

# Jahan Z. Habib

## EXPERIENCE:

**MIT Global Financial and Accounting Operations Manager** October 2018 – Present  
*Private research university with a mission to advance knowledge and educate students in science, technology, and other disciplines*

- Full accounting responsibilities including global consolidations, currency translations and sponsor reporting for 6 MIT related programs
- Analysis and risk assessment/mitigation for MIT's global research, education and investment activities and people placement
- Completion of 990 Tax form for MIT International, FBAR Reporting, BE-125 and SF-328 Reporting
- Oversight of an Accounting Officer

**New England Landholdings LLC Principal** July 2015– Present  
*Investment Real Estate Firm headquartered in Worcester MA with real estate holdings across Southern New England including Worcester MA, Warren MA, Newport RI, and Fairfield CT*

- Strategic planning, operations and management of an independent Real Estate Investment firm with 15 residential real estate rental units.

**Prosek Partners Controller** August 2017 – October 2018  
*A communications consultancy focused on the Financial Services Sector, with offices in New York City, London, Los Angeles and Fairfield, CT*

- Full accounting and financial operations responsibility of a \$40M Public Relations firm in the absence of a CFO. Oversight of order to cash process including Accounts Receivable, Accounts Payable, and Regulatory/Tax matters
- Partner/Executive team weekly, monthly, and quarterly reporting
- Oversight of a Senior Accountant, Accounting/Payroll specialist, and 2 Accounting Assistants.
- Establishment of a new company, a new office in Boston financial oversight of office space construction, and close collaboration with Human Resources in benefits selection, and pay scale determination

**Veson Nautical Corporation Controller** April 2011– August 2017  
*The leading provider of commercial maritime software for vessel owners, charterers & operators: voyage estimation, performance reporting with offices in Boston, London, Singapore and Oslo*

- Primary Financial contact for a \$32M Maritime Software company with Enterprise and SAAS products serving the Shipping industry
- Financial Planning and Analysis: Budget vs. Actual, Responsibility for P&L across three product lines, Revenue Analysis, Profit Margin Analysis, Cash Flow Reporting, Key Performance Indicator

tracking, Annual Budgeting, Monthly Executive Reporting

- Maintaining the General Ledger: Revenue Recognition, P&L reporting, International Sales and Domestic Income Tax Analysis
- Cash Flow Analysis and Banking Reconciliation
- Oversight of a Senior Finance Associate, Financial Analyst, Services Coordinator, and Operations Assistant
- Contract negotiations and management, Audit management and Accounts Payable/Receivable management
- Establishing a Subsidiary in Singapore, representative office in Geneva, Switzerland, and a European Headquarters in London, United Kingdom
- Financial management of the Corporate Headquarters build out, long term tax depreciation analysis, and search for new Corporate Headquarters
- Setting up a Global Pension Plan, management of an Employee Value Sharing Plan
- Establishing financial controls, policies, and training across Professional Services, Sales Departments
- Promoted from Senior Financial Analyst (April, 2011- December, 2012), to Finance Lead (January, 2013 - December, 2014), to Controller (January, 2015 – August 2017)

**Harvard University** *Financial Analyst (June 2007- April 2011)*

June 2005 – April 2011

*Higher Education institution devoted to excellence in teaching, learning, and research, and to developing leaders in many disciplines who make a difference globally*

- Monthly Financial Reporting. 50-60 monthly financial reports preparation to federal (NIH, DOD, NSF, DoD, NASA and other agencies) and private foundations totaling \$80 Million dollars
- Quarterly \$52 Million Budget preparation and forecasting, General Ledger, Accounts Payable processing, faculty/staff/student effort reporting, monthly cost accounting and settlement of expenses for research groups within School of Public Health, School of Engineering and Applied Sciences, and Department of Chemistry and Chemical Biology
- Specialized projects including: ARRA Reporting, Data Integrity Committee and Big Ideas group

*Accounting Assistant (June 2005-May 2007)*

- Reporting to the Director, sole financial management of a small research center with an endowment of \$1.9 million and annual budget of \$2.1 million
- Sole owner of Accounts Payable, Data analysis, and primary accounting contact for he
- Completion of 20-30 monthly detailed financial reports, quarterly endowment performance and expenditure report, and Annual Center report. Submission of research proposals and solicitations to private foundations and federal agencies

**Memorial Sloan-Kettering Cancer Center** *Physicians Office Assistant*

October 2003 – July 2004

*Premier cancer care center located in New York City, with a singular focus ranging from immunotherapy and surgery to integrative medicine*

- Scheduling, pre-Clinic and post-Clinic records preparation, transcription, processing medical records & patient-oriented customer service
- Physician support and surgical team coordination

## **EDUCATION:**

**Boston College**, Newton, MA

May 2021 (Expected)

- Masters of Business Administration (Part Time, Evening), Corporate Finance

**Harvard University**, Cambridge, MA

May 2015

- Masters of Arts, Government

**New York University**, New York, NY

May 2003

- Bachelor of Arts in Economics with a Policy Concentration

**ADDITIONAL INFORMATION:**

**Certifications:** Certified Public Accountant Candidate (Maine), 2019 (Expected)  
MA Notary Public, 2013  
American Red Cross First Responder, CPR-AED, 2017  
MA Licensed Real Estate Salesperson, 2016

**Teaching:** Teaching Assistant, American Foreign Policy Course at Harvard Extension School, Professor Sergio Imparato, Fall 2015

**Skills:** Proficiency in Microsoft Office, Acumatica, QuickBooks, Oracle, Netsuite OpenAir, SalesForce, Peachtree Accounting, AWS2, CREW, GMAS, PeopleSoft, Health Information System, Cadence, and EMR