 Reem

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***CAREER SUMMARY*:**

A well rounded skilled Financial and Management Accountant with 20+ years’ experience in Shell. Roles have encompassed payroll and Tax accountant, Working Capital management, invoice processing, manage cost recovery accounts, managing account receivables, debts collections, credit risk, payable/ receivables and cash call forecast.

Self-motivated, eager to learn, high standard personal integrity, effective networking able to communicate with wide variety of professional disciplines and diverse cultures & religions.

Excellent Excel skills, IFRS knowledge, control-ship experience and compliance mindset, external focus and ability to build good relationship with Government representatives as well as with leadership team.

Skills have been developed across a range of assignments and countries working in multi dimensions and cross functions in addition to the Finance in CP, HR, and Commercial. These helped me build various transferable skills inventory in Communication, Coordinating, Financial Management, Developing People, Managing Data and Organizing.

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| **EMPLOYMENT HISTORY-** | ***Shell Group*** | **(1994-Present)** |
| ***Tax Compliance Analyst – Iraq*** | ***(Shell EP International Limited in Dubai)*** | ***2012 – Present*** |

Moved to Dubai in 2012 and employed as part of regional tax compliance team. The role encompassed of setting up set up tax accounting & compliance for 3 Shell entities in Iraq.

*Key Responsibilities:*

This role has the responsibility of managing an annual tax payment of US$170 million covering statutory tax returns, withholding tax for 450 subcontractors, corporation tax, VAT, social and employment taxes, payments and submissions of all tax returns to General Tax Directorate.

*Achievement:*

Managed withholding tax for around 450 subcontractors in Iraq and communicate with E&Y, banks and Finance Operation on payment and tax clearance.

Managed payroll tax and social security for expat, commuters, rotator and local staff Ensured tax compliance with Iraqi tax legislation and ensured timely payment

Supported the preparation of all statutory tax returns (VAT, Corp Tax etc Manage and analyze) including payment and submission to Tax Authority

Liaised with E&Y to monitor and communicate tax law changes in the Iraq and analyze the impact.

Trained Iraqi and FO staffs and successfully handover the tasks of vender management, tax clearance letter…. Theses required creating process flow, learning guide and other learning and handover materials; check list and KPI

Managed migration process to FO and virtually managed the team in Iraq and FO and provided continues support to ensure compliance and successful migration

Took the responsibility of producing accruals, tax provision &ensured timely and accurate payment, and provided cash call estimations

Provided financial advisory and tax implications on HR related policies and local staff payments Provided Management information MI on tax related information

Identified and actioned continues improvement opportunities, Eliminate, Simplify, Standardized & Automate (ESSA) opportunities to standardise and reduce complexity and automated the payroll tax process so successful migration was achieved

Build and maintain positive working relationships with relevant stakeholders in the tax Commission, Iraqi banks and E&Y

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***Financial Accountant & Head of Payroll*** ***(Syria Shell Petroleum Development in Syria)*** ***2004 – 2012***

Manage and run monthly payroll for Expert Rotator and National staff including overtime bonuses, SRA, expenses claim, leave buyout, salary advances and all other benefits.

Prepare and manage income tax payments and staff social security payments

Provide financial advisory and tax implications on HR related policies and local staff payments

Working closely with Financial Planning Analyst to ensure that Manpower budget; tariff and forecast assumptions are appropriate and based on latest business update for expat, rotators, local and contractors in both SSPD and Al Furat

Working with Group Reporting Analyst to provide relevant Manpower details, remuneration, tax and social security reporting line items

Manage relevant Balance sheet accounts; advances on salary, accruals and account payables to Tax authority and Social Security Department and prepare reconciliation

Responsible for intra group billing and Pay SIL Payroll invoices

Provide Cost Assurance for cost recovery purposes of all Invoices processed

Supporting finance-specific projects Special prjects; facilitated the sun changeover plan, Identified System specification and reporting requirements, executed user acceptance test UAT and Pursued & resolved post implementation system issues, provide advisory services on Sun system for finance community as super user role.

***Contracting and Procurement Analyst (Syria Shell Petroleum Development in Syria)1998–2003***

Supported the Procurement Manager in developing and executing the contracting & procurement strategies in AFPC and SSPD.

Supported setting up max / minimum level of stock and aligned with Material Requirement Planning (MRP) for internal and external procurement

Alignment amongst all the locations to ensure that stock are kept at optimum level, taking into consideration challenging logistics and customs environment.

Interacted with the business and agreeing on stock level that that ensure the most cost effective level and aligned with business requirements and the procurement strategy

Ensure accurate records and information are kept based on quantities and values are and provided monthly and quarterly reports on goods, received, issued, quality inspection stocks, reserved stock etc…

Ensured that stock expiration date and slow movement items are monitored and stock obsolesce are managed. This was particularly important for cost recovery

Carried out Market Analysis and Benchmarking exercise for the local purchases and concluded improvement recommendations which led to cost saving.

Improved material supply chain through automating and standardizing material database and material master data.

Ensure that all delivery notes for good receipts match the purchase order and orders that nit received are reported.

Conducted bids, negotiation and Provided a strong commercial influence in the thinking and behavior of the local suppliers

Prepared invitation to tender documents, conducted bids and general Supply chain management support.

Managed the Buyer responsibilities for some commodities from local market

Built strong relationship with senior management in SSPD and AFPC via regular interactions

***Accounts Payables & Finance in the Business (Syria Shell Petroleum Development in Syria ) 1994 1997***

Acted as finance in the business focal point and provided financial support on budget, budgetary control, actual spend vs budget for NBD, HR, IT and public affairs functions including MIR

Head of Invoice processing, review the accuracy of the invoices against the contract, prices and the VOWD, ensuring and checking compliance with contract, price quotations, cost recovery requirements and local regulation such as foreign currency, coding and input to the system.

Run payment systems in more than 6 different currencies and ensured timely and accurate payments to Employees, Tax Authorities, Contractors and Suppliers.

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Maintained books of accounts and produced timely Financial & cost reports

Maintained chart of account on Activity / Assets based costing, Chart of account custodian, record management system administrator, Finance Administration Focal Point

Providing detailed performance analysis and KPI for tax payment, A/P aging and accrual realisation to identify actions to improve performance

Worked closely with KPMG, Price Waterhouse during execution various audit program

Successfully managed number of cost recovery audit issues, negotiated and resolved number disputes

***Revenue and Management accountant*** ***(KLM Royal Dutch Airlines)*** ***1992 – 1994***

Manage and control account receivables and ensure timely collections from customers/ contracted travel agents

Review local agents and customer’s credit and assess credit credibility, manage customers’ risk and set of credit limits

Administrate customers’ letter of credits and bank grantee

Manage sales reporting process adding insight through analysis and provide statistical reports on sales trends, account receivables, aging and debts collections trends

Overall credit exposure, release / block orders for customers approaching or exceeding their credit limit, and following up of delinquent debt and to arrangement collection of payments from agents

commission calculation for travel agency

Support Senior Management Accountant in managing Head Office costs, liaising with budget holders, analyzing costs, forecasting

Assist with quarterly and year-end financial reporting including submissions to parent company

Support and liaise with KPMG and Internal Audit – Statutory reporting requirements and Internal Audit requirements

***Paling and Budget Accountant State Planning Commission Council of Minister’s residency 1990–1992***

Planning and budgeting coordinator, contributed in compiling the Country 5 years Government planning and budgets

Maintained and updated governmental budget allocation register and governmental accounts as per Unified Accounting System

Issue various financial statistics reports and budget variances. System Administrator and IT focal point

**Education:**

MBA from Chiefly Business School - Australia

Graduated from High Institute of Statistic Science associated with Council of Minister’s Presidency - Major in computer Science in 1990

Post Graduated degree in accounting – Damascus 1991-1993

Currently undertaking CIMA qualification – one more paper to complete Business Accounting Certification

**Other Information:**

Away from the office I am an active member in the society and provided number of community services and charity activities. I enjoy travelling and mixing with other cultures and backgrounds. I also enjoy watching movies, sewing and fashion design.

Interested to find a job opportunity in UAE, as this will provide an excellent opportunity for family re union

**Training & Development:**

Formal Training undertaken on job - related subjects as follows:

Internal Controls

Operational Finance

Finance Control for Finance Management- Upstream

Planning and Capital Decisions - Upstream

Internal Audit

Cost accounting

Benchmarking and Process Improvement

Exploration & Production Cost Operating Management (EPCOM)

Activity Based Accounting & Activity Model

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IFRS Implementation

Management related -Training as follows:

Interpersonal Skills

Negotiation / influencing Skills

First Time Manager

Time Management

Shell Leadership Challenge

Working Effectively in Teams

**PERSONAL**

**Date of Birth:** 23rdJan 1969

**Nationality:** Syrian

**Marital Status**: Single

**References:** Will be supplied upon request

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