

Saeed Altaf

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TECHNICAL SKILLS

- **Languages:** JavaScript, SQL, Python, Java, HTML, CSS
- **Frameworks/Libraries:** Node.js, React, jQuery, Bootstrap, Handlebars, Express, AJAX
- **Technologies:** Heroku, REST API, MySQL, GitHub, MongoDB
- **Accounting:** SAP, Yardi, Oracle (NetSuite), Timberline, SAGE (MAS and FAS), Blackline, MS Office (Excel – pivot tables, macros, vlookup, hlookup), Quickbooks

EDUCATION

Georgia Institute of Technology – Full Stack Web Development Certificate

November 2019

University of Texas at Dallas – Bachelor of Science in Accounting and Information Management

May 2012

PROFESSIONAL EXPERIENCE

IoT Dots, Marietta, GA

Front-End Web Developer

(August 2018 – Present)

- **Built using:** React.JS, JavaScript, HTML, CSS; Data from HVAC system was served from JAVA in JSON format
- Contract work for Ingersoll Rand (TRANE) to develop UI Front-end applications that control multiple HVAC units for an entire building to optimize energy usage and reduce carbon footprint
- Automate a variety of timed reports and scheduled maintenance for each individual unit

Grand Trunk Express, LLC, Austin, TX & Atlanta, GA

Business Owner

(August 2017 - Present)

- Created logistics company, with a fleet of 4 trucks and 4 drivers
- Manage IFTA Tax withdrawals, and oversee operations and financials for the business

Cortland Partners, Atlanta, GA

Senior Construction Accountant

(May 2017 – August 2017)

- Worked with Controller and NetSuite analyst to develop accounting policies and procedures for three entities
- Assisted in the development of budgets and reforecasts and upload them into NetSuite, OSA and Timberline
- Worked with Operations team in the Warehouse to develop and integrate inventory tracking into NetSuite
- Developed financial reporting package for three entities, and performed analysis to create footnotes for presentation to executive team

Cortland Partners, Atlanta, GA

Senior Property Accountant

(August 2016 – May 2017)

- Streamlined month end close and property close process by developing Excel templates out of OSA software
- Trained site managers on account coding to help reduce monthly reclasses and increase efficiency
- Developed expense reclass template and presented to property accountants to streamline month end process
- Analyzed general ledger accounts and ensured appropriate accruals were booked
- Analyzed capital expenses to ensure costs met capitalization policies
- Created depreciation books and balance sheet reconciliations in Excel
- Created monthly financial packages for stakeholders

BMC, Atlanta, GA

Staff Accountant II

(March 2016 – August 2016)

- Developed depreciation books out of SAGE fixed asset software
- Reviewed sub-ledger (Timberline software) trial balance submissions from market managers at month end, and convert data for upload into NetSuite
- Developed reporting templates in NetSuite to assist management team with reporting at quarter-end
- Assisted with implementation of Trend accounting system, working with market managers to ensure accurate and timely transfer of ledger balances

World Class Capital Group, Austin, TX

Property Accountant

(August 2015 – March 2016)

- Streamlined month-end close period through process improvements and software implementation
- Analyzed MTD and YTD expenses for all properties and portfolios, entering accruals and re-classing expenses as required
- Implemented prepaid account reconciliation process
- Prepared financial statements for all properties and portfolios for distribution to investors (balance sheet, income statement, 12-month statement, variance analysis, Cashflow Projection, and Escrow Activity)

Fiberlight, LLC, Alpharetta, GA

Staff Accountant/Financial Analyst

(May 2014 – August 2015)

- Completed physical inventory audit for all Texas sites for new inventory system implementation
- Entered, tracked, and analyzed fixed assets in Sage FAS software
- Streamlined monthly account reconciliation process via implementation of Blackline software
- Created project variance analysis report using BizNet software, and presented to stakeholders

ResearchPoint Global, Austin, TX

Project Accountant I

(July 2012 – May 2014)

- Streamlined monthly close and financial reporting process by creating customizable templates to download reports from SAP into MS Excel
- Performed G/L, sub-ledger, trial balance and bank account reconciliations at the end of each fiscal month
- Assisted with preparation of Balance Sheet, Income Statement and Statement of Cash Flows

Ernst & Young, Abu Dhabi, UAE

Audit Intern

(May 2010 - July 2010)

- Applied knowledge of IFRS and GAAP to financial statement review
- Applied understanding of GAAS and PCAOB standards during audit