

NAWAF HASSAN SHAMI

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PERSONAL INFORMATION:

<u>Employee Name:</u>	Nawaf H. Shami
<u>Aramco Badge Number:</u>	247126
<u>Qualification:</u>	Bachelor's degree in Accounting, KAU
<u>Date of Birth:</u>	10/22/1961
<u>Years of Service:</u>	30 years, since October 1985
<u>Family Status:</u>	Married with 3 sons & 1 daughter (respective ages: 25, 23, 19, & 15)

EMPLOYMENT HISTORY:

Retirement	April 1 st , 2016
Corporate Affairs Manager	02/2016 - 03/2016
Industrial Relation Consultant	08/2015 – 01/2016
HR Manager, Sadara Chemical Company	02/2012 – 07/2015
Invoice Management Leader, Sadara Chemical Company	11/2009 – 01/2012
Shipping and Documentation Head, PetroRabigh Refining	01/2008 – 10/2009
Treasury Operation Manager, PetroRabigh Refining	12/2005 – 12/2007
Supervisor, National Sales Accounting Finance Area Offices Dept.	07/2002 – 11/2005
Accounting Staff Analyst, Finance Area Offices Dept.	04/2002 – 06/2002
Accounting Analyst & Training Coordinator, Finance Area Offices Dept.	01/1995 – 03/2002
Revenue Senior Accountant, West Region Distribution	02/1991 – 12/1994
Financial Inspector, Jeddah Oil Refinery	12/1989 – 01/1991
Petroleum Inspector, Jeddah Oil Refinery	10/1985 – 11/1989

EXECUTIVE SUMMARY:

With wide-ranging experience that has enabled me to acquire numerous skills, I look forward to opportunities in which I can utilize these skills to add value to the company. I offer a mix of administrative and business skills, technical expertise, and vast Accounting & HR experience, which together meet your work requirements.

Working in the Oil and Petrochemical industry for approximately 30 years, I developed a number of different skills in many areas, including Human Resources, Finance, and Accounting. My experience and professional connections have proven to be very beneficial in successfully and efficiently dealing with many different situations that have arisen over the years.

Since February of 2012, I have taken on HR responsibilities by initiating and developing the Recruiting and Immigration Team for Sadara's office in the United States. The team managed to mobilize over 700 employees to Saudi Arabia. My influence has enhanced business connections here within the Houston office to help facilitate operations during the formation phase of the Sadara site. I have also assisted in the hiring process and smoothed operations to help meet the needs of Sadara employees when relocating from the U.S. In addition, I coordinated On the Job Training (OJT) for over 1000 Sadara employees in the Americas.

I began working with Sadara in November of 2009. My job involved assistance with the coordination of various analytical and reporting strategies. I worked with the Invoice Management Team and developed the Project Controls Procedures and Systems. Before joining Sadara, I worked with the PetroRabigh Chemical Company and acquired knowledge pertaining to Shipping Logistics, Finance, and Treasury functions. I was also actively involved in establishing the organizational structure of the Finance Department.

While working for Saudi Aramco for 30 years, I gained experience in dealing with various financial systems, operational procedures, and internal controls related to domestic sales billing, customer relations, accounts receivable, revenue recording, and sales reports to management and the Ministry of Petroleum and Mineral Resources. Later, I underwent a rotation assignment with products distribution, local and international marketing, international accounting, and joint venture. For approximately five years following graduation, I handled various financial and accounting tasks with Jeddah Oil Refinery.

I would be most grateful if you would consider me for any suitable positions. I can make myself available for an interview at any time and can be reached at my home address in Houston, where I live with my wife, one of my sons, and my daughter. Please find my CV enclosed for further insight into my work experience.

WORK RESPONSIBILITIES:

Saudi Aramco Base Oil Company - Luberef: (February 2016 – April 2016)

Corporate Affairs Manager:

- Aligning all relations between Luberef and all other stakeholders

PetroRabigh Refining and Petrochemical Company: (November 2015 – January 2016)

Industrial Relations Consultant

- Created a team responsible for updating and reevaluating policies and procedures
- Resolved all IR audit items regarding policies and procedures

Sadara Chemical Company: (February 2012 – July 2015)

Human Resources & Global Mobilization Manager (Houston Office)

- Initiated the development of the Sadara US Recruiting Team and Immigration Team
- Supported and executed the On the Job Training (OJT) requirements for Sadara employees from KSA temporarily relocating to North & South America in order to train at plants operated by Dow Chemical
- Supervised the Immigration Team for both Sadara direct hires and Dow Secondees
- Responsible for the processing of visa applications for American citizens and international employees with current sponsorship to work in the U.S. who are relocating to Saudi Arabia in order to work for the Sadara Chemical Company

Sadara Chemical Company (Project): (November 2009 – January 2012)

As an **Invoice Management Lead** within the Business Management group, I coordinated and handled the following analytical and reporting activities:

- Supervising and monitoring the Invoice Management team
- Developing all types of estimates (Conceptual, Budget, ER, and Company) for various Infrastructure Projects in the Business Plan using professional estimators for Project Management and the Facilities Planning Department
- Preparing the monthly activity report, monthly financial summary of active contracts, preliminary work execution plan, project bar chart, and cash flow forecast
- Preparing detailed design deliverables by discipline, project control schedules, progress and man- hour status, and detail engineering statistics and coordinating the assembly of monthly reports to the client
- Supporting the development of Corporate Project Controls Procedures and Systems
- Conducting Internal Project Control Audits
- Contributing to the development of Project Controls Procedures, Systems & Process Maps for the Project Controls Department and their implementation at various project jobsites
- Negotiating change orders, processing contractor progress payments, and inputting in SAP
- Preparing monthly reports using the Skire system
- Inputting all progress payments and change orders into Skire

PetroRabigh Refining and Petrochemical Company: (December 2005 – October 2009)

As an Accounting **Staff Analyst** and **Segment/Unit Head in** Shipping Accounting and Treasury Operations, I coordinated and handled the following analytical and reporting activities:

- Receiving First Equity injection from Aramco & Sometime Chemical partners
- Opening onshore & offshore accounts
- Investing funds received in banks
- Receiving invoices from contractors & bank guarantees
- Paying contractors
- Purchasing currency against the dollar
- Contributing to placing contracts evaluation & bidding
- Participating in drawing loans from lenders
- Scheduling payments & interests payable
- Reinvesting all drawdown in local & international banks, based on the criteria placed by credit agents & boards
- Communicating directly with the president & CFO
- Dealing directly with banks
- Implementing grade plan system
- Implementing SAP
- Taking care of accounts receivable & revenues
- Forming the treasury division & being involved in hiring new employees
- Guiding, orienting, & disseminating work among all subordinates
- Forming the shipping accounting sector in a short period of time
- Taking charge of all refund products & liquid petrochemicals sales through Rabigh seaport
- Implementing the SAP system
- Implementing Aramco procedures
- Responsible for training & orientation of employees

Finance Area Offices Department: (January 1995 – November 2005)

My responsibilities as **Supervisor in National Sales Accounting** included:

- Moving all revenue transactions from Jeddah to Dhahran
- Implementing the millennium system at Aramco
- Staff planning, handling plan, both in-kingdom and out-of-kingdom course enrollment
- Handling invoicing, billing & local sales, bulk plants, air fueling units, and marine terminal shipping
- Handling all joint venture product movement
- Controlling subsidiaries and petroleum consumption
- Monitoring customer credits and reconciliation of receivables

West Region Distribution (February 1991 – December 1994)

My responsibilities as **West Region Revenue Senior Accountant** included:

- Taking care of accounts receivable & revenues
- Implementing the millennium A/ C receivable system
- Reconciling customers' balances

Jeddah Oil Refinery (October 1985 – January 1991)

Financial Inspector (December 1989 – January 1991)

Petroleum Inspector (October 1985 – November 1989)

DEVELOPMENT ASSIGNMENTS:

I also had the opportunity to acquire knowledge and experience as a result of my involvement in several other activities during my 22 months on developmental assignments with various Saudi Aramco departments from February 2004 - November 2005, as follows:

- **Local Sales Department** – I was exposed to various logistics and contract administration tasks, such as customer relations management contact review and financial agreement. I created a new transaction in SAP to automatically allocate and administer customer quota.
- **Petroleum Refined product distribution and Air Fueling Departments** – I obtained firsthand knowledge of various operations in Eastern, Central, and Western Region distribution departments, bulk plants, deliveries to customers, pipeline activities, products receipt from refineries, and sales to major customers, including SWCC and SEC. I also gained exposure to Air fueling Logistics and Sales procedures to domestic and foreign airlines.
- **Marketing Department** — I was exposed to International Product and Crude Sales and gained insight into the allocation of quantities and delivery logistics, as well as Contact & Spot sales.
- **Finance and Accounting Department** – I acquired knowledge about International Sales, Billing Reporting, Shipping accounting, Product costing, and inventory reconciliation. During my orientation within the FAD, I handled several professional assignments related to crude oil and refined products exports sales. The tasks included administering the financial aspects of the exports sales agreements, billing customers, receivable management, royalty calculations, revenue recording, Domestic Joint Venture Refinery activities, shipping activities, export delivery volume calculation, oil export declaration, inventory reconciliation, crude allocation and funding to Government projects, and communication with marketing organizations and worldwide customers.
- **International Accounting** — I gained an overview of Subsidiary accounting and overhead allocation.
- **Treasury** – I gained familiarity with Bank Guarantees, the Dealing Room, Letters of Credit, and the financial aspects of sales agreements.
- **Joint Venture** – I conducted an analysis of the financial statements of all ARAMCO joint venture projects worldwide and assessed the commercial and financial viability of partnering with prospective bidders. I also had the opportunity to attend Board meetings with **Petrolube** and **Luberef**.