

**SAUDI ARAMCO**  
**RESEARCH & DEVELOPMENT CENTER**  
**RESEARCH & DEVELOPMENT DIVISION**

Box 62, Bldg. 2297, Room GC-320, Dhahran  
Phone No: + 966 3 876 4409; Fax No: + 966 3 876 2812  
May 10, 2011

R&DD-017/2011

**TAWFIQ M. AL-IBRAHIM, ID # 204239**  
**MAJOR WORK HISTORY CERTIFICATE**

**TO WHOM IT MIGHT CONCERN**

Below listed is the major work history (activities) of our employee (Mr. Tawfiq M. Al-Ibrahim, ID # 204239) for the last 12 years. Mr. Al-Ibrahim has been with Saudi Aramco for a total of 30 years.

**Science Specialist (Group Leader) (2008/01 – Present)**

- Technical review of proposed hydrocarbon related technologies.
- Control Projects' evaluation for recommendation and field implementation.
- Contribute to various activities related to Intellectual Property including patent filing and granting processes.
- Perform a variety of research relating to various chemical compounds and processes in order to bring about new products and develop the experiment and take part in conducting it as well.
- Take participation in various other processes, such as development of product and quality maintenance.
- Discover, develop, improve, and customize products, equipment, formulas, processes, and analytical methods.
- Confer with scientists, engineers and staff to conduct analyses of research projects, interpret test results, and develop standard/nonstandard tests.
- Examine organic and inorganic compounds to determine their chemical and physical properties, composition, structure, relationships and reaction.
- Write technical papers and reports; and prepare standards and specifications for processes, facilities, products, and tests.
- Engage in technical consultations with other staff and guide them in their experiments and researches.
- Provide management planning information by collecting, analyzing, and summarizing research data and trends.
- Organize samples from various sources to provide information on compound or quantities of compounds present.

- Evaluate new projects, technical applications and programs by presenting and discussing test and experiment findings at technical review meetings and collaborate with other investigators by exchanging findings, observations, and opinions.
- Direct, supervise and coordinate the staff's activities and performances and train them in job duties, safety procedures and company policies.
- Set up of instrumentation and other equipments.

### **Technology Program Director (2007/02 – 2007/12)**

- Supervisor the researches and tests and participate in the technology projects
- Responsible for the technical consultancy and help in preparing sales plans for the new technology projects.
- Estimate and control of the organization technology budget.
- Set the hydrocarbon related technology project portfolio.
- Approve technology operating plans, vet the technology proposals and contracts and issue the technology progress and final reports.
- Field deployment of approved developed technologies.
- Interact with Contracting Department in the area of contract management including revision and approval processes of new and extended contracts.
- Work closely with upper management on the administration of innovative ideas and project portfolios; activities included innovative ideas collection, review, prioritization and implementation.
- Involve with upper management on the Research and Technology Quality Management System and KPIs (Key Performance Indicators); activities include ensuring the right process of project initiation, selection, progression and closure as well as collecting and reviewing customer satisfaction surveys.
- Involve with upper management on the discussion of financial activities including budget building process, budget allocation, distribution and management.
- Work on communication activities including preparation of annual reports and media issues, arrangements of conferences and seminars, management of internet/website, etc.
- Supervise, coordinate and schedule the staff activities.
- Establish methods to meet work schedules and co-ordinate work activities with other departments.
- Requisite of required materials and supplies.
- Resolve of work problems and recommend measures to improve productivity
- Train staff in job duties, safety procedures and company policies.
- Recommend personnel actions such as recruitment, performance evaluation and promotions.
- Prepare for reports and other technical and administration related documents.
- Set up of instrumentation and other equipments.

### **Technology Program Coordinator (2006/02 – 2007/01)**

- Supervise the researches and tests and participate in the technology projects.
- Responsible for the technical consultancy and help in preparing sales plans for the new technology projects.
- Observe all requirements to maintain a safe and healthy working environment.
- Responsible about reporting results and preparing regents and calibration of instruments and maintaining records.
- Participle in performing variety of research relating to chemical compounds process.
- Review, coordinate and manage the hydrocarbon related technology proposals and final reports.
- Overview the collaboration and joint industrial contracts.
- Evaluate the tested technology final reports and recommendations for field implementation and technology deployment.
- Work with the Research Support Division for the R&D Programs including equipment and other materials purchasing procedure, security and safety management, general risk precautions and work environment protections as well as equipment and building maintenance.
- Supervise, coordinate and schedule the staff activities.
- Establish methods to meet work schedules and co-ordinate work activities with other departments.
- Requisite of required materials and supplies.
- Resolve of work problems and recommend measures to improve productivity.
- Train staff in job duties, safety procedures and company policies.
- Recommend personnel actions such as recruitment, performance evaluation and promotions.
- Prepare for reports and other technical and administration related documents.
- Set up of instrumentation and other equipments.

### **Supervisor of Petroleum Microbiology (1999/07 – 2006/01)**

- Supervise the planning, organizing and management of all staffs involved in drilling and petroleum activities, monitoring progress of the operation and the achievement of objectives in timely manner.
- Plan and supervise the programmed activities of the rig in the safest and most cost effective approach, in line with well programme and all approved standards.
- Responsible for ensuring that in the event of an incident, automatically resolve issues and problems to develop company efficiency and output.
- Contribute to the decision for whether to abandon the rig or suspend all the operations in case emergency situation happened.

- Develop and implement plans to minimize lost time and improve flat times and make suggestions on draft well programs.
- Meet and discuss with staff's needs for the performance of duties as well as daily reporting of their current activities.
- Responsible for strict adherence to all company systems, procedures, standards, safety rules and regulations.
- Ensure accurate and adequate reports and records of operations, equipments and evaluation.
- Ensure regular testing and checking of equipment, operating tools and devices are adequately and properly installed and maintained.
- Organize budgetary matters, order and ensure all supplies, equipments and materials are available when needed to conduct operations.
- Supervise the recruitment, hiring as well as promoting of staffs that help with areas of drilling, petroleum and production.
- Develop and organize business, strategic and operating plans and reports and competence development.
- Ensure that all staffs are properly trained and instruct on all company policies, procedures, regulations and objectives and it is effectively implemented.

This letter was prepared based on the employee request with no obligations or responsibilities neither from the signer nor from the company.

For questions or further information, please contact the undersigned on + 966 3 876 4409.

**ABBAS S. AL-GHAMDI**, Coordinator (A)  
Research and Development Division/R&DC

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