

# SIZANUR RAHMAN

## RAFI

Freelancer/Cashier

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## PROFILE INFO

Tech-savvy and hardworking individual with experience in remote freelance tasks such as data entry, design, and virtual support. Skilled in Microsoft Office and online tools. Eager to apply strong communication and accuracy skills in both remote jobs and entry-level cashier roles. Fast learner, reliable, and ready to grow in any work environment.

## EDUCATION

2020 - 2022

HIGHER SECONDARY SCHOOL CERTIFICATE ( HSC )  
BARLEKHA DEGREE COLLEGE,  
SYLHET, BANGLADESH.

2018 - 2019

SECONDARY SCHOOL CERTIFICATE (SSC)  
DAKSHINBHAG NCM HIGH SCHOOL,  
SYLHET, BANGLADESH

## EXPERIENCE

### FREELANCE VIRTUAL ASSISTANT

REMOTE - UPWORK / FIVERR / PRIVATE CLIENTS

MARCH 2023 - PRESENT

- Performed accurate data entry, database updates, and spreadsheet management using Microsoft Excel and Google Sheets
- Created and formatted documents, reports, and presentations using Microsoft Word and PowerPoint
- Designed simple flyers, banners, and social media posts using Canva and Adobe Photoshop
- Handled email communication, scheduled appointments, and managed client inboxes professionally
- Conducted detailed internet research for product listings, contact databases, and reports
- Managed files and folders on Google Drive, Dropbox, and other cloud platforms
- Participated in client meetings via Zoom, Google Meet, and Microsoft Teams

### BAKERY CASHIER & SALES ASSISTANT

COMFORTABLE BAKERY - DOHA, QATAR

JUNE 2025 - PRESENT

- Handled daily cash transactions, bills, and change for walk-in customers
- Used POS system to process bakery product sales efficiently
- Maintained cleanliness at the counter and display area
- Helped customers choose products like sweets, cakes, and snacks
- Packed items neatly and ensured quick service during busy hours
- Monitored stock levels of fast-selling items and informed kitchen team
- Provided polite and helpful customer service in a friendly environment

## SKILLS

- Microsoft Office .
- Google Workspace.
- Data Entry & Fast Typing (50+ WPM)
- Canva, Adobe Photoshop & Graphic Design.
- Email Management & Scheduling.
- Internet Research & Online Form Handling.
- File Organization & Cloud Storage.
- Task & Project Management Tools.
- Basic Java Programming & HTML.
- POS Knowledge & Cash Handling.
- Bill Preparation & Receipt Handling.

## LANGUAGES

- **Bengali** - Native proficiency
- **English** - Fluent in speaking, reading and writing.
- **Hindi** - Conversational Ability.