

TANVEER HUSSAIN



CONTACT

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PERSONAL DETAILS

- CNIC: 14101-0798826-3
- QID: 29658614290
- Passport No: QT6918261
- Date of Birth: 11-03-1996
- Nationality : Pakistani

SKILLS

- Bookkeeping & Ledger Maintenance
- Invoice & Voucher Handling
- Financial Data Entry
- MS Excel (Basic-Intermediate)
- Bank & Cash Reconciliation
- Record Keeping
- Critical Thinking

LANGUAGES

- English
- Urdu
- Pashto

REFERENCE

Available upon request.



PROFILE

Detail-oriented and motivated Assistant Accountant with hands-on experience in supporting daily accounting and financial operations. Skilled in maintaining accurate financial records, processing invoices, handling vouchers, and assisting in the preparation of financial reports. Demonstrates strong attention to detail while managing sales, purchase, and expense entries to ensure data accuracy and compliance with accounting procedures. Adept at working with MS Excel and basic accounting tools to organize financial data, reconcile bank and cash records, and support senior accountants. Known for reliability, time management, and the ability to work efficiently in a fast-paced office environment while maintaining confidentiality and financial integrity.



WORK EXPERIENCE

Assistant Accountant

- Maintained daily financial transactions and accounting records
- Recorded sales, purchases, expenses, and payment entries accurately
- Verified invoices, receipts, and supporting financial documents
- Assisted in preparing monthly financial summaries and reports
- Supported bank and cash reconciliation activities
- Managed accounting data using MS Excel and office systems



EDUCATION

Bachelor of Business Studies (BBS)

Institute of Management Sciences (IM|Sciences), Peshawar

Bachelor of Commerce (B.Com)

Cecos University, Peshawar

Intermediate (I.Com)

Board of Technical Education, Peshawar

Matriculation

Kohat Board

DOCUMENT STATUS

All documents attested.