

CURRICULUM VITAE

Name: Qiong Li Darroch (**Joni**)

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Personal Details:

Marital Status: Married

Nationality: British

Qualifications:

2005 Mar ACCA Part Qualified: Paper F1,F2 and F3 with First Time Passes, United Kingdom

2004 June Association of Accounting Technicians, AAT Foundation level 2
The UK's leading qualification and membership body for accounting staff

2002 June CACHE Diploma in Pre-school Practice, Early Years Care and Education, England
CACHE – Council for Awards in Care,Health and Education. **CACHE** is the UK's only specialist awarding body for nationally recognised qualifications in child care and for careers working with children and young people.

1998 Nov. Diploma In Pianofore Teaching, A.L.C.M. London College of Music, Thames Valley University United Kingdom

1988 July Diploma in Early Year Teaching, GuangDong Jia Meng Early Year Teacher Traing College, China

Computer Skills:

Sap (6 years experiences in Sap)

Good knowledge of Oracle

Spreadsheets using MS Excel - Level3 (Advance)

Sage Line 50 & 100

Agathus integrated System

Fully conversant with MS Office.

Skills:

Strong communication skills (verbal & written), with the ability to express & discuss financial issues with non-financial management.

Clients focus- great communication skills with some big Oil and gas companies

Highly motivated, proactive individual, with the ability to work alone or as part of a team within a geographically dispersed environment.

Strong planning & time management skills.

Attention to detail & good analytical and marketing skills.

- Contract management experience and negotiating skills;
- Personal skills include ability to interact with other disciplines, motivate people and being a good team player.
- Ability to analyse operational performance and devise strategy accordingly that will improve performance
 - *Previous work must have involved recruiting, managing and developing teams of staff employees based across on & offshore locations
 - *Ability to meet and present to clients where you have provided non technical updates on Drilling progress
 - *Experience of working and securing projects from initial tender / proposal stages through to successfully overseeing commercial aspects of project execution
 - *Ability to work in conjunction with Sales teams to devise and execute strategy that will assist in increasing the clients presence in the Middle East.
- Provide guidance and assistance in troubleshooting of operational problems to operations
- co-ordinate the activities of the team and ensure that the skills and expertise of the team are developed to support the delivery of HSE plans and strategies in full compliance with all relevant legislation and regulations.
Work closely with the HSSEQ Manager to plan, develop and implement the HSE strategy, plans.

Career Details:

January 2010 to date: **Drilling Fluid Equipment New Zealand**
Branches: Muscat Oman, Dubai, Abu Dhabi, Saudi

Status: **Middle East Finance Manager/Marketing Assistant/Supply Chain Manager**

Role: Reporting to the Managing Director, responsible in all aspects of management accounting, preparation of plans, budgets and forecasting, attending financial review meetings, analysing contract performance and identifying opportunities for margin improvement. Develop and maintain strong working relationship with all clients.

As my main role as DFE Middle East Finance manager and marketing assistant I also assist with all offshore, Onshore operations and provide support on drilling fluid equipment sales and Liquid Mud plan management operations. Maintain regular contact with our client list and build

excellent working relationships in order to increase DFE brand's good reputation and gaining potential works.

Help draft and implement the marketing plans and budgets for my practice areas. Play a key influencing role with partners regarding marketing issues and projects and take a lead role in executing new ideas and existing initiatives.

I also assist with all tender documents process and valuations.

I have been working with our clients like Halliburton Middle East, Oxy Oman, Ensign and DNO/RAK for the last three years and have built a great relationship with all this clients.

I have experiences in Liquid Mud plant management and operations and project finance control.

Assisting with HSE operations in all projects, journey management and crew changes activities and liaise with onsite engineers on daily management.

I have good understand with DFE equipment, DFE-SCR Minor Linear Motion Shaker, Shale shakers, DFE High Shear mixers, DFE 600 x 960 Centrifuge, DFE Mud Tank Systems, The Mud Cleaner, Oil sludge recovery unit, Mud cooler-Bluefin/Barracuda-Drilling Fluid Temperature Control System, Shaker Screens, Desilters and Desanders, Dewatering system-Drilling waste management,

Projects:

Oxy Frac tank - **Project outline:** Design, Fabrication, Shipping, Installation and commissioning- fluid storage management.

Oxy Frac Tank cleaning - **Project outline:** provide all cleaning services.

Halliburton - Project outline: Centrifuges rental and solid control management.

Halliburton/PTTEP - Project outline: Centrifuges rental and solid control management

DNO/RAK Offshore – Solid control engineering services.

DNO/RAK Liquid Mud Plant - Project outline: Equipment rental and full Liquid Mud Plant management.

Responsibilities:

- Financial control & provision of financial data on projects
- Preparation of monthly management accounts
- Preparation of project budgets and forecasts
- Monitoring and reporting on cash flow
- Preparation of statutory accounts and year end audits
- Managing contract variances with the project managers via change control
- Financial support and advice to the business
- Working closely with the existing Oman business development and sales functions collate Customer information regarding future potential market growth areas and review on an on-going basis.
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August 09 to Jan.2010 **Huawei Investment (Oman) LLC.**
Muscat, Oman

Status: **Project Accountant and Overseas Supply chain manager**

Role: Reporting to regional Finance Manager, my role covered all areas of P&L including management reporting, forecasting and introducing project accounting.

Responsibilities:

- Assisting in preparation of plans, budgets and forecasts
- Provide day to day support in relation to finance
- Mentor junior members of staff
- Analysing contract performance and identifying opportunities for margin improvements
- Instigating initiatives to improve results or drive process efficiency for operations
- Ensuring all transactional and reporting activities are carried out to satisfactory standards.
- Control spending within the Product Line by reviewing all purchase requests ensuring full justification is provided and it fits with operational requirements on a daily basis. Ensure coding is appropriated to the correct cost centre and all other relevant sections completed.
- Overall responsibility for reporting P&L. Manage the control of work carried out to ensure that all operational functions perform in a safe, efficient and cost effective manner remaining aware of budget targets and limits.
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- Reviewing commentary and balance sheet reconciliations
- A Preparing client fee certificates and reviewing float reconciliations before submission to client attending financial review meetings with budget holders.
- Carrying out internal audits and writing reports on findings

July06 to Aug.2009 **Agreta Solutions Ltd T/A Catalyst,**

High Wycombe, Buckinghamshires, UK.

Status: Financial Accountant and Overseas Supply Chain Liaison

Role: Reporting to the Group Accountant and supporting the sales team, I was responsible for the entire sales ledger, purchase ledger and preparation all management accounts. In addition, I carried out day-to-day liaison with customers and clients, managing their accounts and queries and organized and managed the procurement of goods throughout the existing supply chain as demand fluctuated.

In support of the sales teams, I co-coordinated the import of products from the company's supply chain across Asia, Singapore and parts of Europe; liaison with freight forwarders (e.g. Kuehne and Nagel); overseas agents and distributors. I compiled tenders for shipping services, negotiating costs within budgets. As part of the freight administration, I processed invoices, managed cost control; invoicing; letters of credit and custom clearance documents.

I was also responsible for customer's shipping arrangements and products order specifications for our customers in USA, New Zealand and Australia including the procurement of goods throughout the supply chain according to demand and ensured the team targets were achieved.

I was tasked with Project Managing the delivery from concept to the full scale operation throughout the Company of 'Orderwise' software management system linking stock control to Sage. This involved seamless integration of the new system with the existing and personally delivering the training to many of the staff.

Key job attributes were to provide customers and clients with a professional and personal service and maintain excellent customer retention whilst safeguarding the position of the Company

Responsibilities:

- Total responsible for receivable and payable ledgers.
- Provide the highest level of customer service to any enquiries
- Developing relations with existing international client
- Preparation of monthly accounts.
- Balance sheet reconciliation.
- Traced and tracked imported freight from source to final destination
- Year end accounts and provision of audit information.
- Prepares reports for management concerning scope of audit, financial conditions found, and source and application of funds.
- Produce weekly cash flow forecast, with accurate recommendation for borrowing adjustments.
- Processing and authorization of expenses
- Responsible for some management accounts process
- Preparing financial statements, including monthly and annual account.
- Establishing, maintaining and coordinating the implementation of accounting control procedures.
- Mange employee's salaries, P45 and P60 using Sage Payroll.
- Analysis of P&L accounts for corporation tax computation.

July 05 to June2006 **Kawasaki Motors UK,** Bourne end, Buckinghamshire, England

Status: **Internal Auditor and Assistant Accountant**

Role: Reported the Finance Manager whose remit covered the 200+ Kawasaki franchised dealers in the UK. The business unit managed the sales of parts, clothing and branded goods to the dealers. My role was to manage these accounts.

My duties included taking booking details, raising and processing documentation, liaising with shipping lines, overseas agents and both internal and external customers, resolving any customer service issues, tracing and tracking freight through raising the customer invoice and arrangement collection of payment

Key job attributes were timely delivery and speedy resolution of any queries. Protecting the Kawasaki brand and to facilitate easy transactions for the dealers.

Responsibilities:

- Examines and analyzes accounting records to determine financial status of establishment and prepares financial reports concerning operating procedures.
- Testing and evaluation of key controls to identify business risks and suitable options for change.
- Audit banks and financial institutions and be designated Bank Examiner (government ser.).Examine company payroll and personnel records to determine worker's compensation coverage and Payroll Auditor (insurance).
- Reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures.
- To assist with all aspects of accounts.
- Inspects items in books of original entry to determine if accepted accounting procedure was followed in recording transactions.
- Assisting in the preparation of statutory accounts
- Discussing issues with operational management and developing appropriate action plans
- Preparing audit reports
- Monitoring implementation of agreed remedial actions
- To plan, conduct and report on audits according to established internal audit standards, within agreed timescales and to agreed quality.

May 03 to June 05 **John Lewis PLC**, High Wycombe, Buckinghamshire, UK.

Status: **Management Trainee: Roles included Customer Service Manager/Accounts Assistant/Assistant Buyer**

Role: Chosen for the Fast-Track Management programme, I had opportunities to work in different departments and various roles including delivering excellent front line service to customers through prompt, accurate and courteous response and monitoring customer satisfaction.

Other areas of responsibility included sourcing new product lines/ranges, liaising with suppliers to negotiate prices and conditions of sales and working closely with Planning, Broadcasting, Distribution and Presenters.

During my time in John Lewis I gained a comprehensive understanding of key areas of the buying role, including margins, profit, sales and inventory management. I also gained strong buying experience and demonstrated strong leadership and people development skills.

- Front-line customer contacts to establish their needs and ensure these are met.
- Monitor best selling line products and involved with driving sales growth by developing my category and differentiating the company within the market place.
- Carry out key reconciliation as required (e.g. gifts vouchers, wastage, Cheque etc)
- Sourcing new product lines/ranges, liaising with suppliers
- To support the buyer in market research, range selection, supplier sourcing and negotiation.
- Manage buyers admin to ensure workload is being achieved within appropriate timescales.
- To communicate with suppliers on a daily basis to track orders.
- Advise on product selection for promotional activities
- Liaison with customers and suppliers.
- Manage new stock process.
- Placing orders using computerized procurement system; Scheduling and tracking deliveries.

Oct. 00 to Apr. 2003 **Woolstone Pre-school .**

Community Centre, Mill Lane, Woolstone, Milton Keynes, U.K.

Status: Pre-school Deputy Leader

Roles: I reported to the Pre-school leader and assisted with all aspects of running the Pre-school. I had full responsibility for the Pre-school when the Pre-school leader was away.

During my time in the Pre-school, I was responsible for planning and providing appropriate activities and learning experiences for children under 5 years, and developing their understanding and learning regarding numeracy and language and literacy. I implemented an age=appropriate phonics programme to encourage an interest in letters and sounds as well as an early reading programme as appropriate for the Pre-school children.

Responsibilities:

- To ensure the children are cared for in a happy, safe and stimulating environment
- To plan in accordance with the EYFS curriculum, delivering Communication, Language and Literacy and Numeracy, Problem Solving and Reasoning sessions
- To work in partnership with the parents
- To follow and implement all the policies and procedures set out by the pre-school
- To lead the team in Pre-school, providing day to day guidance for your staff where needed

Oct. 1993 to Sept 00

Superachiever

Bishan, Singapore 082 001

Status: Account Assistant/Assisting Supervisor

Roles: During my seven years in Superachiever, I gained valuable teaching experiences and management of early year education facilities and accounting management.

Responsibilities:

- Plan & programme the Pre-school curriculum
- Establish the foundation curriculum to ensure each child reaches their potential.
- Provide high quality care and education for toddler to 5 year old children.
- Assisting with all aspects of running the child care centre
- Prepare professional advice where children have special needs.
- Ensure all staff has opportunities for professional development.
- Undertake regular formal supervision of staff including annual appraisal