

▶ **Rafia Begum**

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Work from Home Job

Education

B.com (2003)

- ▶ Schooling from Diamond Jubilee High School (1985)
- ▶ Graduation from Pragathi Degree College. (2003)
- ▶ Typing and computer course (2005)

Experience

Computer operator and typist (2006) – (2007)

Administrative Staff College of India (Hyderabad)

Typing the documents in Ms Word and submitting it to the concerned officials.

Online captcha typing work from home job. (2017)

Skills

- ▶ Typing, Translation, Editing, Content writing, Article writing, PDF conversion, Fluent in English, Hindi, Urdu, can translate any language from English. Knowledge of Ms Word and excel and Notepad.