UZMA TANVIR

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About Me

A highly motivated and detail-oriented professional dedicated to achieving excellence. Possessing a strong analytical mindset and a passion for continuous learning, I thrive in dynamic environments and am committed to contributing effectively to any team. My proactive approach and commitment to innovation drive me to consistently deliver outstanding results.

Experience

RESEARCH ANALYST
BSA Service Corp | Jan 2025 - Jul 2026

- **Lead Generation:**ExecutetargetedB2B lead generation campaigns for the staffing industry by identifying high-potential candidates and clients through deep-web research.
- **Data Management:** Systematically organize and maintain prospect information in Google Sheets, ensuring all data is accurately saved, updated.
- **Market Analysis:** Conduct industry research to track hiring trends and provide relevant Findings that support corporate recruitment and staffing goals.

RESEARCH ANALYST
NuzIQ Solutions | Jun 2024 - Dec 2024

- Streamlined data collection processes by utilizing advanced search filters and online tools to gather accurate contact information for stakeholders.
- Managed large sets of research data in collaborative spreadsheets, ensuring data hygiene and consistency for business development outreach.

US TAX ANALYST
Serviczen IT Solutions | Dec 2023 - Jun 2024

- **Tax Compliance:** Performed detailed research and preparation for Federal and State tax returns while ensuring strict adherence to US tax laws and local regulations.
- **Financial Auditing:** Analyzed financial statements and collaborated with clients to identify tax-saving opportunities and reduce financial liabilities.
- **Reporting:** Reviewed complex tax positions in coordination with senior analysts to ensure accurate financial reporting and compliance.

Education

Masters of Computer Application (MCA)
Osmania University, 2025 - 2027

Bachelor of Computer Application (BCA)
Osmania University, 2021 - 2024

Intermediate in Commerce
Hidayah Junior College, 2019 - 2021

Languages

English
Hindi
Telugu
Urdu

Technical Internships

FULL-STACK PYTHON INTERN | Technoriderzz Software Solutions | Feb 2024 - May 2024

- Built a Bank Management System using Django and SQL for secure data handling.
- Developed responsive web interfaces by linking back-end logic with front-end design.

CYBER SECURITY INTERN | Corizo |May 2023 - Jul 2023

- Identified XSS and system vulnerabilities; reported flaws on Open Bug Bounty platforms.
- Performed system penetration testing to find and document critical security risks.

Skills

Analytical & Research

- **Market Intelligence:** Secondary research, competitor analysis, and industry trend tracking.
- **Lead Generation:** B2B prospecting, data mining, and stakeholder identification.
- **Tax Compliance:** US Federal & State tax laws, regulatory research, and financial auditing.
- **Strategic Planning:** Data-driven decision making, tax-saving strategies, and process optimization.

Technical (IT)

- **Programming**: Python (Django), C, C++, Java.
- **Web Development:** HTML5, CSS3, JavaScript, Responsive Design. **Platforms**:
- WordPress Development, Shopify, E-commerce management. **Security**:
- Vulnerability assessment, penetration testing, and data privacy.

Tools & Software

- **Data Management:** Google Sheets (Advanced), Microsoft Excel, SQL.
- **Business Tools:** CRM Navigation, Google Workspace, Research Databases.
- **Design & Branding**: Canva, UI/UX Layouts, Logo Branding.
- **Efficiency**: Professional Typing Speed (50+ WPM) with high accuracy.

Soft skills

- **Communication**: Effective verbal and written communication in multilingual environments.
- **Problem solving**: Logical approach to complex data and technical troubleshooting
- **Collaboration**: Experience working in cross functional teams and client facing roles

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Project

Portfolio Website Development (decipher404.com)

- Built and deployed my personal portfolio website, decipher404.com, using WordPress to showcase skills, projects, and achievements with a modern, responsive design.

Technical Blog (decipher404.com/tech-blogs)

- Published technical articles on cybersecurity, ethical hacking, Linux, WordPress security, and web development.
- Developed beginner-friendly tutorials and practical implementation guides.