

Baraa Al-Jabi

baraa_jabi@yahoo.com

Address Damascus - Syria (Cell 963 933 214 393)

Education 1985
Bachelor of Economy & Commerce Degree, Accounting -
Damascus University

Languages Arabic, English (Fluent)
French (beginning)

Key Achievements:

- Liquidation & arranging the re-export of BJ Company equipments, clearing the financial liabilities towards the finance authorities.
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- Social security quittance and retrieve back the performance bonds and other bank guarantee; this was achieved successfully and in a very reasonable and short period.
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- Setup new Joint venture entity, account setup & all financial reporting modules & accounting procedures.
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- Design & creation of financial models which generate Income Statement, balance sheet and cash flow projections for use in the generation of financial schedules for the portfolio budget cycle.
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- The design & creation of various ad hoc models such as Operating Expenses, Unit Sale variances, Capital Expenditure, Misc Financial Ratios
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- Training & coaching of all accounting staff to enhance and maintain competencies in the accounting group.

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. This Code sets out basic principles to guide the Company to promote Honest & ethical conduct

Areas of expertise

- | | | |
|---------------------|--------------------------------|-----------------------------|
| • Financial Control | • Continuous Improvement | • Leadership |
| • General Ledger | • Staff Development | • Quality Assurance |
| • Inventory Control | • Presentations to board level | • Meeting strict objectives |

Career History

Mar 2008 - To present

Oudeh Petroleum Company - Damascus, Syria

<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

- Establish & maintain internal controls over the Company's financial reporting using appropriate policies & procedures in compliance with the stated objectives.
- Prepare internal and external monthly, quarterly and annual financial reporting.
- Produce, interpret and analyze financial statements, reports, budgets and forecasts
- Coordinate the execution of external and internal audits (E&Y, PWC, and locals)
- Review all financial processes and financial systems in conjunction with the Chief Financial Officer and Finance Manager.
- 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 Co (acquired by Baker Hughes)

<http://www.bjservices.com/>

<http://www.bakerhughes.com/>



Position

Country Financial Controller

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

The Company lost the Contract early 2003, Operation shut down, and employees released
I took the roll of the Company in charge with Power of Attorney handling the liquidation and release all liabilities, managed to coordinate with the Inter Transport and re-export all equipment outside the Country (mainly to Dubai, Egypt), release the Custom Security deposits, release all financial bank guarantee, performance bonds, and obtain the social security quittance, finalize the company Tax return, release all tax deposits, and close the Company bank accounts.

Nov 1991 - Oct 1998

Dowell Schlumberger Co Dubai, Abu Dhabi, Kuwait, Oman

www.slb.com



Position **Country (District) Controller**

- 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

Joined Schlumberger in Jebel Ali as Station Accountant then assigned to Abu Dhabi as District Chief Accountant, then moved to Kuwait as Country Financial Controller, then assigned to Oman and finally back to Dubai to work as Tax & Payable Manager under OIES entity

July 1986 - Nov 1991

Al Furat Petroleum Company

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.

Job includes Inventory control and account managing and monthly reconciliation

Training & Development

- ❖ 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

Misc on-line Training includes : Ethics, Anti Trust, Insider Trading, Records Management , FCPA (Foreign Corrupt Practice Act), Export Compliance, SOX

References

Mr. Carlos Peixoto (ex BJ Services Middle East Region Finance Controller)
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Mr.Hassan Farshbaf : Managing Director at Tech Oil Services
Cell.: +97150-645-8254 | hassanmfarshbaf@yahoo.co.uk

Essam Zaghloul; Ph.D. : Executive Chairman - Runnymede Resources Corporation & President & CEO
– Al Geology Petroleum | ezaghloul53@gmail.com

Mr. Mark Westendorf : Gulf Geomaeket Product Line Manager Pressure Pumping at Baker Hughes
United Arab Emirates | mark.westendorf@bakerhughes.com

Mr. Ziad Kaba – Custom Department Head of section z.kaba@afpc.net.sy
Al-Furat Petroleum Co. (Damascus - Syria) – Custom Manager - (963 944 230232)

Mr. Mouazza Al Ashhab - acac@scs-net.org
Auditing Consulting Accounting Center (ACAC) – Damascus (963 944 234993)