

# CURRICULUM VITAE



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## PERSONAL DATA:

Date of Birth: 3rd August 1966  
Place of Birth: Vienna  
Status: Married to Dipl.Ing. Norbert Bock,  
One son, Alexander, (born 11.5.1996)  
Nationality: Austria

## EDUCATION:

Primary school: Klosterschule der Barmherzigen Schwestern  
in 1180 Vienna, Antonigasse 72; from 1972 to 1976  
Secondary school: Secondary school in 2340 Mödling, Untere Bachgasse 8;  
from 1976 to 1984  
University: Degree in economics from the Vienna University of Economics and Business  
Administration, 1190 Vienna, Augasse 2 – 9; from 1984 to 1989  
Vacation jobs: Job in the logistics department of Hämmerle KG  
Freelancer in the sales department of Hewlett-Packard

## PHILIPS

### Telekabel:

Trainee in financial administration/financial controlling from July 1989 to January 1990:

- Monthly financial statement and reporting to headquarters
- Drawing up the balance sheet

### Ost Import Export G.m.b.H.:

Assistant to the administrator from February 1990 to August 1991:

- Responsibility for accounting as a whole
- Drawing up the operative and commercial balance sheets
- Monthly financial statements including analysis of the result and reporting to headquarters
- Accounting of fixed assets, inventories and accounts receivables

### Firma Videq International:

Assistant to the administrator from September 1991 to October 1991:

- Fixing sales prices
- Information on sales prices to European countries
- International reporting to headquarters

### Videowerk (iR3):

Financial Controller from November 1991 to Mai 1996:

- Responsibility for the whole controlling process and international reporting
- Member of the management team
- Determining monthly results including analysis of these results (profit and loss account, balance sheet, cash flow, analysis of key data)
- Forecasting annual results
- Rolling forecast
- Budgeting and consolidation of all factory data (Vienna and Hungary, Sales 500 m. Euro per annum)
- Determining inventory sales prices
- Quality auditor (ISO 9000 / DOR / PQA 90)
- Calculation of the amortisation of investments and member of the budget commission
- Evaluation of cost reduction programmes aimed at fulfilling savings targets in departmental costing
- Authorization, responsibility for bank accounts

### Maternity leave from May 1996 to October 1997

## SATEL Fernseh- und Filmproduktions Ges.m.b.H.

CFO (financial administration and controlling)  
Power of attorney for the whole SATEL GROUP  
from November 1997 to September 2003

### Reporting/Balance sheet:

Monthly reporting to the headquarters in Bavaria  
Commercial balance sheet and the tax balance sheet for each subsidiary in Austria, Germany and UK including consolidation  
Analysis of the gap between budget and actual results including cost reduction programmes  
Forecasts, budgets and plans for the Satel Group and for each film project  
Responsibility for the budget including presentations to shareholders  
Managing the accounting of the German subsidiaries of Satel and Bavaria

### Several jobs and special projects as CFO:

Negotiating conditions with suppliers and banks  
Signing important cash transactions  
Obtaining state subsidies  
Rolling cash flow plans  
Responsible for financing or investing the cash gap  
Authority to decide on investments of up to Euro 25,000 with the managing director  
Reporting and analysis of film projects for Satel and its subsidies  
Managing the annual financial statement with the certified public accountant and the tax public accountant  
Valuation of subsidiaries and participations  
Registration and liquidation of companies  
Audit of the International Film Association in Paris

### Personnel department:

Responsibility for all employees including all agreements and contracts

### Various:

Hard and software adaptations for each firm in the group before the introduction of the Euro in 2000  
Supervision and coordination all security audits

## **OVOTHERM International**

CFO (financial administration and controlling) of the company with subsidiaries in Austria, France, South Africa and Slovakia  
Power of attorney.  
from October 2003 to February 2005

### **Reporting/Balance sheet:**

Monthly reporting of the consolidated profit and loss account, balance sheet and cash flow of the group  
Commercial balance sheet and the tax balance sheet for each subsidiary in Austria, France, South Africa and Slovakia including consolidation  
Analysis of the gap between budget and actual results including cost reduction programmes  
Forecasts, budgets and plans for the whole group  
Responsibility for all budget data including presentations to shareholders, banks and subsidies  
Managing the accounting of the subsidiaries including accounting control, accruals basis of accounting and uniform concern reporting

### **Financial reorganisation of OVOTHERM:**

Negotiating conditions and credit volumes with banks  
Weekly cash flow plans  
Presentation of the company's financial status in order to obtain further credit for investments from the bank and liabilities/promotions of the subsidies (AWS, etc.)  
Implementation of an IT system for the whole company  
Organisation of a system supported product costing analysis on a client and country basis with exact cost allocations

### **Comprehensive activities in the field of financial management:**

Negotiating conditions with suppliers  
Authority to decide on investments with the managing director  
Managing the annual financial statement with the certified public accountant and the tax public accountant

### **Personnel department:**

Responsibility for all employees including all agreements and contracts

## **db.Unternehmer-Beratung GmbH**

Since March 2005 I have my own company offering consultancy concerning all financial topics including fundraising