**NAIMA SI-LARBI**

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**Financial Analysis, Cost Control, Project Management Support**

Demonstrated experience working in the oil and gas projects. Skilled in financial analysis, planning, monitoring, and cost control. Committed to stakeholder’s needs, able to work with a minimum of supervision, with analytical and communication skills. Holding a Master 2 Degree in project management & CSR certification from EM Strasbourg Business School, I am looking for an opportunity with a strong organization, in a challenging work environment

**EDUCATION**

* 2020 Master 2 in Project Management at EM business school of Algiers (state registered diploma delivered by Strasbourg University).
* 2002: DES (High Studies Diploma) in Financial Accounting & Auditing from the Institute of High Commercial Studies of Algiers
* 1999: Bachelor in Management from the University of Algiers

**WORK EXPERIENCE**

**Oversight Officer at Country Coordination Mechanism (Global Fund) Feb 2021 to present**

In Charge of:

* Strategic oversight of grant to fight HIV within the UN ODD and national strategic plan to fight HIV.
* Ensure to have an updated general and strategic over view programmatic, financial, and logistics data related to the program grant
* Guarantee the use of resources is within the performance framework of the grant
* In coordination with different stakeholders, develop strategic recommendations, in order to improve project performance and meet national strategy goals related to HIV.
* Liaise with public sector PB to follow up cost sharing and local financial contribution, and prepare transition
* Work closely with PB 3rd party implementers (NGO’s) for evaluation and analysis of the Monitoring and evaluation reports and the grants activities implementation
* Deliver continuous reporting to Stakeholders (public sector, Global fund, experts ..) on the implementation of the grant

**Financial Analyst and CSR Officer at Repsol E&P** - **Oct 2018 to Nov 2020**

As a financial analyst

* Cash management, account analysis and bank reconciliation
* Cash call and billing to partners

As a corporate social responsibility officer:

* Work with CSR team on the implementation of social responsibility activities
* Monitoring of local development projects conducted in work area (including budget, reporting)
* Social Medias and Medias monitoring within work area (mainly oil and gas sector)
* **Work on SAP FI for Vendor creation, Payment process, Bank reconciliation**

**Dec 2016 to Dec 2017: Cost Controller at Petro Celtic Algeria (Groupement Isarene JV Sonatrach-Petroceltic)**

I was in charge of management of all contractual , planning and financial aspects related to drilling project including:

* Daily and periodically reporting of operations up to date. (Time, budget, contracts consumptions, and forecasts estimations on timing, budget, contracts, variances analysis etc)
* Work with Drilling engineers on End of well reports for project closing purpose, including lessons learnt aspect.
* AFE and budget for drilling campaign.
* Implement Cost control and well reconciliations processes. Inventory reconciliation

**May 2015 to May 2016: Cost Controller /SAP Technician at Repsol E&P Algeria – Illizi drilling project.**

I was in charge of booking of all project costs in SAP ERP, including:

* Cost allocations, accruals (SES , journal entries, …)
* Work orders, Service orders. WBS creation,

**Sept 2013 to Sept 2014: Technical support coordinator at Total E&P Algeria, Drilling project**

I was in charge of management of all financial, and contractual aspects related to the project, including:

* Implementation with Drilling manager of reporting policy related to the project, including
* Cost tracking and control, budgets, financial analysis and reporting.
* Implement Cost control and well reconciliations processes. Inventory reconciliation

**Jul 2012 to Jun 2013: Project Services Manager at Baker Hughes Algeria**

I was in charge of management of all contractual and financial aspects of an integrated project including:

* Implementation of reporting policy related to the project, including planning, up to date operations reports, variances analysis reports, contracts consumption reports
* AFE and budget for drilling campaign
* Supervision of an AR an AP executives.
* Implement Cost control and well reconciliations processes. Inventory reconciliation

**Feb 2008 to Dec 2011: Drilling Accountant at British Gas –Algeria**

I was in charge of: Follow up of all project planning and costs including:

* Internal controls, reporting packs, closing, cost analysis, AFE and budget
* Responsible for full accounting and closing of the drilling project
* End of well closing report, including lessons learnt.
* Anticipating and follow up of audit missions for partner cost recovery purpose.
* SES, bank rec, payment, journal entries, vendor creation, GL creation, WBS request

**Apr 2006 to Dec 2007: Program Associate at United Nations Development Program**

I was in charge of management of all financial aspects for different portfolios (including 07 projects)

Including:

* Implement Cost control and well reconciliations processes. Inventory reconciliation
* Budgets and programs with partners project’s staff
* Budgets and financial data revision (report of expenses and delivery)
* Projects closing process including end of well reports and wells closing
* Preparation and follow up of auditing missions for partner cost recovery purpose

**Mar 2003 to Dec 2005: Treasury Accountant at Halliburton Energy Services**

I was in charge of: Account payable and treasury including:

* Financial reports to management (accruals-salaries costs, headcounts…)
* Cash book, petty cash and AP.
* Payroll and benefits Cost estimation for different departments.
* SES, payment process, vendor creation, GL reconciliation, journal entries

**Mar 2002 to Feb 2003: Media Planner at Mindshare (International Media Agency)**

I was in charge of building in coordination with customers, media plans strategy and follow up including;

* Developing media plans & media budgets for different customers.
* Following and updating media plans and their execution.
* Continuous prospection of new media services for customers.

**Jul 2000 to Mar 2002: Sales coordinator at Candia - Food Industry - Algiers**

I was in charge of:

* Preparation and monitoring of the sales dashboard
* Monitoring of vendors' delivery schedules and customer payments
* Forecast of sales and variances analysis
* Books Keeping (procurement – stock-purchasing-clients-salaries)

**LANGUAGES**

* Arabic: Fluent
* French: Fluent DEF CERTIFICATE
* English: Good IELTS CERTIFICATE

**TRAININGS, CERTIFICATIONS& COMMUNITY WORK**

* 2023- Workshop on fundraising for OSC-OBC
* 2022- 8 month training and coaching with a Global fund expert on the oversight and transition management
* 2011 - SAP BI Reporting-London-UK
* 2011 - IFRS Training-Tunis-Tunisia
* 2010 - Well View Training- planning and reporting- Aberdeen-UK
* 2008 - Project controlling work shop-London-UK
* 2006 - PRINCE 2 certification in project management –United Nations -Algiers
* 2003 - 2011-Different indoor trainings in communication and leadership
* 2003 - 2013-Different online trainings in HSE and business conduct/ethics