



# Tanveer Hussain

## My Contact

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📍 Deira, Dubai, UAE.

## Hard Skill

- Financial modeling and reporting
- Data mining and analysis
- Financial accounting
- Teaching of Science and English to elementary level students

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- University of the Punjab  
*Masters in Urdu*  
Completed in 2015
- University of the Punjab  
*Bachelor in Education*  
Completed in 2015
- University of the Punjab  
*Bachelors of Arts*  
Completed in 2003
- BISE, Lahore  
F. SC. (Pre-Medical)  
Completed in 2000

## About Me

Dedicated and detail-oriented professional with 18 years experience of various feilds. Eager to apply proven-budget maximization skills for some ideal organization. Special interest in achieving the goals within the specific time provided.

## Professional Experience

School Education Department in Punjab Pakistan  
Elementary School Educator

2012 – 2023

Key responsibilities:

- Teaching of Science and English to elementary classes
- Taking of weekly based tests
- Making report of efficiencies and deficiencies found in students
- Explored various educational targets to be acheived

Al Sadiq Rice Pvt Ltd. | Accounts Manager/ Junior Manager

2004 – 2012

Key responsibilities:

- Keeping and maintaining record of all local and foreign accounts of the firm
- Making salaries and balance sheets of various information required by company
- Looked at financial performance and identified trends
- Explored various investment opportunities
- Analyzed financial data
- Observed financial performance and identified trends
- Prepared reports on the above information and reported the insights.

## Achievements

2005 – 2007 Reduced the production cost by 20% in the second year of internship.

2009 – 2011 managed the well desciplined report making on processing of rice and its export.