

Education

University of San Francisco, San Francisco, CA
BS in Business Administration – Finance Major

Graduated: May 2018

Experience

SS&C Technologies

Sept 2018 - Present

Fund Associate

- ❖ Examine Cash flows, non-cash activities and investment valuations to prepare financial statements on a quarterly basis
- ❖ Calculate Investor Allocations and prepare notices when capital events take place
- ❖ Assist in the fund accounting and investor servicing for Fund Administration clients
- ❖ US GAAP & IFRS reporting for investment companies/funds
- ❖ Production of Financial Statements and Investor communications for Clients
- ❖ Assist in the management of the NAV preparation for our fund clients
- ❖ Ensuring adherence to documented procedures and policies

Fenox Venture Capital

May 2017 – July 2017, June 2015 – August 2015

Analyst

- ❖ Conducted company, product, and market research, and drafted due diligence reports which senior management used in making investment decisions.
- ❖ Presented weekly due diligence findings for potential portfolio companies to senior management.
- ❖ Drafted "LP Reports" which were provided to the firm's limited partners to help make investment decisions.

"Hard-working is the phrase that comes to mind when I think about Aveen. I've had the pleasure of knowing Aveen for six months, during which he worked as an Analyst on my investment team. Above all, I was impressed with Aveen's ability to analyze and effectively present and convey his findings. And, of course, his drive to do more. Aveen would be a true asset for any positions looking for investment analysts or requiring hard working public speakers with an interest in modern and new age technology and that comes with my heartfelt recommendation."

Anis Uzzaman, General Partner, Fenox VC, San Jose

Prime Group Real Estate

June 2016 – July 2016

Intern

- ❖ Created Excel graphs comparing and contrasting Quantitative and Qualitative characteristics of Prime Group Operated Comp Units versus Competing Comp Units
- ❖ Visited and Toured Competing Comp Units to evaluate Competing Units Marketable Pros and Cons
- ❖ Investigated Consumer to Consumer Bedroom rental services (Airbnb, Vacation Share, VRBO, etc.) to locate Tenants breaking Resident Contractual Obligations and file Reports of Misconduct

BACHAO (Bangladeshi American Charitable Organization)

2010-2019

BACHAO is an IRS registered 501(c)(3) charity organization incorporated in the state of California. The primary mission of BACHAO is to help the underprivileged segment of the population so that they have an opportunity to better their life.

BACHAO Ambassador Mentor (2015 – 2019)

BACHAO Mentors are handpicked by the BACHAO Board of Directors for their leadership and dedication to the program and are tasked with guiding and advising the BACHAO Ambassadors

- ❖ Provided guidance and ideas to BACHAO Ambassadors and led group of BACHAO Ambassadors in task
- ❖ Functioned as leader to communicate with BACHAO Board of Directors
- ❖ Acted as liaison between BACHAO Ambassadors and BACHAO Board of Directors

"I had the pleasure of working with Aveen as a fellow mentor on the Bangladeshi American Charitable Organization (BACHAO) Ambassador group. Throughout the 5+ years that I had worked with Aveen, what stood out to me is his ability to lead with passion, professionalism, and purpose. Aveen is a thoughtful leader, who takes the time to make calculated decisions based on the best possible outcome. Furthermore, his organizational and analytical skills drove projects forward

to completion in an efficient, cost-effective manner. If you have had the chance to meet Aveen, you would have noticed, right away, his astute passion for every project he takes on, making working with him an absolute pleasure"

Fariyah Chowdhury, Risk Advisory Associate, Grant Thornton LLP, Los Angeles

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"I have known Aveen Saif for the last 5 years. Aveen is one of those natural leaders who is not only able to think very clearly but motivate others to work together for a common purpose...."

Kazi Mamun, Director BACHAO / Assistant Dean, Undergraduate Business Programs at University of California, Riverside

BACHAO Ambassador (2013-2015):

- ❖ Worked in groups to promote the message and cause of the BACHAO Foundation
- ❖ Organized activities to support BACHAO ambassador's mission which includes fostering a sense of community and promoting charitability within Southern California
- ❖ Managed groups of people to accomplish various tasks
- ❖ Promoted cause through various social medias (Youtube, Tumblr, Facebook, and Twitter)
- ❖ Was responsible for recruiting and communicating with Potential Future Ambassadors

Intern (Summer 2013):

- ❖ Managed and maintained website consistently
- ❖ Organization of Records, Files, and Photographs electronically
- ❖ Promoting Organization through various methods on the Internet

BACHAO Buddy (www.BACHAOBuddy.com)

June 2013 – Dec. 2016

Founder

I founded BACHAO Buddy to raise money through fundraisers & charitable donations to support poor meritorious underprivileged students in Bangladesh. These underprivileged students rank at the top of their class in high school but because they come from very poor families, they do not have the financial means to pursue higher education. BACHAO Buddy has been supporting 3 such students every year so that they can pursue higher education and fulfill their dream.

P.A.W.S Animal Activist Club

January 2015 – May 2018

President (January 2017 – Present)

Manage club activities and meetings, Coordinate Executive Board members to host events and volunteer opportunities throughout the year, Coordinate Financing needs with campus financial offices, with philanthropic organizations and with local businesses to raise funding for community and events

Skills

- ❖ Proficient in all versions of Mac OS X and iOS, and Windows and Office – Excel, Powerpoint, Keynote, etc.
- ❖ Competent in Tableau software (used extensively in Business Analytics Coursework)
- ❖ Knowledge of basic level of Python (used it in Applied Technology coursework)
- ❖ Effective Communicator with Good Public Speaking Skills
- ❖ Great Team/Project Leader with Good Communication, Conflict Resolution, and Team management skills