

**Djilali TAHAR-BELKACEM**

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E: [d.tahar\\_belkacem@coleurope.eu](mailto:d.tahar_belkacem@coleurope.eu), [j12@live.fr](mailto:j12@live.fr)Linkedin: <https://www.linkedin.com/in/djilali-tahar-belkacem b8a40544/>**Occupational field**

Bilateral trade and investments promotion. International Aid and Development Cooperation Projects Coordination. Partnership agreements and programs for cooperation. Diplomatic Missions administrative and Technical Procedures. Public and Economic Diplomacy. Digital Marketing. Economic Research and Analysis. Organizational Planning and budgetary forecasting. Business partner scan.

**Experience**

- *Business Development Manager*  
Fares Group Law Firm  
2020 - current

Developing and nurturing relationships with qualified prospects and clients. Identify growth opportunities and building relationships with referral sources. Arranging business development meetings and building strategic partnerships. Building clients database and tracking leads through the conversion cycle. Conducting business intelligence and monitoring industry developments, including market positioning of corporate competitors. Developing the firm marketing strategy and finding new distribution channels. Strengthening the online presence and updating the firm's website content. Organizing market-based internal and joint promotional events.
- *Interim Manager*  
E& c Company Spa  
Jan 2018 - Feb 2019

Monitored the whole procurement process of goods and services. Ensured the strict guidelines of Public Procurement Law are respected. Managed partner relationship. Supervised the whole movement and allocation of the fleet on different locations of projects. Supervised the whole year cycle inventory operations. Supervised the administrative, financial and commercial activities. Monitored costs against budget in allocating financial resources. Determined manpower, equipment and raw materials needed to cover production demand and timelines.
- *Marketing Executive*  
Embassy of India  
Jun 2017 – Feb 2018

Handled trade requests and troubleshooting, improved market access and Facilitated trading and investment on the local market. Administered and advised the Head of Mission on matters of bilateral, regional and international trade. Ensured coordination and engaged in relationships with local Private and Public partners. Organized economic and cultural events. Conducted market investigations, reported on local market needs and Identified trade opportunities. Provided consultancy, business and translation services; and informed on local policy developments and business opportunities.
- *Communication Officer*  
River Basin Agency  
Oct 2016 – Jun 2017

Developed the communication strategy and managed the communication team. Produced Reports on ongoing and achieved operations. Conveyed internal and external messages and promoted the agency' visibility. Identified partnerships opportunities, communicated with stakeholders and represented the institution at awareness raising events.
- *Trade and Economic Officer*  
Embassy of the Netherlands  
Mar 2013 – Mar 2016

Coordinated international cooperation projects implementation and follow-up. Prepared trade briefs for bilateral, regional and international trade negotiations. Identified local economic development needs and cooperation opportunities. Initiated project ideas and contributed to the planning of activities. Coordinated the International Business Development's Investment program. Organized bilateral kick-up, follow-up and evaluation workshops and events. Represented the Embassy at relevant meetings and events. Provided logistical and content-wise support to foreign assistance experts. Organized international trade missions, joint-committees and exhibitions; Monitored international trade practices and made recommendations. Organized and led foreign official delegations to site visits with local partners.

I hereby authorize you to process my personal data included in my job application for the needs of the recruitment process in case new vacancies arise at your organization.

- *Administrative Officer*, Directorate Education  
June.2011 – Mar.2013
  - *Host Agent*  
CAFDA-CASP, France.  
Jan.2004- Sep.2009
- Planned and organized the activities of the educational institution.  
Managed internal and external communication. maintained effective relations with schools and students, and other educational institutions.
- Hosted, received and accommodated asylum seekers for the French Coordination of Refugees (CAFDA).  
Provided support in terms of translation and administrative proceedings of asylum applications.  
Managed relationships and ensured coordination with social partners.  
Assisted in administrative and financial management.

## Education

- 2014-2016  
MBA in Business management at ISGP, Algiers.
- 2011-2012  
College of Europe,  
Warsaw/Poland.  
Master degree in The European Single Market.  
Master topic: *“Comparative analysis between Algeria’s and Russia’s accession processes to the WTO, and state of play of EU-Algeria trade relations”*.
- 2008-2009  
University Sorbonne  
ParisI, France.  
DESUP (Postgraduate Diploma of High Advanced Studies in European Law and Economics).
- 2007-2008  
University Sorbonne  
ParisIII, France  
Maitrise in EuropeanStudies,  
Final dissertation: *“Le Rapprochement Euro-Algerian Raisons et Défis”*.

## Focused training

- IOM elearning  
Aug 2020  
Migrants return and reintegration program design, implementation and monitoring.
- UNDP  
Aug.2020  
Procurement and Supply Management.
- CoE  
Warsaw, Apr.2012  
International Humanitarian Law and challenges in the domain of Humanitarian Protection and Assistance in times of armed conflicts.
- Dutch MFA  
Hague, Jul2015  
Public Private Partnerships.
- Dutch MFA  
Hague, Aug 2013  
Training on Public diplomacy and social media use.

## Study Trips

- Turkey, Oct.2011  
Seminars and conferences on the state of play of EU-Turkey relations.
- Belgium, March.2012  
Meetings and think-tanks with heads of units of the European Commission.
- Luxembourg, Mar2012  
Attending hearings and seminars with judges at the EU Court of Justice.
- Belarus, Jun.2012  
Meetings with representatives of the civil society in Minsk.

## Languages

- English, French  
Excellent command both written and spoken.
- Arabic  
Mother Tongue.
- Russian / German  
Intermediate / Basic

## Computer Literacy

CRM, Airtable, IO System, Publisher, Excel, PowerPoint, Word, Outlook, OpenOffice, Solver, DEAP, Excellent online research skills, Google Analytics.

## Social Skills

Strong intercultural and interpersonal communication skills.  
Autonomous. Respect for diversity. Continuous learning. Customer-oriented.  
Teamwork and knowledge sharing. Integrity. Professionalism. Good Reporting and Analytical Skills. Analytical mindset and strategic thinking.

## Interests

Sport, Traveling, Reading.

## Driving Licence

Category B Vehicle.