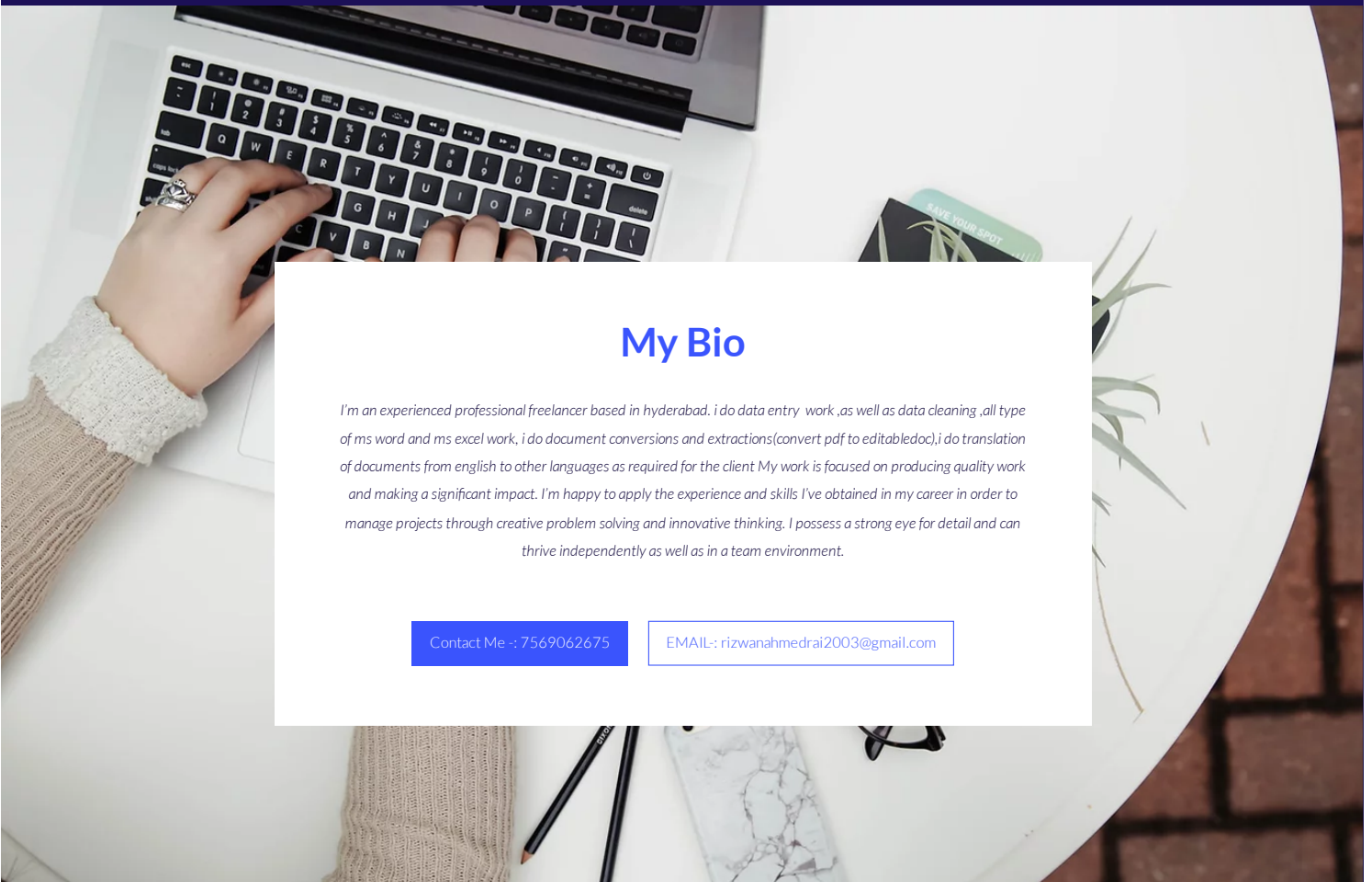
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# Hi I'm RIZWAN

## General Portfolio

As a skilled and experienced professional in my field, I know how much hard work and careful thought it takes to succeed. My CV site is my way of documenting everything I've done, everything I've learned and how I see myself developing in the future. If you'd like to learn more about me, browse through the site. If you see something you like, or you want to discuss what I can do for you, feel free to drop me a line.



## My Bio

*I'm an experienced professional freelancer based in hyderabad. i do data entry work ,as well as data cleaning ,all type of ms word and ms excel work, i do document conversions and extractions(convert pdf to editable doc),i do translation of documents from english to other languages as required for the client My work is focused on producing quality work and making a significant impact. I'm happy to apply the experience and skills I've obtained in my career in order to manage projects through creative problem solving and innovative thinking. I possess a strong eye for detail and can thrive independently as well as in a team environment.*

Contact Me -: 7569062675

EMAIL: rizwanahmedrai2003@gmail.com

# Academic Experience

My Studies

January 2017- June 2018

## M.B.GRAMMAR HIGH SCHOOL

This is a concise description of my past educational institution and the schooling qualification i received 82% in class 10th.

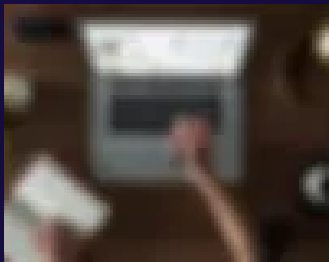
January 2018 - June 2020

## ST.MARY'S CENTENARY JUNIOR COLLEGE

This is a concise description of my past educational institution and the qualification of MEC (maths,economics,commerce) i received with 56%.

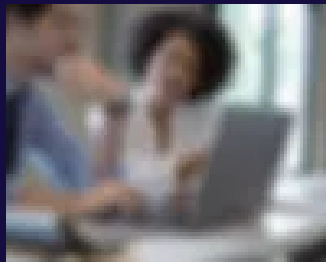
# My Skillset

My skills have been built up over years of professional work experience as well as research and simple observation. I have a great balance between industry-specific skills and soft skills, which means I have what it takes to do brilliant work and make a contribution to any team. If you're interested in getting to know more about me, and the skills I possess, get in touch. I'd love to discuss with you all the tools, skills and more I can put to use for you.



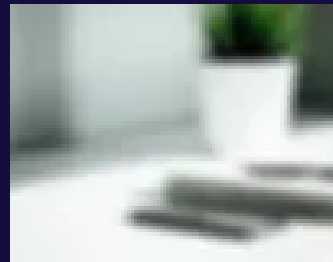
## english,hindi Fluency

Intermediate



## Customer Service

Advanced

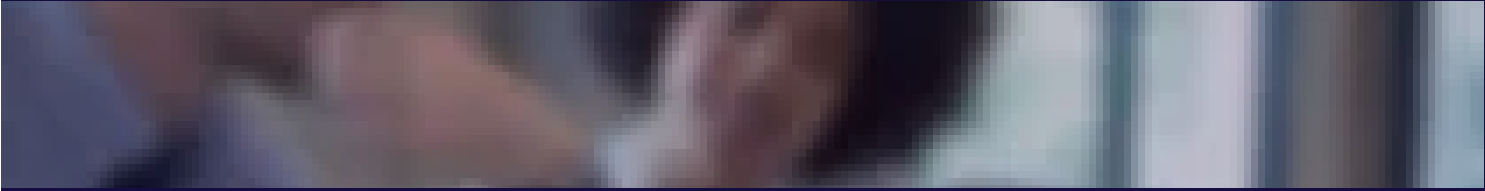


## Project Management

Intermediate

"Believe you can and you're halfway there"

Theodore Roosevelt



## Contact

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rizwanahmedrai2003@gmail.com

+91 7569062675

Name \*

Enter your name

Email \*

Enter your email

Phone

Enter your phone number

Address

Enter your address

Subject

Type the subject

Message

Type your message here...

Submit

## Subscribe Form

Email Address

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