

Ahmad Charaf

E-mail: charaf.ahmad@gmail.com | Cell phone: +961.81.946240 | Beirut, Lebanon

➤ Objective:

Looking for a career opportunity in the financial services industry, international trade, investors' relations, government relations and public policy or business development with a reputable organization to enhance my experiences and deliver quality results.

➤ Education:

American University of Sharjah (AUS), United Arab Emirates, UAE

- *Bachelors of Science in Business Administration Major: **Finance***
Date of graduation: December 2009

➤ Professional work experience:

Organization: Independent Business Development Consultant MAR 2016 - Present

- Business matching for international investors, suppliers and local agents across GCC & Levant
- Providing market research, analysis and intelligence services across GCC & Levant

Organization: UAE Ministry of Economy-UNDP

March 2013 – March 2016

Title: Investment and Trade Communication officer - Office Of The Under Secretary

- Undersecretary's office acting representative for international delegations and local authorities.
- Establishing developing and retaining relationships with embassies, foreign ministries, governments and investors.
- Business matching for international investors, suppliers and local agents.
- Trade communication with international investors and corporates .
- English speech writing/editing for the Under Secretary (Foreign Trade Sector and Industry).
- Research assistance, speech guidelines and English-speech editing/writing for H.E. Sultan Al Mansoori-U.A.E Minister of Economy
- Fraud, dispute and complaint analysis.

Organization: UAE Ministry of Foreign Trade-UNDP

Dec 2010 – March 2013

Title: Investment and Trade Communication officer -Office Of The Under Secretary

- Undersecretary's office acting representative for international delegations and local authorities.
- Establishing developing and retaining relationships with embassies, foreign ministries, governments and investors.
- Business matching for international suppliers and local agents.
- Research assistance, speech guidelines and English speech editing for H.E. Sheikha Lubna Al Qassimi- U.A.E Minister of Foreign Trade
- English speech writing for the Undersecretary.

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➤ Projects and achievements :

Professional:

- Successful road show in Italy covering the major industrial companies, cities, ministries & economic bodies. Titled “Bridging the Gulf”, targeted major investors in EU.
- Represented the U.A.E Ministry of Economy in Hannover Messe 2014 -Germany.
- Successful preparation and launching of the Ministry of Foreign Trade (now Ministry of Economy) Investment Guide named: “Why UAE?”
A guide for international investors who are willing to enter the UAE Market-provided entry points to the market (In different Sectors).
- Ministry of Foreign Trade Investment Guide: “Why UAE?” translated and circulated to all embassies in UAE and all UAE embassies abroad.

Academic:

- Dean’s list year 2006 & AUS Chancellor’s list - Year 2007
- Nominated by AUS for ‘Sheikh Khalifa Fellowship Award’ –Year 2008

➤ Internship:

June 2008-September 2008

Organization: Abu Dhabi Commercial Bank: Al Dhabi Brokerage

- Local Market Analysis (stock markets: ADX,DFM, DFIX)
- Trading on the local markets.
- Attracting local and international investors to ADCB brokerage.
- Stock market compliance rules and regulations

➤ Computer Skills:

- Advanced MS office skills (Word, Excel, Access, FrontPage)
- Minitab statistical software

➤ Languages:

- Arabic: Fluent
- English: Fluent
- French: Basic

➤ Personal Information:

- Nationality: Lebanese
- Date and Place of Birth: 12 - October-1987, Abu Dhabi, U.A.E