

## **CURRICULUM VITAE**

### **(A) PERSONAL DATA:**

**Name** : Ayman Hassan Mohammed Baroma  
**Date Of Birth** : June 12,1968  
**Nationality** : Egyptian  
**Religion** : Islam  
**Language** : Arabic (perfect) & English (good command) both spoken & written  
**Field Of Interest** : Accounting, Financing, Costing, Business Administration & Auditing using computer systems & software Programs  
**Marital Status** : Married with Tow children  
**Hobbies** : Reading, swimming & Sports  
**Residential Status** : Iqama transferable valid till 30/06/1441H  
**Other** : Having a valid Saudi driving license

### **(B) Educational Qualification:**

- Bachelor degree of commerce, major in "Accounting" on 1992 (4 years' degree course).
- Training courses in different types of financial analysis, budgeting, planning & cost control, trade finance, procurement, TQM, marketing strategies and IFRS.

### **(C) Professional Experience:**

- More than (23) years wide and sound experience specially in contracting, manufacturing & trading fields in financial accounting, financing & credit process, cost accounting, auditing, purchasing & stores management in an environment of computer systems using software & ERP programs.
- Recording, bookkeeping and preparation of financial statements.
- Good knowledge of preparation of budgets, cash flows and financial analysis.
- Well experience of preparing and estimating of construction costs.
- Well experience of preparing of workshops and equipment Owing & operating costs.
- Well knowledge of purchasing process & stores management.
- Controlling accounting & financial procedures in accordance to company policy.
- Very good knowledge of dealing with various financial institutions.
- Very good experience in most of banking negotiations, transactions and functions such as LCs, LGs, Import/Export process, discounting, Shipping & clearing documents.
- Involving in preparing of feasibility studies of new products, cash flow, costing of products and projection of new plants & property.
- Preparation of audit schedules and coordination with external auditor in connection with finalization of the final accounts and zakat calculation.
- Prior & long experience in dealing with most of the famous and known auditing & consulting firms such as Ernst & young, Delliotte & Touche, KPMG and PWC in different types of audit, management and consulting.

1/6

### **I. from April 1996 till now:**

Working in M/S Shawarmer Foods Company llc.

Job Title now: **Finance Manager.**

**II. from June 2006 till March 2014:**

Working in M/S Cercon General Contractors Co. (Closed JSC) in head office, Riyadh, SA as a Finance Manager.

Job Title now: **Finance & Administrative Manager.**

**Job Description/ Duties & Responsibilities.**

- Supervising a team work of nine colleagues of different nationalities and my responsibilities include a managing of banking credit facilities and a preparation of monthly & yearly financial statements such as balance sheet, profit & loss, cash flow and shareholders' equity. Analyzing financial statements through a detailed and comprehensive report in order to submit to upper management. Preparing daily & monthly MIS report includes cash flow and bank flash status report, monthly production & sales status report (actual against budget), aging of receivables & collection status report, assets & liabilities, etc. and assisting company accountants in various financial & accounting issues.
- Preparation of annual budgeting of expenses, sales, collection forecasting, fixed assets budgeting. Helping in project estimating cost of various private and governmental projects.
- Managing of banking transactions such as negotiating banking credit facilities, discounting & overdraft facilities, term loans and other regular facilities of opening letter of credit import/export, shipping guarantees, different types of letters of guarantees, etc. Preparing of related applications, correspondences & negotiation documents.
- Dealing with insurance companies for various types of insurance requirements such as property, medical and projects insurance, etc. along with all related correspondences.
- Preparation of chart of accounts, maintenance of accounting books, general ledger, receivables, payables, inventory, payroll (fully computerized), reviewing all types of reconciliations and following of accounts with auditors in order to finalizing of financial statements and zakat calculation.
- Dealing with customers and suppliers in regard to receivable and payables.
- Assisting in cost computation of various issues such as costing of materials, labors and costing of big projects.

It can be summarized as follow:

1. V. good relations with most officers of corporate banking at most banks located in SA.
2. Very good relations with most officers of leasing finance companies.
3. Preparation of income statement & balance sheet, cash flow.
4. Preparation of cash budget and controlling of cash flow management.
5. Financial statement analysis and interpretation.
6. Preparation & reviewing of financial ratios needed to be complying with banks covenants and other ratios.
7. Capital structure decision of financing through debt and equity.
8. Capital budgeting decisions of return on investment and payback period.
9. Inventory valuation and fixed assets controlling procedures.

2/6

10. Sharing decision of long term planning for investment.
11. Using ERP systems and oracle financials programs.
12. Controlling finance & accounting policies & procedures.

### **III. from October 2002 till June 2006:**

Worked in M/S Al-Harbi Trading & Contracting Co. in head office, Riyadh, SA as a Finance Manager.

Job Title: **Finance Manager.**

#### **Job Description/ Duties & Responsibilities.**

- The primary responsibilities include a managing of banking credit facilities and a preparation of financial statements such as balance sheet, Income, cash flow and owners' equity statements. Analyzing financial statement in detail and comprehensive report. Submission of monthly MIS report to upper management includes banking facilities report, cash flows, monthly sales report, collection status report, receivable & payables report, assets & liabilities etc.
- Supervising and assisting of ten accountants from different countries in different financial & accounting issues.
- Preparation of annual budget and forecasting of sales and collection. Project costing estimation of various private and governmental projects.
- Managing all of banking transactions, including bank credit facilities, overdraft and short & long term loans. Handling of letters of credit for imports/exports, letters of different guarantees, shipping guarantees, etc.
- Maintenance of general ledger accounts, receivables, payables, inventory, payroll and reviewing all types of reconciliations.

### **IV. from December 1998 till September 2002:**

Worked in M/S Saudi Plastic Factory (SPF) head office, Riyadh, SA as a Chief Accountant in Finance department.

Job Title: **Assistant Manager, Finance & Accounting**

#### **Job Description/ Duties & Responsibilities.**

- Handling and controlling finance and accounts procedures.
- Checking monthly trial balance, preparing of financial statements and other required financial reports. (Financial analysis, flash reports, business highlights).
- Cash flow management, controlling of daily cash flow and approving of payments.
- Involved in company budget and controlling of expenses.
- Preparing forecasting, budgeting and projected income statement and proforma balance sheet and analyzing company strength and related aspects.
- Managing bank facilities, bank negotiation and dealing with different financial institutions.
- Monitoring capital expenditures of the company and fixed assets.
- Designing the chart of accounts and various forms as and when required for smooth functioning in accounting process.
- Finalizing the accounts with external auditors and zakat/tax with DZIT dept.
- Reviewing of all purchase orders and requisitions and coordinating with procurement department in order to get the best payments terms.

### **V. from November 1994 till December 1998:**

Worked with M/S Madarioun Electromechanical Co. Ltd. (Sister's Co. of El Seif Eng'r. Cont'r. Est.) In Jeddah, Br. and Riyadh head office, SA as a Chief Accountant in accounts department.

Job Title: **Chief Accountants**

**Job Description/ Duties & Responsibilities:**

- Controlling general ledger accounts and preparation of monthly financial reports such as trial balance, income statement, balance sheet and financial analysis.
- Full responsibility of reviewing & posting of company monthly payroll.
- Auditing and reviewing the site claims reimbursement and all of petty cash invoices received from different sections and projects sites.
- Preparation of monthly job costing reports such as projects job costing reports and preparing the revenues analysis reports of all the projects.
- Reviewing of monthly progress payment certificates of total executed works at all sites in different projects and following invoices issued for our clients, preparing the statement of account and follow up the due payments from our customers (Accounts Receivables AR).
- Very good experience in opening documentary letter of credit, and how to propose the best terms and conditions of LCs and how to follow any amendments or modifications to the LCs and coordinating with banks and suppliers.
- Very good experience in opening bank letters of guarantees and how to follow and make any necessary modifications or amendments.
- Following and reporting to top management about the movement and usage amount of banking facilities.
- Preparation of all types of reconciliation (Banks, A/R, A/P and etc.)
- Following vendor aging reports and prepare payments on due dates (A/P).

**VI. from July 1991 till November 1994:**

Worked in Saudi Binladin Group (S.B.G.) car park project of prophet's mosque, Madinah, SA as an Accountant and computer in-charge in planning and cost control department following the cost of plant & equipment sector.

Job Title: **Cost Accountant**

**Work Description:**

Preparing of the following monthly financial and costing reports of:

- Installation, operating and owning costs of the project equipment and its distributions.
- Revenues and net profits of hired project equipment and measuring of performance levels.
- Preparing monthly manpower costs of maintenance workshop and equipment section.
- Following the material movement of workshop store and its distributions charged to different equipment and sections.
- Preparing the activity and performance reports of workshop maintenance and equipment section.
- Measuring, determining, comparing and evaluating the performance ratios of the equipments, employees and workshop sections at the end of each period by computer and graphics.
- Good knowledge of using some special programs on computer to indicate the cost analysis and its distributions illustrated by graphics (HPM Program).

**VII. from July 1990 till July 1991:**

Worked in M/S Middle East for Chemical Industries Co. (MECI) Cairo, Egypt as an Accountant and computer in-charge in the procurement department.

**VIII. July 1989 – June 1990:**

Worked in M/S International Group for Investments (I.G.I.) Cairo, Egypt as an Accountant in accounting and computer department.

**Generally**, we have gathered a very good & long experience in all types of vouchers preparation, maintenance of ledgers, preparation of trial balance, inventory/ stock control, receivables, payables, cost analysis, fixed assets & depreciation, bank reconciliation and most of bank transactions & functions and active participation in designing of various accounting modules for automation. As well as, we are familiar with most of accounting programs and systems as well as having a good knowledge of online bank links systems such as hexagon and link plus programs etc.

**D.) Special Experience**

Successfully studying and completed of training courses on using computer systems, programming and using most of software programs as follows:

1. Trained on using disk operating system (DOS), COBOL programming, database management system in computer training and management institute (CTMI) Cairo, Egypt during the period from 27/06/89 till 27/09/89.
2. Had a training on using lotus 123 in pixel computer center (PCC) 15/06/91 – 15/07/91).
3. I had been taught a computer in computer training and management institute in Cairo (Introduction to Computer Science – DOS – Basic Language).
4. I had been taught a computer for the beginners in computer training and language center (CLC) in Cairo, Egypt during the period from 25/01/91 till 30/05/1991.
5. I have ability to using computer programming in FoxPro, Alpha 4 and data base language to prepare simple programs and applications.

**Generally**, we can work in fully computerized environment using and operating the computer operating systems, most of software programs and networks such as DOS & Windows (Systems) and most of known software programs and most of accounting programs and applications using internet skills etc.

We have ability to work and train colleagues on new programs and any new version to develop and support computer promotion and cooperation with work group in order to achieve the best promotion.

Mobile +966-551176809

E-mail (P): [aymanbaroma9@gmail.com](mailto:aymanbaroma9@gmail.com)

E-mail (W):

**Reference:**

- Mr. Eyad Al Aalem, Senior Manager, Delliote & Touche, Mobile 0503459804.
- Mr. Ewais Patni, Senior Manager, Ernst & Young, Mobile 0501564011.
- Mr. Hossam Halawa, Manager, PWC, Mobile 0503481608.
- Mr. Jawad Kiwan, Manager CBG, SHB, Mobile 0560995350.
- Mr. K.Parvez Quraishi, Manager CBG, BSF, Mobile 0543891124.
- Eng. Abdul Monem Al Gendy, GM Consultant, Mobile 0505476864.
- Most of CBG officers, SHB, BSF, SABB, SAMBA, Riyad, NCB, SIB, RAJHI, Muscat Banks.

**Submitted By**

*Ayman Hassan*