**JAAFAR BORHAN JAAFAR**

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**Objective**

Looking at new opportunities to leverage my 12 years professional experience in Corporate and Government Services to have an immediate impact on new business revenue while increasing profitability

**Personalities**

**Nationality**: Lebanese

**Date of Birth**: July 05, 1982

**Marital Status**: Married

**Work Experience**

**OnTime Government Services LLC**

**Head of Sales & Corporate Services December 2015 - Present**

OnTime is one of the leading providers of Dubai Government Services and has been the UAE’s leading Corporate Services provider for more than 15 years, offering outstanding support to business organizations. OnTime specializes in Government and Corporate Services for companies and individuals establishing a commercial presence in Middle East & North Africa.

* Helps foreign companies establish a commercial presence onshore and offshore in UAE
* Providing a Government and Corporate Services to our Corporate Clients
* Setup a New Company, New Branch & Representative Office in Mainland
* Establishing a Company in all UAE Free-Zone: JAFZA, DAFZA, DIFC, TECOM, Dubai Silicon Oasis, RAK Free Zone, Dubai South, Ajman Free Zone,…..etc
* Strong business tie up and professional relationship with Government entities in Middle East and North Africa
* Help our clients to get up and running immediately by eliminating the time-consuming procedures for visas, permits, licenses and provide specialized PRO services, document clearing and assistance for labor, immigration, economic and municipality department issues
* Provide leadership and vision to the Group by assisting the management and staff with the development of short-term, mid-term and long-term plans, with the evaluation and reporting of progress on plans
* Oversee preparation of annual reports summarizing progress on short and long range plans
* Develop strategic plan by studying technological and financial opportunities, presenting assumptions and implementing actions after approval by the CEO
* Accomplish subsidiary objectives by establishing plans, budgets, and results measurements, allocating resources, reviewing progress and making mid-course corrections

**SIDRA Holding LLC**

**Head of Sales & Corporate Services June 2011 – November 2015**

Sidra Holding L.L.C is a Dubai based investment Organization founded in 2005 for the development of value enhancing partnerships in the private arena by bringing niche expertise onto a common socio-economic and environmental platform in order to engage in all aspects related to large scale projects in various sectors spanning from Financial Services, Management Consultancy, Agriculture, FMCG, Education, etc..

Experia Associates is a service based firm offering corporate services (Business Setup, Legal

Advisory, PRO Services and Management Consultancy)

* Being blessed with strong business ties and professional relationship with the corporates, investors, local government agencies, landlords, banks, free zone entities and other suppliers to support our holding company business.
* Help our group get up and running immediately by eliminating the time-consuming procedures for visas, permits and licences and provide specialized PRO services, document clearing and assistance for labour, immigration, economic and municipality department issues.
* Coordinated the submission of applications & delivery of trade licenses, residency visas & corporate bank accounts, also liaising with various government services departments
* Helps foreign companies establish a commercial presence onshore in the UAE while mitigating the risks associated with local companies’ laws.
* Advised clients on their business plans and providing “on the ground” advice in relation to the challenges and advantages of operating in the UAE (inside and out of free zones)
* Formulate the strategies to set-up the business in light of the completed investigation of the market.
* Assist clients interested in setting up businesses in the UAE by advising on various corporate structures and free zones available.
* Prepare the Business plan for each company related to the Holding and oversee all activities to ensure alignment and achievement of objectives.

**UAE Exchange Centre LLC – Abu Dhabi, UAE**

**Relationship Manager - Middle East & North Africa June 2007 – June 2011**

* Established esteemed contacts with Banks, Public and Private Organizations in Middle East and North Africa.
* Setup a new branches in Middle East & North Africa and build a good relationship with the government department (Central Bank, Ministry of Trade,….etc)
* Responsible for maintaining healthy & fruitful relationship between our company and Financial Institutions through various relationship-building tools.
* Responsible for increasing the correspondent bank networks in the MENA region around the globe.
* Visiting the Correspondent Banks for strengthening the relationship or for proposing a new arrangement with them.
* Coordinating with the Business Development team for their promotions and getting sponsorships from the correspondent banks.
* Ensuring all the correspondent banks get enough information about our services, activities, vision, mission, performance and goals.
* Representing my company in a multimedia interview over Dubai TV.

**Emirates NBD – Dubai, UAE**

**Senior Relationship Officer July 2004 – June 2007**

* Comply with bank policies and procedures to ensure security of bank's and customer's assets.
* Manage customer arrivals to maximize relationship building opportunities and directing them to the appropriate distribution channels.
* Building public relations with companies and business units.
* Manage people and work with business as a contributing team player.
* Take full ownership of customers' problems and ensure complete customer satisfaction of problem resolution.
* Assist in the analysis of customer trends to enhance sales and service management process.
* Handling accounts and identifying credit needs in order to market credit facilities.
* Supervising and training trainee relationship officers on all aspects and requirements of the job.
* Design and implementation of new payment program for default customers.
* Make proper business decisions based on credit analysis in line with the credit policy manual (financial background, cash flow projection, call reports).
* Knowledge of Treasury products, LC, LG, AS 400 and other banking products

**Education**

**2000 –2004**  **Beirut Arab University Beirut, Lebanon**

* Bachelor Degree in Commerce and Business Administration

**Membership and affiliations**

* British Business Group - UAE
* American Chamber of Commerce – UAE
* American Business Council - UAE
* Canadian Business Council - UAE
* German Business Group - UAE
* Swiss Business Council - UAE
* Lebanese Business Council - UAE

**Languages**

* Fluent in written, verbal Arabic and English

**REFERENCES ARE AVAILABLE UPON REQUEST**