Contact

saadsharieff@gmail.com

www.linkedin.com/in/saad-
sharieff-628624aa (LinkedIn)

Top Skills

Management

JavaScript

Customer Service

Languages

English

Saad Sharieff

IT Technical Support at UniGroup, C.A.

Fenton, Missouri

Experience

UniGroup, C.A.
IT Technical Support
October 2018 - Present
Fenton, MO

TruQC
Project Manager
March 2018 - September 2018 (7 months)
Greater St. Louis Area

Express Scripts
Associate Business Analyst (Finance)
October 2017 - March 2018 (6 months)
Greater St. Louis Area

• Review client contracts and created pricing, rebate, and performance
guarantees in financial computer system.

• Prepare financial reports for Account team

• Extract and analyzed quarterly payments to clients for reporting purposes.

• Investigate client financial records for re-settlements and true-ups

• Coach new employees on department processes and company values

• Interpret impact analysis records of drug prices to client's ingredient
guarantees

• Reconcile, renew, and term client ingredient guarantees

• Measure impact to financial department per quarter

• Collaborate with internal and external auditors

• Conduct special projects to decrease process completion times

Scottrade
IT Analyst
July 2015 - October 2017 (2 years 4 months)
Greater St. Louis Area

• Analyzed system resources, processes, and applications for increased
automation or improvements.

• Created (and managed) requirements and standard operating procedure documentation for future purposes.
• Reconciled requirements and code upgrades for multiple IT teams to keep business rules up to standard.
• Led presentations and designed documentation on new technology adopted by firms.
• Assisted project manager and directors with analyzation tools, thresholds, and process improvement.
• Conducted studies to increase effectivity of IT licenses and lowering cost of managing licenses.

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Education

University of Missouri-Saint Louis
Bachelor's Degree, Management Information Systems,
General · (2014 - 2017)

University of Missouri-Saint Louis
Bachelor's Degree, English Language and Literature/Letters · (2008 - 2013)