

## Ahmad H. Jaber

Beirut, Lebanon

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### PERSONAL PROFILE

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An executive with experience of strategic planning, business development, operations and implementation along with strong organizational and interpersonal skills and experience of working across cultural boundaries. An excellent communicator who develops effective relationships and networks both inside and outside the organization. Creative, analytical, diplomatic and an accomplished motivator, with personal and professional credibility. Multi task and very effective with stressful work environment.

### EDUCATION

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- 2019      **Strategic Business & Leadership Diploma**  
Concentration: Bronze Award Certificate (Certified Professional Manager)  
Modern HR Management  
Applied Project Management  
Monitoring & Evaluation Certificate  
Silver Award Certificate (Mini – MBA)  
Organizational Leadership Certificate  
Organizational Strategic Planning  
Public Relations Management  
Gold Award Certificate (Certified Management Consultant)  
Total Quality Management  
Business Analysis Certificate  
Cambridge International College and American Institute of Professional Studies  
Accreditation
- Certified Professional Manager Diploma**  
Concentration: Human Resources Management  
Business Planning  
Essential Management Skills  
Strategic Planning  
Organizational Leadership Skills  
Cambridge International College and American Institute of Professional Studies  
Accreditation  
GGG- Global Golden Group, Lebanon- Beirut
- 2008      **Bachelor of Business Administration**  
Concentration: International Business  
LAU- Lebanese American University, Lebanon- Beirut
- 2004      **Lebanese Official Baccalaureate II**  
Concentration: Experimental Science  
BBS- Beirut Baptist School, Lebanon- Beirut

## **CAREER REVIEW**

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### **CURRENT JOB**

**Chief Executive Officer**

**Bluestone Group, Beirut, Lebanon**

**March 2019 – Present**

#### **Key responsibilities include:**

- Developing Human Resources structure: Hierarchy, job analysis, job description, recruiting, training & developing.
- Creating, communicating, and implementing the organization's vision, mission, and overall direction
- Achieving operational excellence
- Analyzing and investing in new strategic initiatives
- Leading the development and implementation of the overall organization's strategy
- Soliciting advice and guidance, when appropriate, from a Board of Directors
- Formulating and implementing the strategic plan that guides the direction of the business or organization.
- Overseeing the complete operation of an organization in accordance with the direction established in the strategic plans
- Evaluating the success of the organization in reaching its goals
- Looking at potential acquisitions or the sale of the company under circumstances that will enhance shareholder value
- Representing the organization for civic and professional association responsibilities and activities in the local community, the state, and at the national level
- Following up new business opportunities and setting up meetings
- Planning and preparing presentations
- Communicating new product developments to prospective clients
- Overseeing the development of marketing literature

### **PREVIOUS ROLES**

**Chief Operating Officer**

**Sandra J Handbags, Beirut, Lebanon**

**September 2013 – February 2019**

#### **Key responsibilities include:**

- Enforced the company policies, financial rules and regulations, to guard the financial institution from any fiscal breach or non-conformity
- Developed business and sales plan
- Established new business opportunities
- Monitored monthly account statements and end of year Profit & loss reports
- Determination of the Production and Quality standards
- Monitored shipping via DHL and ARAMEX for all orders worldwide
- Online trading management (Ebay, Wishalbas, Secret D'or)
- Arranged participating in International exhibitions (Vendome Luxury, Who's Next, Premiere Classe and others..)

- Reported directly to the owners

**Customer Service Assistant Manager**  
**Accurate Investment Brokers, Beirut, Lebanon**  
**August 2012 – August 2013**

**Key responsibilities include:**

- Reached out new clients through personal contacts and company leads
- Established and finalized new leads
- Assured all new accounts are within the company's compliance
- Assisted customers in any questions or concerns about the MT4 system installation
- Identified clients account issues and forwarded it to the proper department
- Enforced the company policies, financial rules and regulations, to guard the financial institution from any fiscal breach or non-conformity
- Discussed customer service daily summary report directly to the manager
- Sent weekly active leads report to the manager for meeting discussion

**Online Trading Officer**  
**AM Financials (Al-Mawarid Financials) Beirut, Lebanon**  
**November 2011 – August 2012**

**Key responsibilities include:**

- Carried out online department activities to sustain operational efficiency related to client's liquidity providers and internal systems.
- Conceded the processes related to security creation, group creation as well as the assignment of new parameters related to IB (Interactive Brokers) accounts by procuring requirements from concerned parties.
- Approved IB accounts internally and implemented necessary procedures to ensure reliability of systems and compliance with internal regulations.
- Implemented and verified on an ongoing basis client online trading activities by executing changes related to orders and accounts in alignment with Online Trading Manager to streamline efficient workflow of operations.
- Coordinated closely with the IT department for proper synchronization of chart and system time.
- Selected source for data feed, and applies all synchronization processes to ensure real time interface and reliability of servers.
- Kept well abreast of market news and movements in order to maximize customer satisfaction and service.
- Contributed to the identification of liquidity providers to enhance AM Financials services and protect it from potential threats.
- Abided the risk management procedures to identify and avoid flows/gaps and ensure the accuracy and validity of financial records.
- Abided the strict departmental online trading policies and financial rules and regulations, to protect the financial institution from any fiscal breach, non-conformity and exposure and protect its assets and reputation.
- Answered clients' enquiries on an ongoing basis and directed them when necessary to the concerned people in order to provide timely and efficient services.
- Solved clients' problems relating to system functioning to maintain the accuracy and punctuality of online transactions.

- Provided clients with the best online trading services by constantly monitoring the accuracy and reliability of systems, responding to clients' enquiries in a timely and efficient manner and constantly investigating new liquidity providers.

#### **Banker**

**BLC Bank (Bank Libanaise de Commerce) Beirut, Lebanon**

**November 2008- November 2011**

#### **Detailed Responsibilities and Duties:**

- Completed all training and skills in the specified bank products and services
- Managed Customer Accounts (checking, savings, & money market)
- Assisted Manager with VIP customer accounts
- Handled Cash operations
- Completed training in the following fields, Money Laundry, Customer Service and Relations, Phone Techniques, Shares Fundamentals, Products Marketing, Fair Lending, Information Customer Protection Fundamentals, Credit Cards Apps, Mystery Shop, Private and Information Technology, Retail Lending, Codes and Ethics, and Traditions.

#### **PROJECT STUDIES & THESIS**

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2008	Lebanon Small Business Plan- Feasibility Study, & Marketing Strategy
2007	Feasibility Study & Marketing Strategies for Multinational Corporation- VODAFONE
2006	Studied the Economic Outlook of 5 East European Countries

#### **HONORS AND PROFESSIONAL RECOGNITION**

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2005	Spring Semester, Dean's List, LAU Business School
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#### **TRAININGS AND CRETIFICATES**

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2011	Fighting Money Laundry & Terrorist Financing Certificate from Golden Hill Inc Ltd (United Kingdom) UK Institute
2018	Training on Accounting system (IDS Libra)
2019	Training of Trainers (Certified Golden Trainer)

#### **LANGUAGE & SKILLS**

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Fluent in both English and Arabic, written and spoken  
 Microsoft Office- Word, Excel, Power Point, & Microsoft Outlook  
 IDS Libra Accounting System  
 Mosaic Banking System  
 Global FS Banking System  
 Meta-Trader 4 (Client Terminal, Manager, & Administrator)

#### **INTERESTS**

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A general fitness level is maintained through participating, sports and reading.

#### **REMARKS**

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All documents are available upon request