**Baraa Al-Jabi**

**Mobile:** [++963 933 214393] **E-mail:** [[baraa\_jabi@yahoo.com](mailto:baraa_jabi@yahoo.com)]

# Personal Profile

**DATE OF BIRTH** 23-Mar-1964

**NATIONALITY** Syrian

**ADDRESS** Damascus-Syria

**LANGUAGES** Arabic, English, (Little French)

# KEY Achievements

## Liquidation & Re-export of BJ Services ME Co. equipment, clearing the financial Liabilities towards the finance, social & tax authorities (after operation shut down).

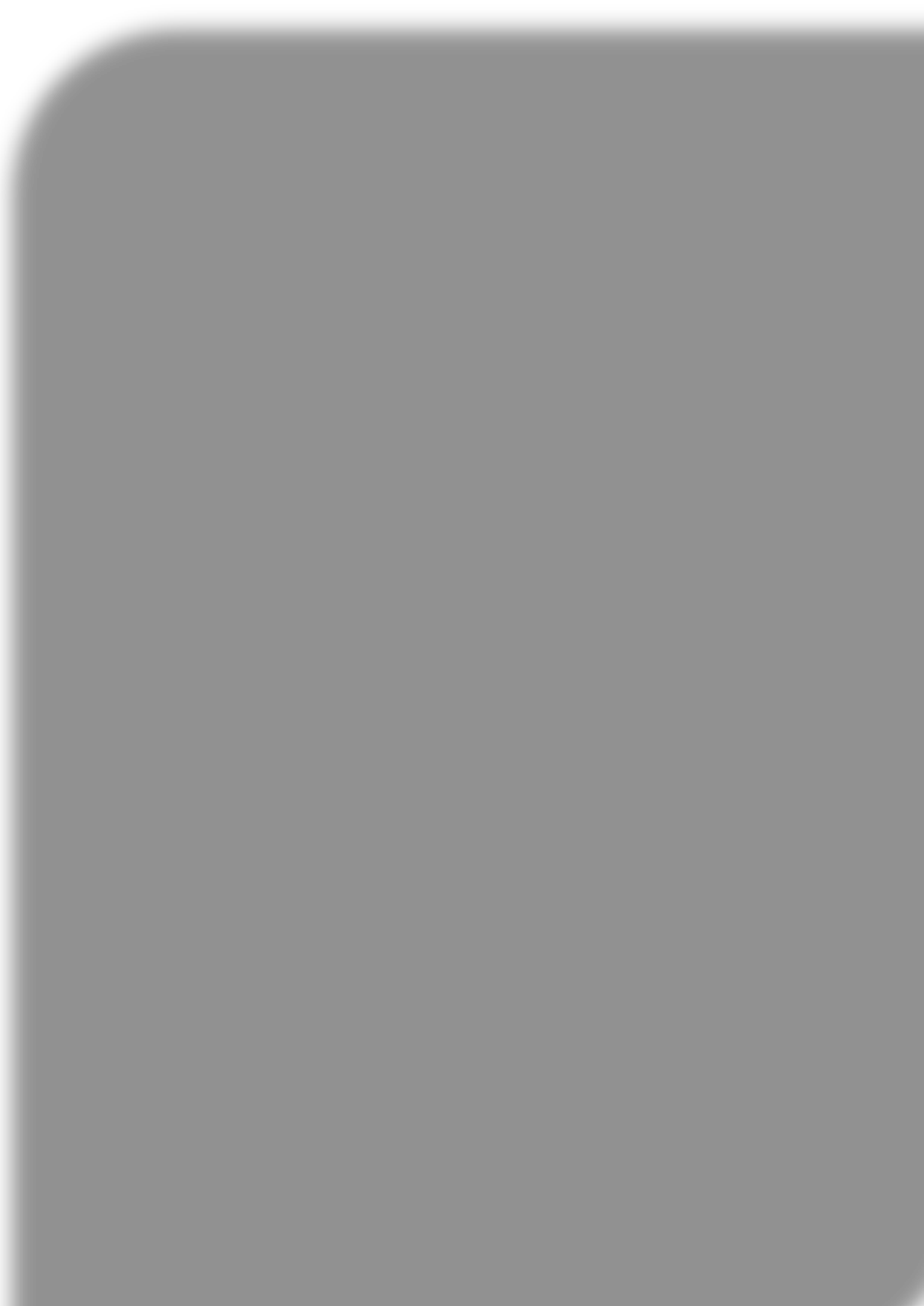
* Setup new Joint venture entities, chart of accounts & financial reporting modules & accounting procedures for Oudeh Petroleum Co. (JV with Sinopec China).
* Design various ad-hoc financial models such as Operating cost tracking, Unit Sale variances, Capital Expenditure, Cash flow projection, Misc. Financial Ratios analysis.
* Training new accounting & financial staff to enhance & maintain competencies.

**Education**

**[From 1981 – To 1985]** [Economic & Commerce] [Damascus University]

# Areas of expertise

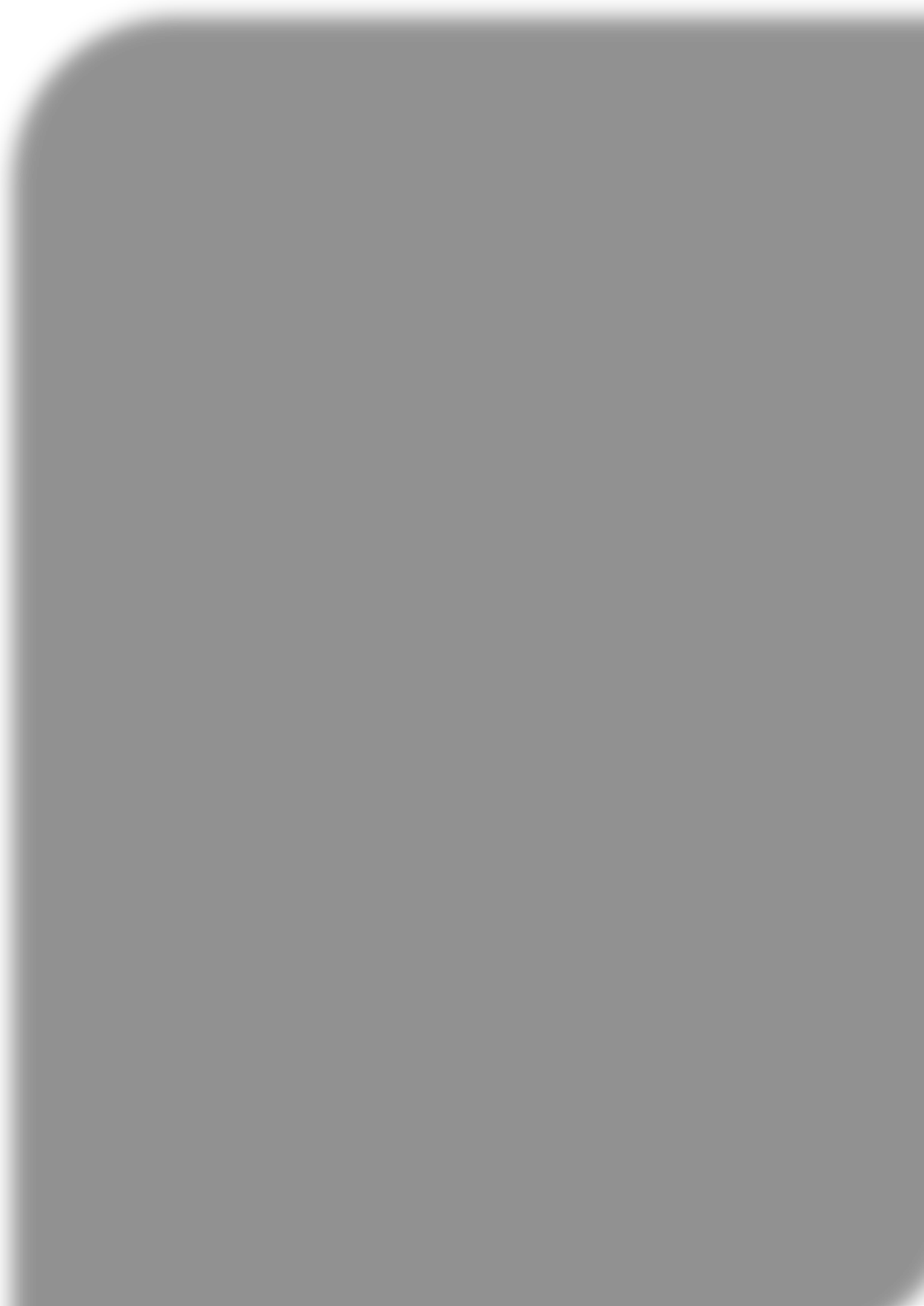
* + Financial Control
  + General Ledger
  + Inventory Control
  + Cost Analysis
  + Staff Development
  + Presentations to board level
* Financial Reporting
* Quality Assurance
* Meeting strict objectives



# Code of Business Conduct

## Committed to uncompromising Integrity in all that we do and how we relate to each other and to persons outside the Company.

**Work Experience**



### Mar 2008 - To present Oudeh Petroleum Company - Damascus, Syria

[**http://opc.sy/English/**](http://opc.sy/English/)

Oudeh is a Joint Operating Company established for Development & Production of Petroleum among the Government of Syria, General Petroleum Company and SIPC (Sinopec) Chinese Oil Company

**Position Finance Department Head (Delg. CFO)**

* Establish & maintain internal controls over the Company's financial reporting using appropriate policies & procedures in compliance with the stated objectives.
* Prepare internal & external monthly, quarterly & annual financial reporting.
* Produce, interpret and analyse financial statements, budgets and forecasts
* Coordinate the execution of external & internal audits (E&Y, PWC, and locals)
* Manage the preparation of appropriate responses (written and through meetings) to all financial inquiries between the Company and partners.
* Deliver financial solutions to all departments of the Company by working in a cooperative manner with all departments of the company.
* Manage the integrity of the Company general ledger and inter-company accounts.
* Compliance with applicable governmental laws, rules & regulations

**Nov 1998 - Mar 2008 BJ Services Middle East Dubai (acquired by Baker Hughes)**

[**http://www.bakerhughes.com/**](http://www.bakerhughes.com/)

**Position Area Financial Controller Dubai-Syria**

* Manage the transition of the financial reporting process to ME Region (Dubai).
* Manage & prepare the Quarterly Consolidated financial statements.
* Travel to Dubai on a quarterly basis to prepare & present the quarterly financial statements
* Review monthly operational statements from Central Asia reported countries.
* Manage year-end process, which included travel to UAE to review queries with the Region.
* General Accounting roles, including accounts payable, receivable, inventory control, monthly reconciliation, cash flow statement, etc
* Prepare & monitor closely the monthly financial ratios (Working Capital, Daily sales Outstanding (DSO), Inventory days, Revenue per employee, Net profit margin, etc)

### Nov 1991 – Oct 1998 Dowell Schlumberger Co

[**www.slb.com**](http://www.slb.com/)

**Schlumberger**

**Position Country (District) Controller Dubai, Abu Dhabi, Kuwait, Oman**

**Dowell**

* General Assist to Country Manager & Region Controller
* Generate financial reports
* Yearly Budget & Quarterly Short Term Plan, Comply with all Tax & Audit regulations,
* Inventory control, Cost Control, Monthly Trial Balance & Profit & Loss Analyzing

### July 1986 – Nov 1991 Al Furat Petroleum Company [www.afpc-sy.com](http://www.afpc-sy.com/)



**Position Material Control Supervisor**

* Checking & authorizing supplier's invoices,
* Inventory Control
* General & Subsidiary Ledger reconciliation,
* Bank Reconciliation
* Monthly Sub-system close down, General assist to Section Head.

þÿJob includes Inventory control and account managing and monthly reconciliation

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| **Training** |  | |
|  | * Jun, 1989 - | Completed a course in SIPM SHELL Int'l. Company in Holland on **EMA/34 (Electronic Material Admin.)** |
|  | * Sep, 1989 - | Completed a course in SIPM SHELL Int'l. Company  in Holland on **M.E.S.C. (Material & Equipment Coding)** |
|  | * Feb, 1997 - | **Financial Skills-1 Seminar (FIT-1)** with SCHLUMBERGER Ltd. in Dubai - U.A.E.. |
|  | * Jun, 2001 - | ( **7 Habits of highly effective people** ) BJ Services |
|  | * Jun, 2001 - | ( **Value Added Profit** VAP ) - BJ Services Dubai |
|  | * Jan, 2005 - | ( **Financial Fundamentals** ) c/o Dubai Experience |
|  | * Sep, 2005 - | ( **OZ Principle** ) - BJ Services Dubai |
|  | * Feb, 2009 - | ( **GAAP/IAS** ) - Dublin - Oudeh Petroleum Company |
| **Referees** |  |  |

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**Mr. Carlos Peixoto** (ex BJ Services Middle East Region & Latin America Finance Controller) Tel.: +5521 2432-9640 | Cell.: +55 219 9385-9942 | [cp@carlospeixotoconsulting.com](mailto:cp@carlospeixotoconsulting.com)

**Mr. Hassan Farshbaf** : Managing Director at Tech Oil Services Cell.: +97150-645-8254 | [hassanmfarshbaf@yahoo.co.uk](mailto:hassanmfarshbaf@yahoo.co.uk)

**Mr. Jim Evans** : | [jimevans1169@gmail.com](mailto:jimevans1169@gmail.com)

Orion Oil & Gas Controller (Calgary – Canada) – TANGANYIKA former Finance Manager (403) 254-9403 (home), (403) 470-5778 (cell)

**Essam Zaghloul; Ph.D**. : Executive Chairman - Runnymede Resources Corporation & President & CEO

– Al Geology Petroleum | [ezaghloul53@gmail.com](mailto:ezaghloul53@gmail.com)