

# MUNEER KAZEM ARAFAT

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Nationality: Jordanian, Place and Date of Birth: Kuwait, May, 10<sup>th</sup>, 1963

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## PROFESSIONAL OUTLINE

Broad legal background with more than 20 years experience in United States. Legal Adviser to commercial corporations from Real Estate to Finance. Also as part of the negotiating team for high profile CEO's. Have the strength in drafting and negotiating contracts, persuasive individual possessing strong oral and written communication skills in both Arabic and English.

- **Leadership character.**

Experience In development, strategic planner, able to bring the best in Others. Extensive history recruiting, motivating and leading team Member. Self motivated, balance judgment, and a deep thinker.

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## EDUCATION

Jordan Univ. ----- **Bas. In Islamic Law** 1993

Parks College of St.Louis Univ. ---- **Bs. in Aero space ENG.** April/1990.

OHIO STATE Univ. ----- **Bs. in Mathematics** August/1986.

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## PROFESSIONAL EXPERIENCE

- **Business Development & HR Director**

- **Period from June-2016 till Aug-2018**

- **AI - Alfareed Aluminum Company**

Writing contracts, dealing with official and non-official bodies, directing sanctions and continuous and continuous communication with the public administration and analyzing all matters relating to employees through vacations, vacations, rewards and penalties, as well as continuous development and constructive ideas that result in greater effort by employees to maintain high quality work.

▪ **Royal Horizon Foodstuff LLC, Al Ain Jun 2012 Mar 2016**

**As Business Development Director**

Full responsibility drafting a fit contract for each client, deal. Negotiating new contracts:

1. A major well known global German company, which produces Dairy products, negotiated them to be the Sole Distributor in the whole UAE territory. (English)
2. Negotiated with a major local company to supply Abu Dhabi Government canned food items. (English)
3. Drafted a contract for Sole Distributorship in UAE with famous Middle Eastern food items produced in Jordan. (Arabic)
4. Drafted a Contract among the partners of the Company. (Arabic)
5. Drafted several Buy & Sale Agreements. Both in (Arabic & English)
6. MOU's between the company and different clients in Malaysia, India, Pakistan, Brazil, UAE, Egypt, Jordan and KSA.

Also in a short period assist the company to have better Strategic Planning for future advancements by setting short and long targets and when and how to achieve these goals.

▪ **CAP, ABU DHABI DEC.2007 till DEC.2011**

**As Office Manager**

Full responsibility for achieving the company business plan. Ensuring that all agreed procedures are followed and implemented. Building a professional organization with main focus on technical, sales and marketing teams. Be a strategic and operational leader and valued contributor for the entire company team.

- Negotiated a Contract for Selling 5 M/Yr MT of Cement to Abu Dhabi-UAE
- Negotiated a Contract for Selling 360K/Yr MT of Urea to Egypt.

▪ **Boca Raton & Sarasota, FL – USA Feb.2002 till NOV.2007**

**As a Legal Advisor**

Fully responsible for drafting and negotiating contracts on behalf

**Finance and Commodities**

- Make sure all activities are Islamic Compliance including all Financing contracts in USA.
- Drafted Several Contracts for different commodities such as Sugar, Gold, and Oil by products (D2, Jb54, Crude, and M100).

- Drafted Executive summary for building \$450M Ethanol Dehydration factory in the Dominican Republic.
- Represent as a Mandate for a major American Co. main line ( Urea, Cement, off/on Shore Oil drilling) .

■ **Manhattan, NY – USA 1998 till Dec.2002**

**As a Muslim Clerk & Counselor**

For a period of four years Muslim Clerk & Counselor.

It was a Non- Criminal 1<sup>st</sup> low circuit court.

Main responsibility was Marriages, Divorces, and the Division of Inheritance / State.

With the a written consent of both parties regardless of faith; Muslims, Jews, Christians, Hindus, Buddhists...etc.

■ **IRO, Mauritania W. Africa      OCT.1993 till JAN. 1995**

**As Assistant Director**

International Relief Organization is part of UN Geneva.

Oversaw 25 offices over a dozen nations in West Africa, with multi cultural work environment, managing directly over 250 employees and indirect over 2000 employee including Doctors, Engineers, Teachers, workers and Volunteers. Logistics and make sure all goods Went through hostile areas safe and distributed.

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## **ACHIEVEMENTS**

- Usage of Computers.
  - Member of American Helicopter Society.
  - Member of (AIAA) American and International Association for Aeronautics.
  - Member of Jordanian Translators Assoc.
  - Traveled the world.
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## **REFERENCES**

Available upon Request