

Naveed Kashif



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PROFILE SUMMARY

Corporate and Government relation professional with over 15 years of progressive experience and track record of attracting foreign direct investment (FDI), driving revenue growth and assure legal compliance in UAE region. Leveraging management consulting skills with strategic planning and achieving sustained growth through high engagement with clients and team leadership. Motivated to build rewarding relationships for the value of clients and shareholders.



EDUCATION

Master of Business Administration (MBA) | 2004
University of Management and Technology | Pakistan
Major in; Management Consulting & WTO Law

Bachelor of Commerce (B.Com) | July 2001
Hailey College of Commerce, University of the Punjab, Pakistan
Major in; Accounting, Tax, Business Law, Banking & Commerce.

PG Diploma - Commercial and Corporate Law | Ongoing
University of London | United Kingdom
I'm perusing PG. Diploma in Corporate and Commercial Law



PROFESSIONAL TRAINING & WORKSHOPS

Department of Economic Development, Dubai, UAE
Dubai Quality Award Workshop (EFQM Model)

Dubai Chamber of Commerce, Dubai, UAE
The UAE's Commercial Companies Law No 2 of 2015:

Dubai Chamber of Commerce, Dubai, UAE
The Legal System in Dubai: A Unique System of Civil Law and Sharia

Solomon Management Consultants, Dubai, UAE
Management Development Program



HONORS AND AWARDS

Judge at "International Business Excellence Awards 2018"
Panel Judge and lead assessor for (i) SME's, (ii) Professional Services and (iii) Government Services categories.

Judge at "Gulf Customer Experience" Awards 2018
Panel Judge and lead assessor for (i) Best Internal Use of Digital (ii) New Product-Product Improvement and (iii) Professional Services SME categories

Judge at Gulf Corporate Social Responsibility (CSR)" and "Gulf Sustainability" Awards 2016-2018

Panel Judge and lead assessor for (i) Green Building, (ii) Cause-related Marketing Campaign categories

Consultant of the Year – 2014 at ADAM Global
Dubai 100SME - October 2013 at ADAM Global



CONTRIBUTOR - PUBLICATION

7 legal documents every UAE start-up needs
Arabian Business Startup

5 Reasons to Start Your Business in Dubai
Customer Experience Magazine

All you need to know about local sponsorship in the UAE
Gulf Business



MEDIA EXPERIENCE

Radio Presenter/Broadcaster | 2004 – 2005
Radio Buraq FM 104 (Sialkot, Pakistan)

Radio Presenter/Broadcaster | 1999 – 2004
FM 100 Pakistan (Lahore, Pakistan)



DIRECTORSHIP AND MEMBERSHIP

- **Council Member**
GLG (Gerson Lehrman Group) | UAE (June 2016-Date)
- **Non-Executive Director**
Montimare Limited | Hong Kong (March 2012-Date)
- **Member**
Business Network International Dubai, UAE (BNI)



VOLUNTEER EXPERIENCE

- **Emirates Red Crescent**
Participating in different relief programs
- **Dubai Care**
Participating in different educational program
- **Community Development Authority (CDA)**
Participating in different community development



WORK EXPERIENCE

Director – Government Relations | August 2017 – Date

Biznet Consulting | Dubai, UAE

- My Overall responsibilities includes: Developing strong network with Government departments and representing clients (Developers), their cases and, real estate projects to obtain exceptions, approvals and no objections from major Dubai Government departments. Represent company in trade shows and marketing events.
- Dubai Development Authority (DDA), Dubai Property Group (DPG), Dubai Municipality (DM), Dubai Land Department (DLD), Real Estate Regulatory Agency (RERA), Dubai Civil Defence (DCD), Road and Transport Authority (RTA), Telecommunications Regulatory Authority (TRA), Dubai Electricity and Water Authority (DEWA), Dubai Department of Economic Development (DED), and Department of Tourism and Commerce Marketing (DTCM).
- Managing the business relationships with legislative authorities and updating clients on periodic changes in government rules and regulations. I'm also involved in building relationship with clients and deliver the comprehensive solutions to their real estate projects in terms of Government services.

Director – Corporate Services | August 2015 – July 2017

Biznet Consulting | Dubai, UAE

- My role is to support the organizational culture and growth planning process to delivers tangible strategies and tactics to grow the business. Plan and Implement best corporate service practice and offer company formation and business setup services to attract Foreign Direct Investments in UAE.
- Provide strong business and administrative, strategic planning and sales support, research and advice to CEO on operations matters such as financial planning, staff management, and information services.
- Develop and implement policies, rules and regulations of the organization's Human Resource, financial, and administrative functions.

Assistant Director – Corporate Services | December 2011 – July 2015

ADAM Global | Dubai, UAE

- Led and directed a team of 45 Business and Management Consultants. My role was to lead the sales meetings and train the consulting team on advising clients for their corporate and legal needs of structuring and re-structuring of legal entities, compliance with Municipality, Chamber of Commerce, Department of Economic Development, Free Zone Authorities and Ministry of Economy regulations of United Arab Emirates.
- Plan and develop new markets and expand existing ones, constantly identifying new revenue-generating opportunities. Monitor the Middle East legislative / regulatory environment with the objective of providing clients with sophisticated information and options on dealing with developments. Prospect, network and drive business leads to develop new long-term, mutually beneficial relationships.

Management Consultant – Company Formation | July 2008 – November 2011

ADAM Global | Dubai, UAE

- The role includes responsibilities of conducting Startup Business Feasibility Studies, Startup Business Plans, develop Startup Marketing Plans, evaluate existing business models and design new, design and cultivate Start-up branding.
- Advising clients on all Legal forms of Business setups in UAE i.e. LLC, Free Zone, Offshore Holdings, Branch Offices, FZE, and FZC. Advising clients on UAE labour / Immigration laws, employment related issues and assisting them to obtain work permits, resident permits and permanent residence from Ministry of Labour & Immigration departments. Prepare feasibility studies, business plans and help companies to incorporate in the UAE by assisting them to get license from the relevant regulatory authorities.
- Supervising and coordinating the visa process activities and to ensure the accuracy of all paperwork submitted to the relevant local government departments. To update clients of any proposed new rules and regulations imposed by the Ministry of Economy, Ministry of Trade and Commerce, Ministry of Labour and others.



WORK EXPERIENCE

Academic Program Coordinator (MBA & BBA) | June 2007 – May 2008

Riphah International University | Islamabad, Pakistan

- I coordinated MBA and BBA programs of Riphah School of Leadership and worked as a team leader on conducting Seminars / Workshops for the campus. Overall responsibilities includes; Design and Execute Admission Campaigns. Developing semester plan (Special Events). Conducting and evaluating faculty assessment process. Supervising Research Work, Course Advising & Student Counselling. Hiring, tracking & contracting visiting faculty. Course advising to Graduate & Post Graduate students (MBA & BBA). Organizing extracurricular activities within and outside the campus. Coordination between departments, students & faculty members. Establishment of student / parents' relationship.

HR Coordinator | May 2006 - June 2007

MAKCO UK Limited | Tripoli, Libya

UK based civil contracting company in Libya. Reporting to Resident Engineer and Managing Director

- My overall responsibilities includes: Conducting interviews, job postings & employee offers. To guide the managers and other employees in matters related to career development, staffing initiatives, employee relations, workplace ethics and performance management. Conduct seminars, arrange meetings & provide the employees with suitable training. Conduct orientation programs for employee motivation in order to direct them towards the organizational goals. Compilation of staff handbook in accordance with the Libyan labour law, Process and coordination of residency visa's and work permits.

Business Development Executive | September 2005 - May 2006

Adgroup Advertising and Public Relations | Islamabad, Pakistan

- New business development and Client servicing for the smooth running of client's accounts.
- Develop Branding, Marketing & Advertising strategies for client's products. Media Planning, Media Buying & developing Media Relations (PR Activities). Responsible for BTL & ATL activities. Launching of Products & Advertising Campaigns. Event Management, Launch of VOICE OF AMERICA & METRO

Media Sales Executive – Radio Buraq FM104 | May 2004 – August 2005

Interactive Group of Companies | Sialkot, Peshawar, Lahore, Pakistan

- A complete setup of two radio stations in Sialkot and Peshawar from scratch till business development. Sourcing | Construction | Programming | Training | launching | Marketing and Sales. Later the project was sold to SAMAA Media



REFERENCES

Ahmed Abdulrahman AlBurkani

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