Rayhan Kabir

# Contact

+8801744570153

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# Hobbies

* Reading
* Design

# Highlights

* Skilled in translating complex literary works between English and Bengali, preserving cultural nuances.
* Fluent in written and spoken English and Bengali.
* Detail-oriented transcriptionist ensuring precision and accuracy.
* Efficient in data entry with meticulous attention to detail.
* Experienced in virtual assistant tasks, optimizing workflow efficiency.
* Strong communicator, adept at collaboration
* Proficient in Microsoft Office.
* Quick learner, adaptable to new challenges.
* Committed to confidentiality in data tasks.
* Dedicated to continuous professional development.

**Skills:**

* Fluent in English and Bengali (written and spoken)
* Proficient in translation between English and Bengali
* Excellent transcription skills with attention to accuracy and detail
* Strong data entry abilities, including data analysis and management
* Familiarity with virtual assistant tasks, including email management, scheduling, and research
* Excellent communication skills and ability to collaborate effectively in team environments

# Education

Bachelor of Arts in English Literature National University, Bangladesh

[2013]

Dynamic and resourceful English Literature Graduate From National University, Bangladesh, seeking opportunity to leverage language skills and passion translation, transcription, data entry and virtual assistant roles. Eager to contribute projects requiring English to Bengali and Bengali to English expertise, meticulous attention to detail, and efficient organizational skills.