

# Lubna Al Yafi



**Nationality:** Syrian  
**Gender:** Female  
**Birth:** 3/23/1981 Damascus-Syria  
**Current Address:** Dummar – Damascus – Syria  
**Contact Numbers:** 0933/ 574257 – 011/ 3117328  
**E-mail:** Lubnaalyafi@Yahoo.com  
**Marital Status:** Married  
**Number of childs:** Two

## **EDUCATION & CERTIFICATES:**

Bachelor degree in Accounting / Damascus University. /2004-2005/

### **Languages:**

- Arabic Native.
- English very good.
- ALC (American Language Centre) **level 8A** /2008/

### **Computer Skills:**

- Power Point (SBS center) /2010/
- Excel Advance course (SBS center) /2008/
- Excel Expert course (SBS center) /2008/
- Specialist Access course (SBS center) /2007/
- Specialist Excel course (SBS center) /2007/
- Microsoft Windows & MSOffice applications. (Al Jazzaery center) /2005/

## **TRAINING COURSE ATTENDED:**

- Business Etiquette (SBS center) /2011/
- CMA course 4 parts (PDI institute) /2009/
- CMA (Certified Management Accountant) /2005/ (Lambers institute).  
(Finance- Cost & management) Part 2 & 3.
- Intermediate accounting course \2005\ (Lambers institute)



# **Lubna Al Yafi**

## **Job experience:**

### **SIPC (SYRIA) LTD.**

**Position: Senior Accountant (Delegated Finance Manager) from 10/12/2020 till now.**

- Preparing the financial statements and management reports on a monthly, quarterly and annual basis.
- Trial Balance
- Cash Call + Fund Request+ Cash Flow and bank Movement.
- Payroll Checking and Approving
- Review and Monitor the Company expenditures and monthly analysis (Operating cost, General and Admin cost, Capital Expenditure)
- Monthly accounts reconciliation for all balance sheet items
- Analyzing the cost vs. budget, revenue, cost allocation to the cost
- Assist the auditor in doing audit process. (External +GPC + HO + Governmental Auditors).
- Withholding Tax + Social Security + Payroll Tax.
- Budget and Planning
- Approval of accounts payable related journal entries and account reconciliations.
- Invoices Checking & Approving, approving payments and Bank Transfers.
- Activity Statement & letters to GPC, Banks, Finance Directorate ...etc

### **OPC Oudeh Petroleum Company:**

**Position: Senior Accountant from 1/1/2015 till now.**

- Preparing the financial statements and management reports on a monthly, quarterly and annual basis
- Review and Monitor the Company expenditures and monthly analysis (Operating cost, General and Admin cost, Capital Expenditure)
- Monthly accounts reconciliation for all balance sheet items
- Follow-up manpower cost and employees head count (National and Expatriate)
- Analyzing the cost vs. budget, revenue per employees, cost allocation to the cost
- Assist the auditor in doing audit process.
- Supervision of the Accounts Payable team and responsible for training and directing the work flow of the staff.
- Approval of accounts payable related journal entries and account reconciliations.



# **Lubna Al Yafi**

**Position: Fixed Assets Accountant from 6/1/2007 till 1/1/2015.**

- 1) Well reconciliation, and control Capital expenditures.
  - Review wells drilled and Work over jobs summary files.
  - Reconcile drilling expenditure with drilling reports
  - Clear Dummy & Top hole AFE.
  - Allocate completed pads construction.
  
- 2) Monthly Analysis for the following Accounts:
  - Banks accounts reconciliation.
  - Employees advance & receivable.
  - Prepaid (Insurance, Rent, Other).
  - Deposits Accounts.
  - Fixed Assets & related Accumulated Depreciation.
  - Checking Journal Entries.
  - Presenting Capex Reports and analysis.
  
- 3) AFE's.
  - Raising new AFEs, monitor distribution / Approval.
  - Monitor Budget vs. AFE's raised.
  - Monitor Actual expenditure vs. AFE's raised.
  - Prepare AFE listing.
  - Close AFEs.
  
- 4) Capex Accrual. (Drilling- Facilities & Construction- Capital Workover)
  
- 5) Capitalize Drilling & Facilities G&A expenditures.
  
- 6) Management reporting.
  - Capex and AFE Reporting
  - General and Administration A/C report
  - (Budget vs. actual expenses variances analysis)



## **Lubna Al Yafi**

**Position: Cashier from 9/1/06 till 5/30/2007**

- Cash payments, preparing cash entries
- Recording vouchers (ITV) + review all documents of invoices.
- Bank, cash accounts reconciliations.
- Posting cash & accruals entries to General Ledger.

### **Space toon International Media Group**

**Position: Accountant from 2005 April 17<sup>th</sup> to 8/31/2006.**

Working at Quick book pro Accounting system.

- Accounts Receivable / Payable.
- Cost Accounting.
- GL closing adjustment journal entries.
- Payroll schedules and entries.
- Bank reports & reconciliation
- Financial Statement preparation.

#### **References:**

- Baraa Al Jabi -OPC Finance Director. (0933-214393)
- Mike Palmer – OPC CEO ([mwpalmer52@gmail.com](mailto:mwpalmer52@gmail.com))

Best Regards

**Lubna Al Yafi**

