



شركة الصناعات البتروكيمياوية الوسيطة المساهمة العامة المحدودة

INTERMEDIATE PETROCHEMICALS INDUSTRIES CO. LTD.

التاريخ : ٢٠١١/١٢/٢٧

الرقم : دم/٩٦٥/٢٠١١

السادة هيئة الأوراق المالية المحترمين،،،

تحية واحتراماً،،،

تطبيقاً لتعليمات الإفصاح الخاصة بالشركات المساهمة العامة المحدودة
بخصوص التعيينات الخاصة بالأشخاص المطلعين في الشركة نرجو
إعلامكم بأنه تم تعيين السيد أمجد محمود زكي ملحم بوظيفة مدير مالي
للشركة اعتباراً من ٢٠١١/١٢/٢٤.

واقبلوا وافر الإحترام،،،

المدير العام
المهندس مصعب الزعبي

بورصة عمان
الدائرة الإدارية والمالية
الديوان
٢٧ كانون الأول ٢٠١١
الرقم المتسلسل: ٥٤٦
رقم الملف: ١٢١٧
الجهة المختصة: المدير العام

مرفق طية السيرة الذاتية للمدير المالي السيد أمجد ملحم
نسخة //

السادة مركز ايداع الاوراق المالية
السادة بورصة عمان

Career Objective:

A challenging managerial position in the Accounting and Finance field.

Personal Information's:

Amjad M. Mulhem

Birth Date: 14/07/1967

Nationality: Jordanian

Marital Status: Married

Mob. 079 9491161/ Jordan

E-mail: amjad-mulhem@hotmail.com

Professional Experience:**February 2007 to Present:**

Philadelphia Solar Industries

Amman – Jordan

Company Industry: Solar Industry

Position: Financial Manager

- * Define, direct, supervise, control and coordinate all the activities within the department.
- * Supervise accounting and reporting.
- * Manage the general ledger accounting software.
- * Approve general payment list and accounting entries.
- * Review all accounts reconciliation.
- * Review cash forecasts.
- * Review monthly VAT returns.
- * Analyze discrepancies between actual figures and budgeted ones.
- * Prepare additional reports such as investment and WCR follow-ups.
- * Prepare local statutory accounts and liaise with local auditors for account analytical review.
- * Compute and submit local tax.
- * Preparing and monitoring of the yearly budget, the long term plan and the estimated & actual year end results.
- * Carry out regular audits, checks and controls.
- * Liaise with external auditors for books certification.
- * Responsible for bank reconciliation.
- * Handle relationships with banks authority.
- * Issue work control procedures
- * Make sure all risk are covered by insurance policies.
- * Issue work control procedures and carry out regular audits.
- * Ensure General Assemblies take place in adequate timing and Are supported with adequate documentation.
- * Supervise the respect of local tax requirements.
- * Assess and control the financial risk of the company.
- * Follow-up all legal cases with our lawyers.
- * Ensure the availability and smooth operation of information systems.
- * Ensure the information systems are adequately protected against physical and intellectual threats.
- * HR policy formulation, development, interpretation and implementation
- * Responsible for recruitment, career development and management, mobility and training.
- * Define and implement company policy for compensation and benefits, pension fund, health policy, medical services for employees and work tools (mobile phones, company cars) provision and management.

May 2004 to January 2007:

Qatar Petroleum

Ras Laffan Industrial City- Qatar

Company Industry: Oil & Gas Industries / Logistics

RasLaffan industrial city is a subsidiary of Qatar Petroleum Company. It is now considered as the first LNG (Liquefied Natural Gas) export port in the world. We are providing different kinds of services for all local and International companies/contractors investing in the Gas production field.

Position: Senior Financial Controller (Reporting)

Team leader of 7 qualified members working in financial reporting(Budget and analysis section) which focusing on the achievement of the followings:

- Preparing the annual budget related to RLIC.
- Monitoring all departments' budgets.
- Preparing monthly and quarterly reports related to RLIC budget control.
- Monitoring and analyzing all on- progress projects expenses.
- Preparing all reports related to cash flow and cash management.
- Preparing and analyzing all the services cost provided by RLIC.
- Preparing and analyzing all the services expenditure provided by RLIC.
- Analyzing financial returns assess risks, investments and financial solvency and participate in on-site and off-site inspection (auditing).
- Preparing the monthly provisions report.
- Preparing daily, weekly and monthly bank reconciliations.
- Preparing weekly and monthly petty cash reports.
- Ensures proper postings in SAP system.
- Ensures the implementation of Qatar Petroleum policy and procedures.
- Providing accounting and administrative support to RLIC Finance team.
- Monitoring and analyzing the internal expenditure related to RLIC.
- Providing Logistics team with all data requested.
- Assisting in conducting Qatar Petroleum surveys related to RLIC.
- Monitoring and analyzing the fixed assets register.
- Preparing and analyzing Month-End reports and financial statements.
- Preparing and analyzing Year-End reports and financial statements.
- Monitoring and supervising day to day transactions.
- Providing all management reports related to decision making.
- Developing of financial analyzing reports system with co-operation with SAP team.
- Preparing all reports / paper work related to Internal & External Audit.
- Team member of evaluating finance section employees.
- Team member of developing the services provided by RLIC.
- Team member of quality improvement.
- ISO Internal Auditor.

August 2000 to April 2004:

Al Jabor Grains and Feed Co.

C.Ring Road

Doha-Qatar

Company Industry: Industrial

Position: Financial Manager

Financial Manager for one of the private production establishment, working in the field of manufacturing of animals feeds.

* Day to day financial management overseeing the operations of general accounting, data control, payroll, accounts payable and receivable, Biological asset accounting, inventory and cost accounting.

* Responsible for financial, supervision, coordination, and technical assistance.

* Responsible for development and computerization of accounting and inventory control systems.

* Responsible for budget preparation, balance sheet, and treasury and foreign exchange operations.

* Responsible for preparing financial statements and reports that outline the company's financial position with supporting schedules and work papers for internal and external use as well as for audit purposes.

July 1998-July 2000:

Qatar Building Engineering Co.

Doha-Qatar

Company Industry: Construction

Position: Accounting Manager

* Team leader of twelve accountants in the finance dept. of a huge contracting corporation employing more than 1500 people, and dealing with more than 1000 local, regional and international vendors in the contracting and service business.

* Responsible for all transactions, job distribution among accounts department employees.

Jan. 1995- June 1998:

Jordan Economic Development and Trading Co. (comedat)

Jabal Amman

Amman-Jordan

Company Industry: Mining

Comedat (Jordan) and KIER international (U.K) had a joint venture in white valley project in Jordan- Phosphate Mining-I worked as managerial accountants for KIER international (U.K).

Position: Managerial Accountant

* During my service, my duties included preparing daily, weekly and monthly reports also.

* Participating in preparing year-end financial reports.

* Reporting direct to KIER international (U.K).

Feb. 1994-Dec. 1994

Alaeddine Construction Est.

Gardens St.

Amman- Jordan

Company Industry: Construction

Position: Chief Accountant

- Head of accounting department in high Technical Corporation, working in the field of contracting.

Nov. 1991- Jan. 1994

(Same company)

Position: Accountant

Training Courses/ Workshops Attended:

- * **Introduction to Continual Quality Improvement.**
(Qatar Petroleum Training Center-Doha-2006)
- * **Introduction to Continual Quality Improvement - Tools and Techniques.**
(Qatar Petroleum Training Center-Doha-2006)
- * **Quality Circles.**
(Qatar Petroleum Training Center-Doha-2006)
- * **Supervisory Skills.**
(RIPA international-2006)
- * **Team Building workshop.**
(Ras Gas Training Center – Doha – 2005)
- * **(GAAP) Generally Accepted Accounting Principles.**
(Qatar Petroleum Training Center – Doha – 2006)
- * **(IAS) International Accounting Standards.**
(Qatar Petroleum Training Center – Doha – 2006)
- * **ISO 9001: 2000 Awareness Training Program**
(Doha-Qatar-2000)
- * **Accounting and Inventory Control Applications.**
(Amman-IBM Jordan-1995)
- * **Methods and Principles of Internal Auditing.**
(Amman-Industrial Development Bank-1995)
- * **Microsoft Excel Applications.**
(Amman-United Programmers-1993)
- * **Microsoft Access Ver. 2.00 Applications.**
(Amman- United Programmers-1997)

Computer Literacy:

* Full command in using many software applications such as:

- * **MS Excel**
- * **MS Outlook**
- * **MS Word**
- * **MS Power Point**
- Worked as a **Systems Advisor** for many computerized automation projects in Jordan in the fields of Accounting, Budgeting and Inventory Control Management.

Languages and Interests:

- * Fluent in both Arabic and English Languages.
- * Enjoy traveling, swimming, reading, information technology books and auto magazines.

College Education:

* **Degree in Bachelor of Commerce.**

Major Accounting
Jabalpur University
Jabalpur- India (July 1988)

* **Degree in Master of Commerce.**

Major Accounting
Aligarh Muslim University
Aligarh- India (Sep. 1991)