

Baraa Al-Jabi

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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/>



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/>



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



Position

Country (District) Controller

Dubai, Abu Dhabi, Kuwait, Oman

- 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



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

- ✓ 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

Mr. Carlos Peixoto (ex BJ Services Middle East Region & Latin America Finance Controller)
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Mr. Hassan Farshbaf : Managing Director at Tech Oil Services
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Orion Oil & Gas Controller (Calgary – Canada) – TANGANYIKA former Finance Manager
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Essam Zaghloul; Ph.D. : Executive Chairman - Runnymede Resources Corporation & President & CEO
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