Baraa

**E-mail:** baraa.132444@2freemail.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

Cost Analysis

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

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.

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**Work Experience**

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

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

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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/)

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**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)

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**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

**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.

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