

Rosweath

"WHERE STRENGTH MEETS PRINCIPLES..."

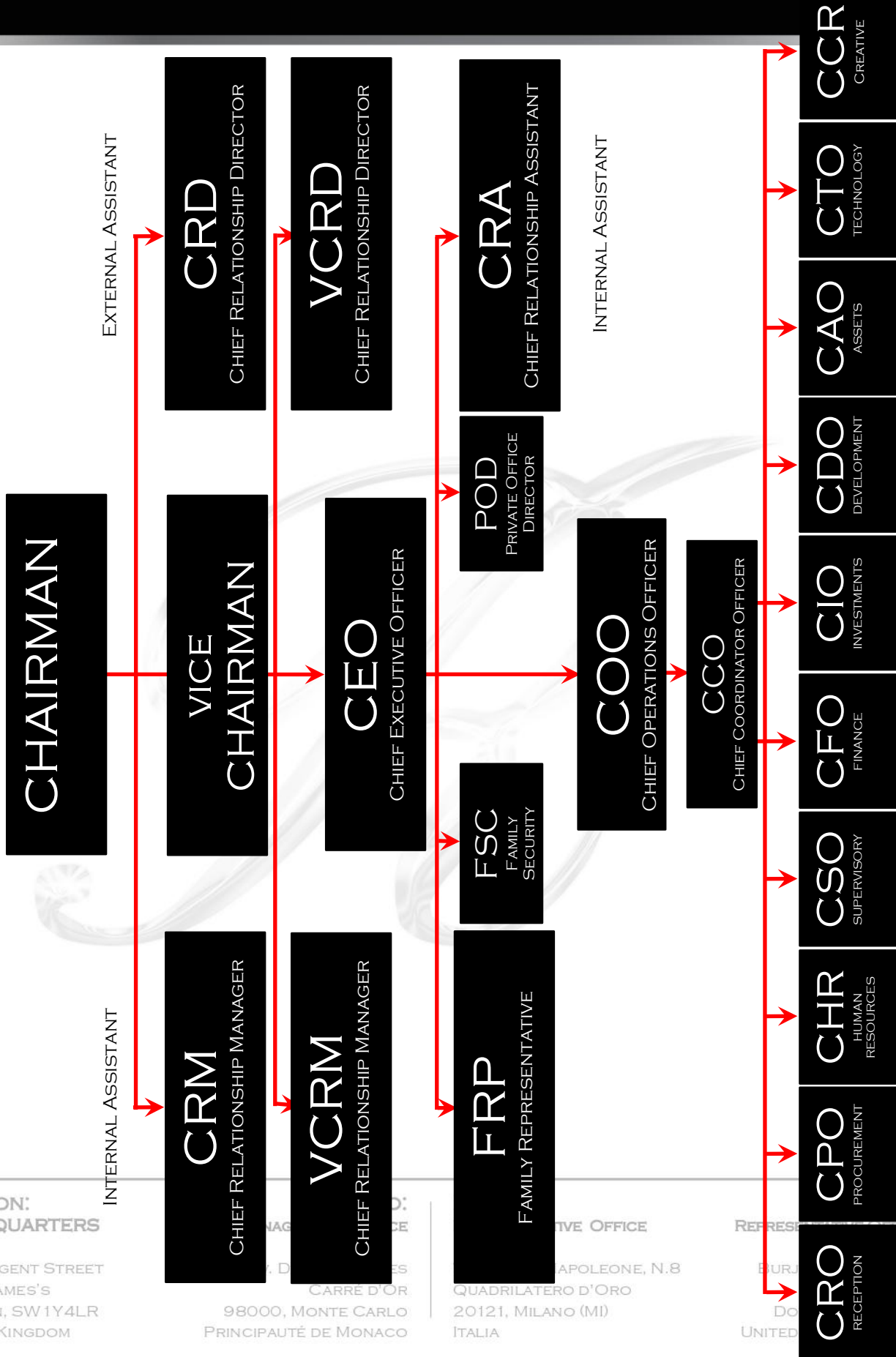
Managing Wealth...

LONDON HEADQUARTER
INTERNAL OFFICE
ORGANIZATION

Roswealth

"WHERE STRENGTH MEETS PRINCIPLES..."

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Department Designation	Direct Relationship	UK HQ Floor N.	Personnel Designation	Code	Number of Employees Allocated to Task	Office Space Description						
						Individual Office Space Allocation	Open Plan Allocation	Specific Work Area	Office Location			
Chairman	Chairman	9	Chairman	CHA	1	1			UK			
	Vice Chairman	9	Vice Chairman	VCH	1	1			UK			
	Assistants + Chairman Private Meeting Rooms	9	Chairman Relationship Director	CRD	1	1			UK			
			Vice Chairman Relationship Director	VCRD	1	1			UK			
			Chairman Relationship Manager	CRM	1	1			UK			
			Vice Chairman Relationship Manager	VCRD	1	1			UK			
TOTAL AREA MEMBERS					6							
Lead Management Team	CEO	8	Chief Executive Officer	CEO	1	1			UK			
			Private Office Director	POD	1	1			UK			
			Private Office Office Assistant	POA	1	1			UK			
			Family's Representative	FRP	1	1			UK			
			Family Security	FSC	3		1		UK			
			Chief Relationship Assistant	CRA	1	1			UK			
			TOTAL AREA MEMBERS					8				
Management Team	COO + Board Rooms	8	Chief Operational Officer	COO	1	1			UK			
			Chief Coordinator Officer	CCO	1	1			UK			
			Country Director Italia	CDI	1	1			UK			
			Chief Procurement Officer	CPO	1	1			UK			
			Chief Human Resource	CHR	1	1			UK			
			Chief Supervisory Officer	CSO	1	1			UK			
			Chief Financial Officer	CFO	1	1			UK			
			Chief Investments Officer	CIO	1	1			UK			
			Chief Developments Officer	CDO	1	1			UK			
			Chief Assets Officer	CAO	1	1			UK			
			Chief Information Technology Officer	CTO	1	1			UK			
			Chief Reception Officer	CRO	1			Reception	UK			
			Chief Creative Officer	CCR	1	1			UK			
			Office Manager	OFM	1		1		UK			
			Office Assistant	OFA	1				UK			
			TOTAL AREA MEMBERS					15				
			Facilities		7	Chairman Private Longe						UK
Guests Private Longe												
Restaurant												
Coffee Shop												
Longe												
Events Area												
Terrace Smoking Area												
Operational Team	CFO	6	Administration Executive	ADE	8		1		UK			
			Finance Executive	FIE	4		1		UK			
			Banking Executive	BAE	6		1		UK			
			Auditing Executive	AUE	4		1		UK			
			Legal Executive	LEE	2		1		UK			
			Due Diligence Executive	DDE	1	1			UK			
			Compliance Executive	COE	1	1			UK			
			Analyst Executive	ANE	1				UK			
			Analyst Assistant	ANA	1			1	UK			
			Corporate Analyst	COA	1				UK			
			Financial Analyst	FIA	1				UK			
			Balance Sheet Analyst	BSA	1				UK			
			TOTAL AREA MEMBERS					31				
	CAO	5		Properties Management	PRM	4	1			UK		
				Assets Management	ASM	6	1			UK		
				Vehicles Management	VEM	2	1			UK		
	TOTAL AREA MEMBERS					12						
	CPO	5		Suppliers Research	SUR	1	1			UK		
				External Partners Selection	EPS	1	1			UK		
				Travel Executive	TRE	2		1		UK		
				Asset Requirements Supply Chain	ARS	2		1		UK		
	TOTAL AREA MEMBERS					6						
	CHR	5		Human Resources Executive	HRE	1	1			UK		
				Profiles Selector	PRS	2		1		UK		
				Properties Staff Selector	PSS	2		1		UK		
				Assets Staff Selector	ASS	1	1			UK		
	TOTAL AREA MEMBERS					6						
CDO	5		Policy Creation	POC	4	4			UK			
			Business Developer Executive	BDE	2		1		UK			
			Brand Ambassador	BAF	1	1			UK			
TOTAL AREA MEMBERS					7							
CCR	4		Event Executive	EVE	2		1		UK			
			Photo Executive	PHE	1			1	UK			
			Photographer Executive	PHO	1				UK			
			Photo Assistant	PHA	1				UK			
			Photo Editor	PHD	3				UK			
			Video Executive	VEE	1				UK			
			Video Production	VIP	1				UK			
			Video Graphic	VIG	1			1	UK			
			Video Editor	VID	1				UK			
			Video Coordinator	VIC	1				UK			
			Video Assistant	VIA	1				UK			
			Graphics Executive	GRE	1				UK			
			Logo Executive	LOE	1				UK			
			Stationery Executive	STE	1				UK			
			Identity Profile Executive	IPE	1			1	UK			
			Branding Executive	BRE	1				UK			
			Animations Executive	ANI	1				UK			
			Editor Executive Italian	EEL	1				UK			
			Editor Executive French	EEF	1				UK			
Editor Executive Spanish	EES	1			1	UK						
Editor Executive English	EEE	1				UK						
Editor Executive Russian	EER	1				UK						
Editor Executive Chinese	ECC	1				UK						

Operational Team	CCR		Web Executive	WEE	1				UK	
			Web Designer	WED	2				UK	
			Web Analyst	WEA	1		1		UK	
			SEO Executive	SEE	2				UK	
			Social Media Executive	SME	1				UK	
			Junior Social Media Executive	JSM	2		1		UK	
			Senior Social Media Executive	SSM	2				UK	
			Social Media Assistant	SMA	1				UK	
			Press Executive	PRE	2		1		UK	
			Marketing Executive	MAE	1				UK	
			Publishing Executive	PUF	1		1		UK	
			Digital Executive	DIE	1				UK	
			Interior Designer Executive	IDE	3		1		UK	
			Logistic Executive	LOE	2		1		UK	
			Procurement Executive	PRE	2		1		UK	
		TOTAL AREA MEMBERS			50					
		CIO	3	Properties Research	PRR	1	1			UK
				Assets Research	ASR	1	1			UK
				Partnership Executive	PAE	1		1		UK
				Partnership Monitoring	PAM	1				UK
				Banking Relationship	BAR	4		1		UK
				Market Screening	MAS	4	1			UK
				Investment Analysis	INA	4	1			UK
				Wealth Value Monitoring	WVM	2	1			UK
				Strategies Growth	STG	2	1			UK
				Financial Market Reports	FMR	2	1			UK
				Investment Management	INM	4		1		UK
	Head of Trading			HOT	1	1			UK	
	Equities Trading Executive			ETE	10		1		UK	
	Assets Trading Executive	ATE	10		1		UK			
	TOTAL AREA MEMBERS			47						
	CSO	2	Group Activities Inspector	GAI	4		1		UK	
			Properties Inspector	PRI	2		1		UK	
			Assets Inspector	ASI	6		1		UK	
	TOTAL AREA MEMBERS			12						
	CTO	2	Server Management	SEM	4	4			UK	
			IT Executive	ITE	6	5			UK + 50%	
			Security/CCTV Monitoring	SCM	4	4			Security UK	
	TOTAL AREA MEMBERS			14						
Guests Area	PUBLIC FLOOR	1	100 Pax Presentation Room 60 Pax Corporate Meeting Room N. 2 - 20 Pax Meeting Room N. 2 - 10 Pax Meeting Room N. 4 - 6 Pax Meeting Room						UK	
Reception Team	CRO	G	Driver Executive	DRE	5			BOH	20% + 20%	
			Cleaning/Ancillary Staff	CAS	12			BOH	20% + 20%	
			Waiter Executive	WAE	8				Cafeteria UK	
			Chefs Executive	CHE	3				Restaurant UK	
			Coffee Barista	COB	4				Cafeteria (100% + 30%) UK	
			Hostess	HOE	2				Reception UK	
			Reception Assistants	REA	3				Reception (100% + 20%) UK	
			Reception Manager	REM	1				Reception UK	
			TOTAL AREA MEMBERS			38				
Total Members				252						

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Private Office (Family) to be established at the **Monaco Family Site**, where to settle the **18** People in the following areas:

Chairman				18
1)	Chairman	1	(CHA)	1
2)	Vice Chairman	2	(VCH)	1
3)	Chairman Relationship Director	3	(CRD)	1
4)	Vice Chairman Relationship Director	4	(VCRD)	1
5)	Chief Executive Officer	5	(CEO)	1
6)	Private Office Director	6	(POD)	1
7)	Private Office Assistant	7	(POA)	1
8)	Family's Representative	8	(FRP)	1
9)	Family Security	9	(FSC)	3
10)	Drivers Executive	71	(DRE)	2
11)	Cleaning/Ancillary Staff	64	(CAS)	2
12)	Coffee Barista	66	(COB)	1
13)	Reception Assistants	70	(REA)	1
14)	IT Executive	62	(ITE)	1

Headquarters (Management) to be established at the **London** office, where to settle the **234** People in the following areas:

Lead Management (CRD-VCRD) **2**

1)	Chairman Relationship Manager	10	(CRM)	1
2)	Vice Chairman Relationship Manager	11	(VCRM)	1

Lead Management (CEO) **2**

3)	Chief Relationship Assistant	12	(CRA)	1
4)	Chief Operating Officer	13	(COO)	1

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Management (COO) 14

1) Chief Coordinator Officer	14	(CCO)	1
2) Country Director Italia	72	(CDI)	1
3) Chief Procurement Officer	15	(CPO)	1
4) Chief Human Resource	16	(CHR)	1
5) Chief Supervisory Officer	17	(CSO)	1
6) Chief Financial Officer	18	(CFO)	1
7) Chief Investments Officer	19	(CIO)	1
8) Chief Developments Officer	20	(CDO)	1
9) Chief Assets Officer	21	(CAO)	1
10) Chief Technology Officer	22	(CTO)	1
11) Chief Reception Officer	23	(CRO)	1
12) Chief Creative Officer	24	(CCR)	1
13) Office Manager	73	(OFM)	1
14) Office Assistant	74	(OFA)	1

Management (CPO) 6

1) Travel Executive	25	(TRE)	2
2) Asset Requirements Supply Chain	26	(ARS)	2
3) Suppliers Research	27	(SUR)	1
4) External Partners Selection	28	(EPS)	1

Management (CHR) 6

1) Human Resources Executive	29	(HRE)	1
2) Profiles Selector	30	(PRS)	2
3) Properties Staff Selector	31	(PSS)	2
4) Assets Staff Selector	32	(ASS)	1

Operational (CSO) 12

1) Group Activities Inspector	33	(GAI)	4
2) Properties Inspector	34	(PRI)	2
3) Assets Inspector	35	(ASI)	6

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Management (CFO) 31

1) Administration Executive	36	(ADE)	8
2) Finance Executive	37	(FIE)	4
3) Banking Executive	38	(BAE)	6
4) Auditing Executive	39	(AUE)	4
5) Legal Executive	40	(LEE)	2
6) Due Diligence Executive	41	(DDE)	1
7) Compliance Executive	42	(COE)	1
8) Analyst Executive	88	(ANE)	1
9) Analyst Assistant	88	(ANA)	1
10) Corporate Analyst	88	(COA)	1
11) Financial Analyst	88	(FIA)	1
12) Balance Sheet Analyst	88	(BSA)	1

Operational (CIO) 47

1) Properties Research	43	(PRR)	1
2) Assets Research	44	(ASR)	1
3) Partnership Executive	87	(PAE)	1
4) Partnership Monitoring	45	(PAM)	1
5) Banking Relationship	46	(BAR)	4
6) Market Screening	47	(MAS)	4
7) Investment Analysis	48	(INA)	4
8) Wealth Value Monitoring	49	(WVM)	2
9) Strategies Growth	50	(STG)	2
10) Financial Market Reports	51	(FMR)	2
11) Investment Management	52	(INM)	4
12) Head of Trading	53	(HOT)	1
13) Equities Trading Executive	54	(ETE)	10
14) Assets Trading Executive	55	(ATE)	10

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Management (CDO) 7

15)	Policy Creation	56	(POC)	4
16)	Business Developer Executive	57	(BDE)	2
17)	Brand Ambassador	89	(BAE)	1

Management (CAO) 12

1)	Properties Management	58	(PRM)	4
2)	Assets Management	59	(ASM)	6
3)	Vehicles Management	60	(VEM)	2

Operational (CTO) 13

1)	Server Management Executive	61	(SEM)	4
2)	IT Executive	62	(ITE)	5
3)	Security/CCTV Monitoring	63	(SCM)	4

Operational (CRO) 32

1)	Cleaning/ Ancillary Staff	64	(CAS)	10
2)	Waiter Executive	65	(WAE)	8
3)	Coffee Barista	66	(COB)	3
4)	Chefs Executive	67	(CHE)	3
5)	Hostess Executive	68	(HOE)	2
6)	Reception Manager	69	(REM)	1
7)	Receptionist Assistant	70	(REA)	2
8)	Driver Executive	71	(DRE)	3

Operational (CRO) 50

1)	Events Executive	75	(EVE)	2
2)	Photo Executive	76	(PHE)	1
3)	Photographer Executive	76	(PHO)	1
4)	Photo Assistant	76	(PHA)	1
5)	Photo Editor	76	(PHD)	3
6)	Video Executive	77	(VIE)	1
7)	Video Production	77	(VIP)	1
8)	Video Graphic	77	(VIG)	1

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9)	Video Editor	<u>77</u>	(VID)	1
10)	Video Coordinator	<u>77</u>	(VIC)	1
11)	<u>Video Assistant</u>	<u>77</u>	(VIA)	1
12)	Graphics Executive	<u>78</u>	(GRE)	1
13)	Logo Executive	<u>78</u>	(LOE)	1
14)	Stationery Executive	<u>78</u>	(STE)	1
15)	Identity Profile Executive	<u>78</u>	(IPE)	1
16)	Branding Executive	<u>78</u>	(BRE)	1
17)	<u>Animations Executive</u>	<u>78</u>	(ANI)	1
18)	Editor Executive Italian	<u>79</u>	(EEI)	1
19)	Editor Executive French	<u>79</u>	(EEF)	1
20)	Editor Executive Spanish	<u>79</u>	(EES)	1
21)	Editor Executive English	<u>79</u>	(EEE)	1
22)	Editor Executive Russian	<u>79</u>	(EER)	1
23)	<u>Editor Executive Chinese</u>	<u>79</u>	(EEC)	1
24)	Web Executive	<u>80</u>	(WEE)	1
25)	Web Designer	<u>80</u>	(WED)	2
26)	Web Analyst	<u>80</u>	(WEA)	1
27)	<u>SEO Executive</u>	<u>80</u>	(SEE)	2
28)	Social Media <u>Executive</u>	<u>81</u>	(SME)	1
29)	Junior Social Media Executive	<u>81</u>	(JSM)	2
30)	Senior Social Media Executive	<u>81</u>	(SSM)	2
31)	<u>Social Media Assistant</u>	<u>81</u>	(SMA)	1
32)	<u>Press Executive</u>	<u>82</u>	(PRE)	2
33)	Marketing Executive	<u>83</u>	(MAE)	1
34)	Publishing Executive	<u>83</u>	(PUE)	1
35)	<u>Digital Executive</u>	<u>83</u>	(DIE)	1
36)	<u>Interior Designer Executive</u>	<u>86</u>	(IDE)	3
37)	Logistic Executive	<u>84</u>	(LOE)	2
38)	Procurement Executive	<u>85</u>	(PRE)	2

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INTERNAL OFFICE ORGANIZATION

Single Job Position - Mission Description

The present description represents every single task **each specific and related member must perform when seated at his desk**. Below is the reported technical explanation of the job, highlighting the mission for every member's position forming the internal office organization and what a member must accomplish, including the activities' execution methods to apply.

The main intention is to hand over the present book directly to the office's Director from the first appointment day, offering a detailed guideline allowing him/her to create the entire team and immediately share the single mission, along with the daily job description, with every single selected member, with **the mission to develop a chronological and synchronized running team** capable of executing all operations required by the management.

Receiving the present book, the Director must be able to immediately move on, executing the following steps, from hiring all single members to giving each of them the job descriptions necessary to develop and run all operations from the first day at their desk.

The Director will be the only person hired in the office as soon the office structure, fit out, and equipment are selected, created or delivered, and ready for their use. The office creation will initiate with the Director as the only person present in the office, having the present book in his/her hands from where all information must be acquired to start the work, creating the internal team as the first step, as described below.

It is important to strictly consider and adopt a strategy capable of delivering solid results and saving energy, time, and money. For this reason, **the hiring process must be concentrated over a week time**, spending five working days non-stop interviewing candidates selected by a professional recruitment company and head-hunter in charge to organize the interviews, inviting each candidate to ROSWEALTH office, scheduling candidate's arrivals with **four persons per hours and not all together**, avoiding to have the office invaded and full of candidates, forcing most of them to wait several hours sitting on the chair before entering for the interviews.

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Before initiating the interviews, the office must be totally and fully equipped with any single detail on each desk, including pens, block notes, and anything else, of course not branded, because the team in charge of branding the office equipment will not be there at that particular stage. Along with the **Director** at the office, there must also be present a **Hostess**, in charge of receiving the candidates and accompanying each of them to the room where will be set the interview, and an **Office Boy**, in charge of offering a welcome drink, coffee, tea, and any type of appropriate food.

The interviews must be held by the **COO, Director, HR Manager**, and a **representative of the recruitment agency** to let them better understand the type of profiles we need, ROSWEALTH requirements, and which particular criteria each candidate must have to cover the position for which has been selected. The cooperation must be focused on acquiring any useful information that could come out from each single interview, allowing the recruitment team to understand better the type of professionals we require, running consequently, a most appropriate selection in case of not satisfaction of any candidate selected for the scheduled interview.

The interviews will have to initiate **the second Monday from the day the Director joins the company and receives the present book until the following Friday, for a total of five working days.** The interviews must initiate from 9 am each morning until 1 pm, with a pause of 1 hour between 1 pm to 2 pm for then restarting at 2 pm until 8 pm to allow some candidates to join the interview after a classic end-of-the-working day fixed normally at 6pm; this is valid for candidate having a job into another company.

A classic interviewing program will be executed for **10 hours a day**, dedicating **15 minutes max to interview each candidate**, interviewing **4 candidates per hour**, for a total of **40 interviews daily**, and interviewing a total number of **200 candidates a week**. On **Friday at 9 pm**, the interviewing team must be able to release the first selection list, associating each selected candidate to the single positions forming the internal office organization and fixing their name at their disk.

The following Monday from 9 am to 6 pm will be used to eventually meet a second time the persons on which a doubt will be pending or with whom an interview has been cancelled for various reasons.

From the following **Tuesday from 9 am to 6 pm**, as per all other days of the same week **until Friday**, the Director will work with the HR Manager and Recruitment Agencies to announce the final decision to each candidate, informing who has been selected and rejected, keeping a list of reserves formed by all candidates who expressed a potential profile, to immediately consider each of them, in case a candidate initially selected, for the same position, will prove to do not be fit for the job at which has been appointed, once seat at the desk, facing the operations.

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From **Tuesday until Friday**, the Director and the HR Manager must also prepare all legal employment contracts with every single employee, sharing the task and the work with the Recruitment Agency, receiving legal support from our corporate law firm and accounting firm that will be in charge of preparing each single employment contract printed out in various copies, one for us, one for the member, one for the legal department and eventually one for the local or Government Authorities to complete the legal registration according to the laws and procedures.

On the following **fourth Monday**, at the office, there will be already present 4 out of 118 Members or the number required to compose the entire office organization: the **HR Manager**, one **Hostess**, and one **Office Boy** along with the **Director**, who will have to convene and reunite, on the same fourth Monday, all **114 remaining** selected members, all together and **at the same time, at 9 am in the office**, immediately asking the Hostess to drive each of them to occupy their individual appointed desk present within the office space. Once all candidates are seated at their single desk, the **HR Manager** will distribute to everyone their employment contract for the official signature that will have to take place at their desk, offering 30 minutes for each candidate to read, understand and eventually obtain any clarification, before their will eventually sign it.

Once all members have signed their employment contract, each of them will officially become a ROSWEALTH Member; this moment will represent their first day of work.

From 9.30 am until 10 am, the HR Manager will collect all employment contracts signed by each candidate, then bring the 114 employment contracts to the CEO for the counter signature, adding the ROSWEALTH company stamp on each copy, which is necessary to validate the contract.

From 10 am until 11 am, The COO, Director, and HR Manager will be acting to sign and finalize all single employment contracts. At the same time, the Hostess will accommodate all members to the meeting room where they can socialize and introduce themselves to colleagues while the COO will terminate the signatures.

From 11 am until 12 pm, it will start the first welcome meeting hosted by the President, COO, and Director. During the meeting, all candidates selected must be present together to receive the general illustration about ROSWEALTH, where the President will highlight the purpose, vision, and expectations but especially the method that each of them must adopt to achieve the goals.

At the end of the first introduction, the President will answer any eventual question proposed by any candidate before handing over their counter-signed employment contract to each new member, giving a personal welcome.

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Once everyone has received their personal employment contract and declared everyone satisfied, the President will announce the commencement of the activities, declaring the beginning of a welcome drink event organized and managed inside the ROSWEALTH Office by a prime catering company that must run **from 12 pm until 1 pm**.

From 1 pm until 2 pm, each member will be free to leave the office for their pause.

From 2 pm, the Director must guide each candidate to their desks, first introducing each Department Manager to each member composing the single department teamwork, representing the group of people he will be in charge of from the first moment to organize and guide.

Each member, at the moment they are sitting at their desk, must find a colour copy of their job description, expressed here below, which means each candidate must have a single part of the present job description strictly related to their position **and not the entire office job description as here expressed**, instead reserved only to the COO, Director, and Coordinator along Presidents PAs.

It must be clear that all members must join the office together at the same time, on the same day, and **no partial hiring process will be authorized**; at this point, it is important to initialize and run equally at the same time, all departments forming the office, activating all departments together, allowing as well each candidate to make his marks between the colleagues.

The strategy to implement and to activate the office must be applied as follows:

- On the **1st Monday** of the month, the Director will start to be operative alone in the office. Between the 1st and the 5th calendar day at work, meaning by the 1st Friday of the Month, the Director **must find a top Recruitment Agency** and head-hunter with whom to share the information related to each profile we require and intend to hire.
- Between the **2nd Monday** of the month, probably by the 8th calendar day of the month, until the following Friday, probably the 12th calendar of the month, the Director will have to carry out operations to **interview 200 candidates** according to the scheduled organization expressed above.
- Between the **3rd Monday** of the month, probably by the 15th calendar day of the month, until the following Friday, probably the 19th calendar day of the month, the Director will cooperate with all Recruitment Agencies **to announce the decision** to each candidate, sharing with our corporate law firm and accounting firm each detail, to **prepare all employment contracts**, making them ready to be delivered to all candidates;

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- Between the **4th Monday** of the month, probably by the 22nd calendar day of the month, the Director must **invite and meet all candidates at 9 am**, all together and at the same time, in the office, representing their **first day of work**, with the mission to sign the employment contracts, accommodating each new member at its desk.
- All over the four weeks of the first month, especially between the 15th and 19th calendar days of the month, the Director must act to individualize the best candidates to form every single department, considering the synchronization the whole teamwork must have, associating the profiles between each other having the most similar mindset and vision.
- **From the 4th Monday of the month**, once all members are present at the office, the **Director**, along with the **Coordinator**, must perform various meetings with each single member, as with each teamwork forming each department, involving the head of each department to instruct and drive the initialization of the activities they will have to perform. Proceeding with the meetings from a single department to one or more departments together, with the mission to share the methods different departments must adopt to synchronise their activities with the related corresponding departments. As well as to receive suggestions, ideas, requests for equipment, and anything else necessary to run the department.
- The fourth week of the first month, representing the first week when the office will start the activities, must be used by the Director and Coordinator to assist the single member at the office, letting each employee get their marks, discovering each other, and get familiar with the work mission. The week will require a large involvement of the Director inside each department, constantly visiting them, asking and interacting to clarify each point necessary to have the office and each department fully operative from the following Monday, which will be the **5th Monday from the day the Director took a position in an empty office**, representing the first Monday of the second month, a moment from where **no excuses will be allowed and accepted to justify any negligence**, fixing the day from when the entire office must be fully synchronized and operative to execute the entire job mission delivered into each member's hands, becoming productive day by day.
- Over the first three weeks, the Director will have to be assisted by a **hostess, office boy, and IT executive**, as well as immediately selected by the Recruitment Agency as soon as the Director takes the position, signing the employment agreement, along with the present general employment mission.

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The IT executive must be immediately set in relation and contact with the company that has created the IT structure in the office to allow him to know the server structure and create access for each member, setting the personal email address, internal numbers for each phone extension and all related work necessary to accommodate a new member, offering to all of them a technical position at their desk ready to operate.

Below is the guideline description for each office position.

1. Chairman (CHA):

Description not Included

2. Vice-Chairman (VCH):

Description not Included

Note:

The job mission expressed below for the profiles identified as **CRD** (Chairman Relationships Director) and **CRM** (Chairman Relationships Manager), related to the Chairman, is equally expressed for the **VCRD** (Vice Chairman Relationships Director) and **VCRM** (Vice Chairman Relationships Manager), related to the Vice Chairman.

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3. CHAIRMAN'S RELATIONSHIPS DIRECTOR (CRD)

(dedicated to managing the Chairman's external relationships)

4. VICE CHAIRMAN'S RELATIONSHIPS DIRECTOR (VCRD)

(dedicated to managing the Vice Chairman's external relationships)

- Must be a professional woman with a large leadership and management experience at a high level, capable of dealing with high-profile personalities, formed by outstanding natural organizational skills, empowered by the essence of a chronological psychologic process, and an unbeatable capacity to understanding, anticipating, and realizing the correct and most appropriate move without even receiving instructions, a word, nor an explanation.
- Must be characterized by supreme attention to every single detail, concrete on each action, ruled by an extremely logical method process, capable of being extremely social with anyone but at the same time professional and showing limits in talks, action, and attitude. Governed by faith, loyalty, and a vision to become a pillar of a corporation, to take the challenge to realize a lifetime project to get the last job in her life, with the goal to be fully integrated into the family setup company offering a path were found and raise her identity.
- Owning outstanding skills that will allow her not to act to assist the Chairman but to be, think, see, talk, and behave as the Chairman would do in the same situation she will face at any second of her daily activities.
- Must have an impressive self-learning capacity and a tremendous self-absorbing attitude to acquire each information, task, and notion under all forms necessary to satisfy or replace the Chairman's actions, generating the same moves, delivering the same results, following the same methods she will overtime acquire standing aside the Chairman.
- Must be of classy and elegant aspect, dressing with a classy woman style, adopting sober make-up, having a regular physical presence in line with the corporate prestige.
- Must speak **English** as mother tongue, **French, Italian,** and **Spanish** fluently with perfect writing and reading. Be possibly single, with no children and in any case, **able to travel all around the world with the Chairman**, even for a few weeks period of time, without going back home, to support the business trips having the mission to meet present, future, and potential partners, visiting them in their offices located at their respective cities and countries.

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- Must have a European, British, or American passport to avoid travel restrictions, visas, and immigration limitations, and stay at each destination.
- The present profile will be the person assigned to manage all Chairman's private, business and partner relationships **strictly related to people external at the office** and who do not belong to the organisation.
- The main daily work mission is to contact anyone on the Chairman's behalf, individuals with whom he has existing and running relationships, or anyone with whom the Chairman intends to establish a new relationship for any reason. The present member will not have to interact with the office's internal members and will not be involved in any internal tasks or missions the internal team executes.
- She will not be a classic Personal Assistant but a proper **Chairman's Relationship Director (CRD)** in charge of representing the Chairman with all external relationships, bringing the information, agreements and anything else the Chairman will decide or agree with external parties to the internal office team, handover all information about the mission to execute to the direct colleague, under her control, supervision and responsibility, called **Chairman's Relationship Manager (CRM)** having the mission, role and task to acquire all information from the CRD and distribute them, following the internal policy, logic and chronologic order between all various departments, making sure the whole internal office team will execute, create, develop and deliver the work part of the external relationships with whom the Chairman cooperate.
- The present profile (CRD) must be equipped with a corporate mobile phone with an international roaming line, a corporate credit card and a laptop set as per the internal policy, along with all benefits expressed in the ROSWEALTH BOOK.
- The present profile (CRD) must have prime organisational skills to create an operations weekly program for herself and the (CRM), not wait for any instruction or call the Chairman at any hour to know what the CRD, CRM and the office team will have to do.
- The present profile (CRD) must submit to the Chairman a weekly program expressing the work to be executed over the week ahead and a separate report for the work executed with the purpose of obtaining the single approvals about any job executed by any department, team and member.

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- The present profile (CRD) must receive all information related to the individuals contacted by the Public Relations Desk (PRD) and form the business contact list, taking over the direct contact with the person of the Chairman's interest after the external contact will have positively answered to the (PRD) confirming the equal interest into exchange business, cooperation or partnerships.
- The present profile (CRD) must speak to the concerned person directly on the Chairman's behalf before setting a call or video call with the Chairman, including managing his email conversations.
- To avoid any type of misunderstanding, incident or lack of precision during all communications, the present profile (CRD) will NOT be allowed and authorised to carry on conversations, documents and anything else with anyone and for any reason, using digital channels like WhatsApp, even if the mobile phone will be equipped by any kind of function and App. The (CRD) will have to be equipped with a corporate mobile line WITHOUT messaging Apps to be forced, and at the same time, forcing people not to chat or message but instead have clear and proper phone conversations on which all single details will be better clarified reducing the risk of mistakes that a conversation over a chat could create.
- The present profile (CRD) will not be authorised to carry on conversations, under all forms, with anyone, independently from the situation, about business or related to any part of the company activities and interests through the personal mobile.
- The present profile (CRD) must be fully independent or running and organising the Chairman's schedule, acting to achieve the weekly plan previously approved, contacting anyone involved and part of the weekly mission, exercising the authority to obtain the support of each department, partner and external relationship necessary to complete the result requested and imposed by the Chairman's decisions.
- The present profile (CRD) must be extremely confidential, expressing the capacity to watch, listen to, and analyse anyone, keeping the information reserved without releasing details related to the external relationships managed on behalf of the Chairman.

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5. **CHIEF EXECUTIVE OFFICER (CEO)**

The present profile is the most sensitive member of all corporations, as the Chief Executive Officer's mission is to lead the corporation with integrity, vision, and purpose, driving sustainable growth and innovation while fostering a culture of excellence and inclusivity.

The CEO must deliver value to everyone involved at any level in the corporation, including stakeholders, members, customers, investors, and the communities having a relationship with the corporation, aligning the strategic objectives with the core values expressed by the Chairman, ensuring operational efficiency across all levels of the organisation.

The CEO must guarantee strategic leadership, developing and communicating a clear and compelling vision for the future of the corporation. Formulating and implementing strategic plans that align with the mission described within the **ROSWEALTH BOOK**, adapting unplanned solutions to changing market dynamics.

The CEO must foster a culture of innovation, encouraging creative solutions and new ideas that drive competitive advantage while leading the entire team through the chiefs of each department composing the organisation to achieve the mission expressed all over the ROSWEALTH BOOK, along with ensuring perfect management of each step achieved, forming the long road expressed and part of the major project.

The CEO must apply operational excellence, overseeing the day-to-day operations of the corporation, ensuring efficiency and effectiveness in all processes, making sure each chief appointed at each department applies the operational method expressed all over the ROSWEALTH BOOK, and delivering the tasks necessary to achieve each step that is part of the mission. Implement best practices and continuous improvement initiatives to enhance productivity and quality, ensuring compliance with all regulatory requirements and ethical standards.

The CEO's major role is to apply financial stewardship, driving financial performance by setting and achieving revenue and profitability targets and managing and deploying all necessary strategies to achieve the financial goals under all terms, including managing resources prudently and ensuring sustainable growth and long-term financial health.

The CEO must engage with investors and stakeholders transparently, building trust and confidence in our financial strategies.

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One of the CEO's major missions is to ensure the internal group of members will stay stable in a long-term cooperation, to guarantee stability, and to continue performance between all departments, which are more productive when the member stays at their desk over time.

The CEO must, acting to support a talent development approach, attract, retain, and develop top talent, fostering a diverse and inclusive workforce. Promoting a culture of collaboration, empowerment, and accountability, where every employee feels valued and motivated to contribute to the corporation. Among all sensitive tasks, there is the mission to invest in training and development programs that enhance skills and prepare our workforce for future challenges.

The CEO must, applying a partner-focused attitude, adopt a partnership-centric approach, ensuring that our operations are supported by all external partners selected to empower our mission to achieve the project expressed within the ROSWEALTH BOOK.

The CEO must gather and analyse partners and members feedback to drive improvements and innovation in our offerings and build strong relationships with members and partners, enhancing loyalty and brand reputation.

The CEO must engage with communities and stakeholders to understand their needs and contribute positively to apply all necessary decisions necessary to realise the Chairman's and the Trustee's decisions and needs. As well, report transparently on the efforts and progress made by each department and member, holding ourselves accountable to our commitments.

The CEO must adopt a risk management skill, identifying and assessing potential risks to the corporation and implementing strategies to mitigate them effectively. Acting under the culture of proactive risk management across the organisation, ensuring preparedness for unforeseen challenges. Maintaining a robust crisis management plan to safeguard the corporation's reputation and operational continuity.

The CEO must, in fulfilling this mission, lead the whole corporation with transparency, accountability, and a commitment to excellence, ensuring that ROSWEALTH not only achieves its strategic goals but also makes a meaningful impact on the world around us.

The CEO must, together with all dedicated teams, navigate the complexities of the business landscape and position our corporation for enduring success of the ROSWEALTH's business mission

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6. PRIVATE OFFICE DIRECTOR (POD)

- The Private Office Director is the reference for everyone and everything within and in relation with the **Chairman's and Vice Chairman Private Office in Monaco**. Within the office is the source of answers, solutions, and stability, the first person to be in the office and the last to leave, represents the guarantor of each rule, morality, value, and principle, the only guide, under all forms, that any member will consider when will be lost or will require a guide to conduct the activities part of his position within the office.
- The **POD** must be the example, the only one with no right to say, "**I don't know**", to release not precise, solid, logical, and correct information, and must have the learning capacity faster and stronger than anyone else. The only person who must keep always present in his mind the main project, each detail under all forms but especially expresses a large capacity of the logic associated with a wise chronologic mental process based on a strong memory, developing any thought concerning answer or indication, keeping in solid consideration the main values, morals, principles but especially methods, along with the technical process imposed and wished by the management for the whole project realization.
- The **POD** must constantly be the supervisor of each technical and practical process that each department, member, partner, and anyone else related directly to ROSWEALTH must adopt, implement, and respect.
- The **POD** must be the person capable of making people work, acting, and performing each task necessary to generate the necessary support to deliver the final result appointed for each single member, task, or department.
- Must approve the policies adopted, works, and documents and prepare a weekly report for the Chairman, along with receiving the instructions and dispatching each information between and to the related departments to synchronize all of them with the only mission to deliver the result related to the instructions received by the Chairman's and Vice Chairman or CEO.
- Must act on behalf of the Chairman and Vice Chairman to execute all operations to implement, realize, develop, and run each task related to the entire project.
- The **POD** must synchronize the single task between all departments forming any offices part of ROSWEALTH worldwide and partners located worldwide having relations with the Chairman's and Vice Chairman.

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- Must manage the entire office structure without personal feelings, adopting a morals behaviour and social assistance mindset, basing the analysis and decisions **only on facts**, as they are delivered by anyone, praising who deserves according to what he delivered and firing out or punishing someone else for a failure or lack of results but especially considered actions, attitudes, and consequences as there have been generated **without using excuses**, avoiding to letting people, candidates, partners or suppliers buying time or extra chances for the results they did not deliver;
- Must have a performant mindset based on **concrete actions**, real results, and logic, considering what each member has generated, even a failure, and not why a result, action, or fact has not been delivered, must never justify a failure, along with acting immediately to eliminate and blacklist the individual member, being the object of a failure or of the performance not delivered because a real lack of capacities and knowledge he hides during the interview or partnership agreement;
- Must acquire all information generated inside the office and between all single members and report the entire situation to the Chairman and Vice Chairman to make eventual customized decisions, keeping a professional attitude without getting into personal excessively with each candidate or member, always considering that a word said could be used or misused once the same will leave the office, generating issues and affecting ROSWEALTH, as the entire teamwork serenity;
- Must behave constantly to be reliable, trustworthy, and a source of certitude in front of anyone, making sure that each commitment accepted, even verbally, will be delivered on terms of timeframe and method as he committed, without using excuses that could affect the trust and the authority he/her represent by the highest position occupied.
- Must also update and modify the general policy along with the single department policy in case issues or incongruences will be raised by members, with the mission to involve all related people, especially in case different departments will be concerned, in the technical process to rewire the policy that rules the practical operation of combined departments, for which a synchronism must be activated and regulate by customize policy;
- Must be a mind-reader to analyse people's attitudes and possible reasons for certain behaviours, with the intention to anticipate problems between members that could affect the internal synchronism and productivity of each department as of the entire office.

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- The most important point is that the Director must impose delivery dates for every single task assigned to each individual member, extend the weekly or monthly schedule activities program to the department, create a unified calendar for the entire office, synchronizing all single departments delivery dates to determinate a programmed schedule for when the single creators, results or products must be delivered.
- Organize the work for each member and department, in order to deliver all single work to be execute by anyone, any member or single department, on the **approval meeting day**, that will be held **every Friday** in the board room **from 10 am until 1 pm and from 2 pm until 6 pm when the Chairman will be present**.
- Organize the work and coordinate each member along with each department to execute the meetings all over the Friday per department, section, or mission, not to block or freeze the entire office activities all day long but instead act by topic presented to the Chairman on Thursday at 1 am, through the meeting report where will be expressed the list of themes, order and time that will be discussed on Friday;
- Organize the work and coordinate each step to be able to execute the Friday approval meetings even via video conference in case the Chairman will not be able to be physically present in the office for the meeting.
- Organize the work and coordinate each step with the IT department to upload at any time any file for which the Chairman's approval will be required to allow the Chairman access the file, express his opinion, eventually modify and then save the new revised version to allow the correspondent department to receive the correct answer before the Friday approval meeting, without having stop or suspend the works while they will be waiting for the answer;
- The Director must execute various tasks at the same time that require, in reality, different types of skills, including following the creation of each work and process planned for each member, along with supervising the simple management related to the previous works executed by each member or in relation with managing all single operations required by any assets, property, vehicle, yacht or jet. Keeping the whole organization under control, making sure each person and each department will deliver the results necessary to utilize the assets at any time but especially when requested, with particular attention to all single actions that each member must perform to provide a specific service, assistance or support required by one of the colleagues located externally and in charge to manage the related assets, such as yacht, car, property, jet and anything else part of the portfolio;

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- The same attitude must be kept toward all needs that each external supplier, partner, or colleague could express to create any work, product, or article, like gadgets, banners, printing products, documents, business cards, and anything related to anything that will be created and produce outside the office.
- The Director must know the **ROSWEALTH book** on each detail, remember the chronologic order of each point, name, strategy, and any legal element on which the project has been based, including its realization strategy, refer to each vision and decision to the main goal, **keeping unchanged the method, the purpose and the legal protection under all aspects at each step during the creation.**
- The Director must be the ruler and, at the same time, the guarantee that each point will be applied, implemented, and executed as expressed in detail, applying the respect of the main values, morals, and methods wished and requested by the Chairman.
- The Director must create the first file containing all information necessary to create the internal office organization, using the existent file called "**ROSWEALTH Members List**", where is reported the job title, the salary, the department name, and related details in order to share the same file with the Recruitment Agency offering a complete list full of important information for each candidate will be required within the office internal organization.

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7. PRIVATE OFFICE ASSISTANT (POA)

The Private Office Assistant is a professional who assist the execution of the entire internal office activities, supporting the Private Office Director (**POD**), overseeing any third member needs and requests, including clerical tasks, such as sorting and sending mail, assisting members during meetings, preparing reports to share with other member or external parties and anything else where the assistance can be required.

The POA provide administrative and clerical support in an office setting, including answering phone calls, scheduling appointments, drafting and sending emails, and preparing documents in support of the office activities, keeping an inventory of office supplies, sharing the necessity with the Procurement Department which it will execute the order for new materials as needed to ensure that the workplace is neat and clean for visitors or clients.

The responsibilities of the POA focus on maintaining efficiency, timely communication throughout an office, and providing general support for ongoing projects, synchronizing the activities between all departments composing the office, handling the main duties of a receptionist, such as greeting customers and visitors, responding to general inquiries, and providing customer service.

The POA must be characterized by excellent communication skills, which are essential to deal with the personalities having relationships with the Chairman to guarantee a due corporate representation. They must be able to understand instructions given by supervisors and collaborate with co-workers. In addition to administrative and organizational duties, the present profile also offers customer service, having as part of the mission to keep up to date on the latest office tools and procedures, as is the ability to multitask and stay organized.

The POA Responsibilities are:

- Assist the Privee Office Director as priority task.
- Manage incoming and outgoing correspondence, including emails, letters, and packages, ensuring timely and accurate responses.
- Schedule appointments and meetings, and coordinate travel arrangements for executives and staff members, ensuring efficient coordination and communication between all department forming the corporation.
- Maintain organized physical and digital filing systems, ensuring easy retrieval and proper documentation.

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- Provide administrative support to executives and staff members, including drafting and proofreading documents, reports, and presentations with the support of other departments.
- Order and maintain office supplies and equipment, ensuring adequate inventory levels and proper functioning.
- Greet visitors and manage incoming phone calls professionally and courteously, representing the organization positively.
- Coordinate and support the organization of meetings, events, and conferences, including booking venues, arranging catering, and managing logistics with the support of other departments.
- Handle confidential and sensitive information with discretion, adhering to company policies and procedures.
- Assist with special projects or ad-hoc tasks as assigned by supervisors or managers.
- Acting considering be a representant of a family and not just a corporation.

The POD must be characterized by the following skills:

- Proficient and comfortable learning new software or applications.
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- Strong attention to detail and accuracy, ensuring high-quality work and minimizing errors.
- Effective written and verbal communication skills, with the ability to interact professionally with colleagues, clients, and stakeholders.
- Problem-solving and critical thinking abilities to identify and resolve issues efficiently.
- Customer service orientation and a professional demeanour when interacting with visitors or clients.
- Adaptability and flexibility to handle changing tasks.
- Proficiency in office equipment and procedures, including printers, copiers, and phone systems

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8. FAMILY'S REPRESENTATIVE (FRP)

The family representative is acting as the primary advocate and liaison for the family, ensuring that their interests, values, and needs are effectively communicated and prioritised in various contexts. This role is crucial in representing the family with key professionals.

The trust is the key element, and the profile must substitute the chairman to entertain and manage delicate and confidential operations carried out with external professionals, such as bankers, lawyers, accountants, and more, but especially for any tasks in favour of the family's interest, including for situations such as legal proceedings, decisions, educational matters, and particular engagements.

The key responsibilities associated with the present position are strictly related to representing a family name more than a corporation, details that impose a dedication to express values, principles, and morals more than business attitude but especially represent the chairman and his way of thinking and acting.

Advocacy is one of the primary elements for the present position, concentrating on actively representing the family's interests in discussions and negotiations, ensuring their voices are heard and respected. This includes advocating for the family's needs in any sensitive matter where the chairman usually is directly involved.

The present profile must be able to ensure a clear approach to facilitate open and transparent communication among family members and external parties. This involves keeping the family informed about relevant developments and decisions that may impact them personally and the business they are representing as well.

The family representative must have great coordination skills to organise and coordinate family meetings, discussions, and decision-making processes. Ensure that all family members can contribute their perspectives and concerns in any case and situation where they should be involved directly.

The present profile must guarantee a resource management attitude, identifying and connecting the chairman with appropriate resources, services, and support systems that align with his needs and goals. This may include keeping direct contact with key relationships, along with conveying confidential information to third external parties involved and part of confidential decisions in legal counsel, banking, particular relationships, service providers, or community organisations.

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The present profile must be able to offer a conflict resolution ability to mediate eventual conflicts within the organisation or between the family and external entities, striving for amicable solutions that respect the family's values and interests.

The present profile must offer the most confidential attitude, keeping, managing, and transporting, if necessary, confidential and sensitive documentation, **m**aintaining accurate records of family heritage, decisions, and agreements. This documentation can be vital for future reference and the success of the entire family's interests worldwide.

The present profile must provide information and guidance to family members about their rights, options, and available resources, empowering them to make informed decisions, involving all departments and parts of the organisation, including any external partner, to obtain accurate information necessary for a precise decision.

The present profile must express **s**trong interpersonal and communication skills, with the ability to listen actively and empathise with all members, especially with all external partners directly involved and in contact with the chairman.

The family representative plays a vital role in ensuring that the family's collective voice is heard and that their interests are safeguarded in all matters affecting their well-being.

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9. FAMILY'S SECURITY (FSC)

As a dedicated family security, the primary mission is to ensure the safety and security of family members during all private and business-related travels, without a precise time frame, duration and location.

The present profile must proactively assess and mitigate risks, providing a secure environment that allows family members to focus on their personal and professional engagements without concern for their safety, providing a vigilant and proactive presence, meticulously assessing potential risks and implementing effective strategies to mitigate them, having the commitment to independently create the movement, and accompanying them without being present during their private meetings.

The present profile must satisfy the key responsibilities, such as risk assessment and conducting thorough pre-trip security assessments, including route planning and venue evaluations, to identify potential threats and vulnerabilities, in case of a particular situation guaranteeing personal protection, always providing close protection to family members, employing advanced security techniques, and maintaining a vigilant presence to deter potential risks.

The Family Security must apply all travel coordination skills, collaborating with travel departments and any other member or external planners and logistics teams to ensure secure transportation and accommodations while maintaining discretion and privacy necessary to handle crisis management, developing and implementing emergency response plans tailored to various scenarios, ensuring readiness to act swiftly and effectively in any situation.

The Family Security must maintain open lines of communication with family members, the CRD and VCRD as all other close member involved into their personal and business lives, providing regular updates on security status and addressing any concerns promptly other than be a person in charge of the security.

The present profile, must continuously enhance personal skills and knowledge in self-defence, first aid, and situational awareness to adapt to evolving security challenges, as an important member of the whole organization, must s well, uphold the highest standards of confidentiality and professionalism, respecting the privacy of family members and their personal affairs, fulfilling this mission, and creating a secure and supportive environment that empowers family members to travel confidently, knowing their safety is my top priority along with the confidentiality relate to the events and meeting it will attends during accompanied by the Family Security Officer.

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The present profile must accompany family members during all travel, including domestic and international trips, ensuring their safety in various environments, whether at home, in transit, or at public events, maintaining a vigilant presence, monitoring surroundings for any suspicious activity, and adjusting security protocols as necessary, acting to acquiring all trip information in advance to ensure a perfect control and management at each destination.

The Family Security, as a key element with the family member private life, must uphold the highest standards of discretion and confidentiality regarding family matters, travel plans, destinations, and personal information even with members of the internal organization, be trustworthy and reliable; and have a strong sense of integrity and loyalty.

The role of a Family Security encompasses ensuring the safety and security of Chairman and Vice Chairman who may be exposed to elevated personal risk due to their profession, public image, or personal circumstances. This position requires a blend of vigilance, discretion, and the ability to assess and mitigate risks proactively.

The Family Security is tasked with creating a secure environment for the family members, whether in public settings, during travel, or at private events. Their responsibilities extend beyond physical protection, including the management of access to the person they are safeguarding and offering advice on security measures.

The effectiveness of a Family Security is measured not only by their ability to respond to threats but also in their capacity to prevent them, ensuring their client's daily life is as uninterrupted as possible.

Family Security Job Duties:

- Provide close protection to the Chairman and Vice Chairman, ensuring their physical safety from potential threats at all times.
- Plan and scout routes for client travel to identify and avoid potential security risks, ensuring the safest and most efficient paths are taken.
- Perform security sweeps of buildings, vehicles, and public spaces prior to entry to ensure these environments are secure.
- Manage crowd control to protect the family members from overzealous fans or protestors, creating a safe perimeter around them in public spaces.
- Coordinate with local law enforcement and security personnel during events or in various jurisdictions to ensure comprehensive protection.
- Drive the client in a secure and safe manner, adhering to all traffic laws while being prepared to execute evasive or defensive driving techniques if necessary.

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- Administer first aid or emergency medical care in the event of an injury until professional medical assistance can arrive.
- Handle confidential information regarding the family member's schedule, whereabouts, and personal life with utmost discretion to maintain their privacy and security.

Personal Bodyguard Job Requirements:

Education: A Family Security must hold a High School Diploma, with many pursuing further educations in fields like criminal justice or law enforcement. Relevant coursework includes physical education for fitness, psychology to understand human behaviour, and conflict resolution to de-escalate situations without force. Advanced classes in communication aid in clear, effective interaction with family members and the public. Specialized electives might cover self-defence, first aid, and emergency response, preparing individuals for the diverse challenges of the role.

Experience: Family Security must be characterized by varied levels of experience, ranging from none to a few months of hands-on practice, having acquired skills through on-the-job training, where they learn the nuances of security, surveillance, and protection. Must perform training programs, both formal and informal, ensuring the abilities to assess threats, manage crowds, and ensure the safety of the family members. The Family Security main experience must be based on law enforcement or military roles, providing a strong foundation in discipline, strategic planning, and physical fitness. Family Security must continue a serious skill development with emphasis on situational awareness, conflict resolution, and emergency response.

Certifications & Licenses: Family Security must have a security guard license, which varies by state or country. Must be equipped of carry license for firearms, certifications in first aid, CPR, and advanced security training (e.g., Executive Protection Certification), including all eventual specific requirements requested by the single jurisdictions where will have to travel with the family members.

Personal Bodyguard Skills:

Threat Assessment: Family Security must be able to analyse behaviour patterns, environments, and social dynamics to identify potential dangers before they escalate. With a keen eye for detail, they implement proactive measures to ensure the safety and security of their clients, predicting and neutralizing threats effectively.

Defensive Tactics: Family Security must be skilled in anticipating and neutralizing threats through non-lethal means employing a blend of physical manoeuvres and strategic positioning. Continuous training in various combat techniques and situational awareness enables them to diffuse potentially dangerous situations without escalating violence.

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Surveillance Detection: Family Security must excel in identifying behaviours or activities that may indicate surveillance or potential threats. With a high level of situational awareness, they distinguish between benign and suspicious actions in diverse environments, enabling proactive measures to protect the family members safety and privacy.

Emergency Response: In situations requiring swift action, the Family Security assess and neutralize threats, employing tactical decision-making and physical intervention. Their ability to execute protective measures under extreme pressure ensures the family members immediate and ongoing security.

Protective Escort: Family Security ensure the family members safety during movement by anticipating potential threats and navigating through various environments discreetly and efficiently. Strategic planning of routes and constant situational awareness allow for quick adaptation to changing circumstances.

Conflict De-escalation: Personal bodyguards are adept at diffusing tense situations without escalating violence. By reading body language, anticipating aggressive behaviour, and employing verbal and non-verbal cues, they effectively calm aggressors, ensuring the family members safety while minimizing potential threats.

Personal Bodyguard Work Environment:

Family Security must operate in a dynamic environment, often mirroring the unpredictable schedules of those they protect. Their workspace is not confined to a single location; it shifts from indoor settings to outdoor venues, encompassing everything from corporate offices to social events. The nature of their role demands a high level of adaptability, with work hours that extend beyond the typical nine-to-six, including weekends and holidays.

The attire is usually discreet, aimed at blending in while maintaining a professional appearance. This role requires a comprehensive set of tools, from communication devices to potentially, self-defence equipment, ensuring readiness for any situation, interaction with others is a constant, requiring excellent communication skills and a calm demeanour in high-pressure situations.

The pace can vary from moments of vigilant calmness to rapid response to threats, making physical fitness and mental resilience indispensable. Travel is often a significant component, accompanying family members to various locations, sometimes internationally.

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10. CHAIRMAN'S RELATIONSHIPS MANAGER (CRM)

(dedicated to managing the Chairman's internal relationships)

- Must be a professional woman with much experience in management, capable of organising work between various profiles, departments, and members. Must be the first to assimilate the entire policy, along with the method to adopt all over each step, distributing all various information and instructions to the correct departments, having the mission to make sure each sector composing the internal office organisation, will be perfectly synchronised to execute the individual tasks necessary to create the final result requested by the Chairman.
- The present profile (CRM) will not be classified and considered as a simple personal assistant but a professional figure in charge of handling all activities and interactions on the Chairman's behalf with any member part of the internal office team to exchange and coordinate each type of work, decision and approval required by any of the members forming any department and for any reason.
- The present profile (CRM) will operate as the Chairman's representative inside the office. It will be considered the only point of contact between the internal office members and the Chairman. Will receive data, information and instructions from any office member with a clear mission to deliver and expose the contents to the Chairman, including exposing the decision and answer to the concerned member on behalf of the Chairman.
- The present profile (CRM) will have to be extremely organised and empowered by a prime logic and mental process to devise in various parts the main information received by the Chairman, for then deliver the correct instructions to each related and linked department, asking the execution, offering clarity about the method and timeframe each member and department must adopt to achieve the task.
- Considering an instruction could involve various departments to be realised, the (CRM) must immediately understand to which member is referring the information, instructing the concerned department to execute the related step composing the entire work. The distribution process must be organised chronologically and logically to deliver each mission step to the next department, adopting the same strategy until the whole office has accomplished the task and delivered it to the Chairman as per the initial request.
- The present profile (CRM) will be identified with the job title of **Chairman's Relationship Manager (CRM)**, having the mission to receive the information and instructions directly from the Chairman for any task and requirement involving the internal office teams.

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- The present profile (CRM) will be under the supervision of the (CRD) considering that most of the time, the Chairman will be required to execute works in relation to his external deals, partners and interests performed with individuals and corporations' part of the external relationships where the CRD is involved and aware of the requirements.
- The present profile (CRM) has to acquire all Chairman's methods, modalities, styles and vision to select and reject all requests, documents, works and products created by any member of the internal office organisation where the Chairman's approval is requested. This part of the attitude will be necessary to avoid a waste of time and energy, knowing from the beginning that the product created by the internal team will be rejected by the Chairman because it will not match his vision, style and guidelines.
- The present profile (CRM) must be a sponge of information capable of knowing with certitude what the Chairman will like, accept, desire, and expect, rejecting each type of work from the beginning when mismatching the Chairman's criteria. The (CRM) must know what the Chairman can accept, wants, and doesn't to drive the internal office team to achieve the correct result, submitting to the Chairman's attention only the type of work that will be in line with his vision and criteria, allowing the operations to be quickly implemented without wasting time attempting the final result.
- The present profile (CRM) must be a woman having the same criteria described for the (CRD), with the difference that she can have children and be married, considering the (CRM) will not be requested to travel worldwide with the Chairman but must be ready and accepting to travel if necessary and for pre-organized corporate events in the world.
- The present profile (CRM) must be equipped with a corporate mobile phone with an international roaming line, a corporate credit card and a laptop set as per the internal policy, along with all benefits expressed in the ROSWEALTH BOOK.
- The present profile (CRM) must respect all points expressed for the (CRD) including the obligations related to the corporate mobile phone, personal style, attitude, languages, and behaviour expressed all over the (CRD) description.
- The present profile (CRM) and the (CRD) must be the same type of profile; they must follow the same guidelines under all aspects, with the only difference limited to their daily job mission, represented by their different positions. All the rest must be identical in all details from the abovementioned points.

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11. VICE CHAIRMAN'S RELATIONSHIPS MANAGER (VCRM)

(dedicated to managing the Vice Chairman's internal relationships)

- Must be a professional woman with much experience in management, capable of organising work between various profiles, departments, and members. Must be the first to assimilate the entire policy, along with the method to adopt all over each step, distributing all various information and instructions to the correct departments, having the mission to make sure each sector composing the internal office organisation, will be perfectly synchronised to execute the individual tasks necessary to create the final result requested by the Vice Chairman.
- The present profile (VCRM) will not be classified and considered as a simple personal assistant but a professional figure in charge of handling all activities and interactions on the Vice Chairman's behalf with any member part of the internal office team to exchange and coordinate each type of work, decision and approval required by any of the members forming any department and for any reason.
- The present profile (VCRM) will operate as the Vice Chairman's representative inside the office. It will be considered the only point of contact between the internal office members and the Vice Chairman. Will receive data, information and instructions from any office member with a clear mission to deliver and expose the contents to the Vice Chairman, including exposing the decision and answer to the concerned member on behalf of the Vice Chairman.
- The present profile (VCRM) will have to be extremely organised and empowered by a prime logic and mental process to devise in various parts the main information received by the Vice Chairman, for then deliver the correct instructions to each related and linked department, asking the execution, offering clarity about the method and timeframe each member and department must adopt to achieve the task.
- Considering an instruction could involve various departments to be realised, the (VCRM) must immediately understand to which member is referring the information, instructing the concerned department to execute the related step composing the entire work. The distribution process must be organised chronologically and logically to deliver each mission step to the next department, adopting the same strategy until the whole office has accomplished the task and delivered it to the Vice Chairman as per the initial request.
- The present profile (VCRM) will be identified with the job title of **Vice Chairman's Relationship Manager (VCRM)**, having the mission to receive the information and instructions directly from the Vice Chairman for any task and requirement involving the internal office teams.

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- The present profile (VCRM) will be under the supervision of the (VCRD) considering that most of the time, the Vice Chairman will be required to execute works in relation to his external deals, partners and interests performed with individuals and corporations' part of the external relationships where the CRD is involved and aware of the requirements.
- The present profile (VCRM) must acquire all Vice Chairman's methods, modalities, styles and vision to select and reject all requests, documents, works and products created by any member of the internal office organisation where the Vice Chairman's approval is requested. This part of the attitude will be necessary to avoid a waste of time and energy, knowing from the beginning that the product created by the internal team will be rejected by the Vice Chairman because it will not match his vision, style and guidelines.
- The present profile (VCRM) must be a sponge of information capable of knowing with certitude what the Vice Chairman will like, accept, desire, and expect, rejecting each type of work from the beginning when mismatching the Vice Chairman's criteria. The (VCRM) must know what the Vice Chairman can accept, wants, and doesn't to drive the internal office team to achieve the correct result, submitting to the Vice Chairman's attention only the type of work that will be in line with his vision and criteria, allowing the operations to be quickly implemented without wasting time attempting the final result.
- The present profile (VCRM) must be a woman having the same criteria described for the (VCRD), with the difference that she can have children and be married, considering the (VCRM) will not be requested to travel worldwide with the Vice Chairman but must be ready and accepting to travel if necessary and for pre-organized corporate events in the world.
- The present profile (VCRM) must be equipped with a corporate mobile phone with an international roaming line, a corporate credit card and a laptop set as per the internal policy, along with all benefits expressed in the ROSWEALTH BOOK.
- The present profile (VCRM) must respect all points expressed for the (VCRD) including the obligations related to the corporate mobile phone, personal style, attitude, languages, and behaviour expressed all over the (VCRD) description.
- The present profile (VCRM) and the (VCRD) must be the same type of profile; they must follow the same guidelines under all aspects, with the only difference limited to their daily job mission, represented by their different positions. All the rest must be identical in all details from the abovementioned points.

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12. CHIEF RELATIONSHIP ASSISTANT (CRA)

The Chief Relationship Assistant (CRA) is dedicated to fostering and enhancing meaningful relationships between the organisation and supporting the CEO to manage the relationships and tasks with anyone having a direct interaction with the CEO, such as stakeholders, clients, partners, and team members.

The CRA will serve as a pivotal liaison, ensuring effective communication, understanding, and collaboration across all levels. By leveraging interpersonal skills, strategic insights, and a commitment to excellence, the CRA will contribute to the overall success and growth of the organisation, applying the CEO's instructions but being independent in the technical management of each task.

The CRA must be characterised by the capacity to fulfil key responsibilities, such as relationship management, cultivating and maintaining strong relationships with internal members who are part of the organisation to whom conveying the decisions or requests expressed by the CEO are conveyed.

As well as entertaining clear and precise communications on behalf of the CEO with clients, partners, and internal teams to ensure alignment with organisational goals, acting as the primary point of contact for anyone requesting a decision or message from the CEO, and addressing enquiries and concerns promptly and effectively to everyone, in order to guarantee the most reliable in favour of the CEO.

The CRA must develop and implement communication strategies that promote transparency and engagement among everyone in contact with the CEO as well as ensure that all relevant information is disseminated efficiently and accurately to support informed decision-making.

The CRA must offer a collaborative enhancement attitude and be a collaborative environment by facilitating cross-departmental initiatives and projects. Organise and lead meetings, workshops, and events that encourage teamwork and relationship-building on behalf of the CEO to instruct relevant profiles in part of the organisation.

Between the major tasks, the CRA must gather feedback from anyone to identify areas for improvement in services and relationship management practices. Analysing feedback and implementing changes to enhance stakeholder satisfaction and loyalty. Assist the CEO in the development and execution of strategic plans that align with the organisation's mission and vision. Provide insights and recommendations based on relationship dynamics and members or any external party's needs.

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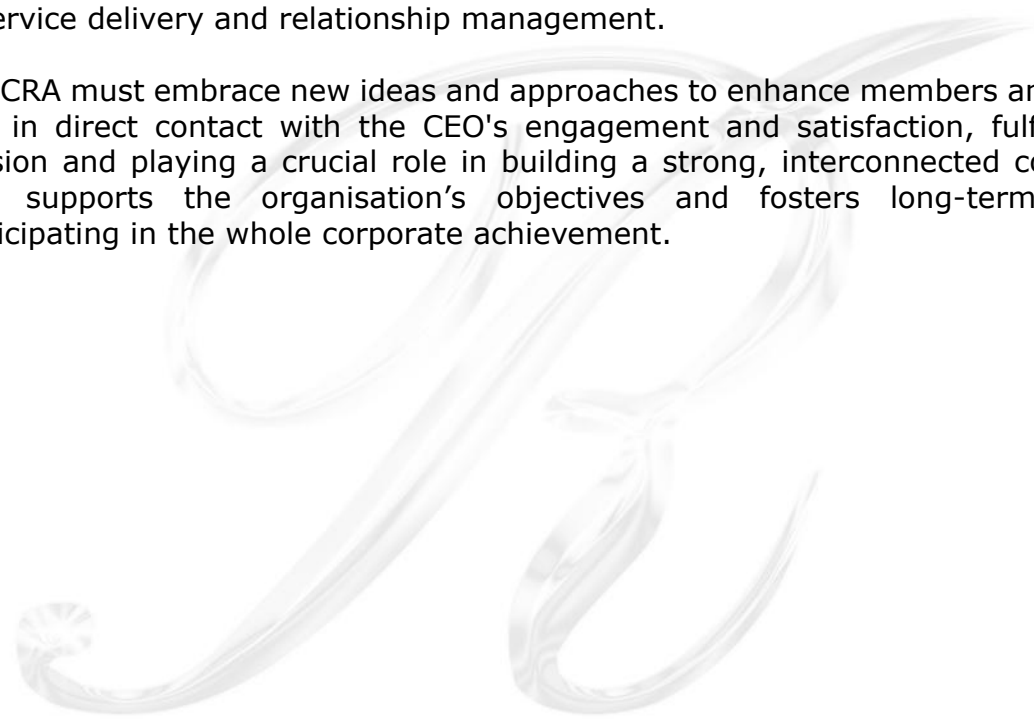
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The CRA must stay informed about industry trends and best practices in relationship management to continuously improve skills and strategies. Mentor and support team members in building their relationship management capabilities to better support the CEO in managing the internal relationships.

The CRA must be in line with the corporate vision to be recognised as a trusted partner and advocate for all members, driving mutual success through exceptional relationship management and communication excellence.

The CRA must show itself to be driven and built on core values, such as integrity, upholding the highest standards of honesty and transparency in all interactions, and empathy, understanding and appreciating the perspectives and needs of others. Promoting teamwork and collective problem-solving, striving for the highest quality in service delivery and relationship management.

The CRA must embrace new ideas and approaches to enhance members and anyone else in direct contact with the CEO's engagement and satisfaction, fulfilling this mission and playing a crucial role in building a strong, interconnected community that supports the organisation's objectives and fosters long-term success participating in the whole corporate achievement.



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13. **CHIEF OPERATING OFFICER (COO)**

The Chief Operating Officer (COO) is the second most important profile within the organisation and the only one in charge of implementing all operations under the most appropriate synchronisation expressed all over the present file to implement, realise, and manage the single tasks performed by each member and necessary to achieve the goal expressed over the **ROSWEALTH BOOK**.

The COO mission is to drive operational excellence and strategic alignment across the organisation, ensuring that all business functions work cohesively to achieve our overarching goals, committing to fostering a culture of precision, synchronism, and dynamism, focusing on details to empower all departments to deliver innovation, efficiency, and accountability, while prioritising the delivery of exceptional value to our partners and members but especially guaranteeing the realisation of the entire project, guaranteeing extreme quality and performance.

The COO must be characterised by operational efficiency, streamlining processes, and optimising resource allocation to enhance productivity, ensuring that the organisation operates at peak efficiency under the most precise synchronisation, adopting the internal policy for each department and step part of any operating step.

The COO must translate the company's strategic vision and method, expressed all over the **ROSWEALTH BOOK** and policy, into actionable plans, ensuring that all departments are aligned and working towards common objectives, establishing and monitoring key performance indicators (KPIs) to assess operational performance, and driving continuous improvement initiatives based on data-driven insights.

The COO must foster a collaborative environment among departments, breaking down silos to enhance communication and teamwork, ultimately leading to improved outcomes. Setting a member-centric approach across all operations, ensuring that our departments meet and exceed all expectations necessary to build and achieve any step forming the whole project, investing time and energies in the growth and development of our workforce, promoting a culture of learning and empowerment that attracts, retains, and nurtures top talent.

The COO must identify and mitigate operational risks, ensuring compliance with industry regulations and standards while safeguarding the organisation's assets and reputation, integrating sustainable practices into our operations, and contributing positively to the community and member comfort while aligning with our corporate values.

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The COO must, leveraging technology and innovation to enhance operational capabilities, drive efficiency, and adapt to changing market dynamics, build and maintain strong relationships with stakeholders, including employees, customers, partners, and investors, ensuring transparency and fostering trust.

The COO must lead the entire internal organisation, independent of where the department will be located, with integrity, vision, and a commitment to excellence, ensuring that our operational strategies not only support our business objectives but also contribute to a positive organisational culture and sustainable growth, navigating challenges, seizing opportunities, and driving the company towards a successful future.

To ensure a perfect control of all operations, the COO must execute the following tasks, adopting the related attitude:

- The COO must conduct and manage the operations, exchanging with all chiefs of each department, under his total control and as part of the internal organization, making sure each chief of department conveys the decisions and the instructions taken in a proper and effective manner to immediately apply the instructions into a concrete result. The COO must also interact directly with every single member forming any department of the internal organization, in the presence or not of the chief of the related department, to better understand and analyze the point of view of each member about the operating mode adopted by the chief, but also to understand if the messages and instructions are perfectly reported to the member in charge to transform a decision into reality.
- The COO must spend the **first hour of each day**, from **9:00** to **10:00**, totally alone in his office, using the time to analyse the results, answers and topics eventually raised by all departments over the latest hours of the previous day, offering answers without any delay, supporting all single members and departments waiting for his instructions to proceed with the steps part of each desk working plan.
- The COO must conduct a meeting every day from **10:00** to **12:00** with four departments, **offering 30 minutes** maximum for each department to understand their evolution and progress with the only mission to have every single element related to each step under control, receiving the daily updated to be able to report and answer the CEO at any time and about any question.

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- The COO must have a daily meeting from **12:00** to **13:00** with the **Coordinator** to align the information, received by all chiefs and single departments, with the synchronism of each department and between all departments, deciding and updating the order of priority that each desk must execute by all single desks and departments, including mapping the operations execution chain to create perfect synchronism between all departments forming the internal organisation paying particular attention to the delivery schedule program imposed on each desk, making sure nobody will be late on his operational progress
- The COO must spend from **14:00** to **15:00**, totally alone in his office, using the time to analyse the messages, calls, emails, and queries received during the morning until **14:00**, proceeding to answer without any delay, with precision, directing all single members, independent from their position, who requested information over the first part of the day, offering answers, supporting all single members and departments waiting for instructions to proceed with the steps part of each desk working plan.
- The COO must spend from **15:00** to **18:00** supporting the progress of all operations, organising meetings in person or by video conference with all related chiefs of each department and eventually their members, one or more at the same time, requesting approvals, discussion, or evaluations in relation to the works executed or in progress, using the present time to empower the operation carried out by any departments. The present time is one of the most important moments of the day, where the COO must guarantee guidance, showing certitude and capacity to know with precision the directions to follow for a single detail. At the present meeting must be present as well the **Coordinator** to who offers a live update of each decisions relate to all single operations and plans.
- Only each **Friday** of the week, from **10:00** to **12:00**, the COO must have a private meeting with all the Chiefs of all departments to align the information and operation received during the week, expose the results and the issue, but especially strategies necessary to adopt, including the expression of the financial needs for any investments or purchases requested by any of the departments. The COO must spend a significant amount of time collaborating with other members of the executive team, such as the **CIO, CFO, CAO**, and other C-suite executives. This involves participating in leadership meetings, discussing operational performance, and making strategic decisions, including the performance of each investment part of the **ROSWEALTH BOOK** and any others that could be necessary or decided at any time with the chairman.

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14. CHIEF COORDINATION OFFICER (CCO)

- The present profile must have outstanding organizational capacities and skills and be extremely logical to create the work empowered by a deep capacity for analysis necessary to coordinate all single tasks, setting each action in its right order, at the right time, and in the correct position, assimilating and analyzing in a chronologic order each move, task, and action each department and member must perform to deliver the final result.
- The present profile is the mastermind of the internal office technical system, the mind capable of elaborating thoughts before setting each cog at its correct place and moment to form and deliver a perfect watch running system that offers a precise time when required.
- This profile is the operations system-maker, the concrete activation of all single department policies, up to the main general corporate policy, capable of considering a single detail before releasing individual instructions to each department involved in creating the work mission.
- The present profile must constantly supervise the operations, repairing and supporting solutions in case one or more departments individually work on a common task, which will not be synchronized.
- Must receive all requests, issues or advice from any member forming any department part of the whole office, acquiring all single points and making technical operation plans to exchange and synchronise order between various departments, realising precise instructions, to anyone involved in the process to achieve the final result.
- Must create a weekly job mission for each desk present in the office, including each point of the mission and the clear delivery date and time, representing the moment each member will have to deliver the individual work.
- The CCO must organize a scheduled execution tasks program taking multiple factors into consideration, and consequently, the correct delivery date for each work must be set for each member. For example, the video department will be able to realize the logo animation only if the graphic department has created and terminated the final logo, which must be approved by the Chairman before developing any other work related to the logo itself. Again, the task requires more synchronism if the graphic department must realize the logo on a photo taken by the related department and so on.

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- The present profile must deliver the scheduled program to each office member each week, where the weekly organization is possible. Otherwise, deliver the monthly or yearly schedule to each member, creating a weekly progress report on the tasks executed and achieved by each individual member to understand who respects the schedule and who is late on the execution. This control will allow the management to decide to eventually replace the member.
- The present profile must cooperate with the **COO** and the **CIT** to consider the installation of a digital platform for uploading all information to be correctly distributed chronologically between the single office members and department to support the precise calendar tasks program.
- The present profile must operate in cooperation with the COO, sharing the updated step-by-step progress of each department, analyzing the weak points of the internal organization, acting to replace the members, policies, and methods adopted if not appropriated, and obtaining the CEO's approval before acting to update the organizational and technical operating methods.
- The present profile must get into the **gritty details of how a business operates**. While a COO may be more of a "big picture" person, it's up to the CCO to ensure that vision becomes a reality. The CCO should know the ins and outs of how to distribute tasks between all departments and members forming the internal office organisation, independent of where the office or subsidiary is located. The CCO is the internal force that keeps the motor running well and perfectly synchronised, delivering each task to the right desk to be executed in a precise progress to guarantee the perfect synchronism.
- The present profile must work empowering performance and creativity. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Taking control of all meetings being efficient in commitments, observing deadlines, and achieving results. Be professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations and never shows doubts even when facing doubtful situations.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect their own position. Planning and organizing - Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.

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15. CHIEF PROCUREMENT OFFICER (CCO)

The present profile must have a lot of experience in dealing with suppliers and factories established all around the world from where to purchase or produce customised articles necessary to satisfy our company needs under all forms, from a classic pen to the most creative branded object.

The current profile must also have legitimate and robust commercial capacities to negotiate price, conditions, payment terms, production, and delivery, as well as a thorough understanding of the trading system, including key criteria or details of each product we wish to purchase. Between the talents, it is vital to have a thorough capacity about how to execute the most appropriate investigation to identify and acquire the item of our needs, till the shipment experience related to the technical process required to receive the article of our interest.

Along with the points mentioned above, specific experience in organisation and coordination with other internal departments and external suppliers is required, as a customised product can only be purchased if the relevant internal department, in charge to realize it, such as graphic, logistics, and any others involved in the purchase, approves the product details and quality. Finally, the current profile must be an expert in international acquisitions and trade, as he will be dealing with companies in numerous nations with different taxes and laws, resulting in a variety of invoices, shipment bills, and regulations.

The present profile must execute the following major task:

Purchase and install inside the PC's part of its department dedicated software to manage all suppliers, orders, articles, deliveries, and shipments distributed in order to guarantee perfect management of each unit or article purchased, from the quotation to the store management.

Set all actual suppliers selected, along with all external partners' details, inside dedicated software introducing each single detail, including category, type of product, the unit produced, used, or given away. The database must include the supplier company name and details, including its bank details, price, discount, terms and conditions, and the company name of our group in relation to the supplier or product.

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Create a template including the contract, purchase agreement, payment terms, invoicing and payment policy, litigation conditions, rights and limitations under any form, declaring the copyright and rules to use our logos or any symbol related to any of our companies, the NDA, terms and conditions for complaints, legal references, validity, jurisdiction in case of dispute, and any other clause necessary to protect our company in case of an uncompleted service or wrong product received by the supplier.

Create a list of members, their date of birth, partners, external cooperatives like lawyers, accountants, bankers, and anyone else involved in our company's activities, with the mandatory task to send each of them a customised branded gift or gadget for their birthday, just to show a little attention and our gratitude.

Create the suppliers list necessary to accomplish new or future works planned, acting to immediately contact each of them, selecting the best products and producers, signing a cooperation agreement with all selected partners, in order to create a solid and trustworthy network of suppliers in any country or area where it will be necessary to purchase and receive a service or product requested by our needs, selecting the better area, country, and supplier where the product could be created or fabricated.

Synchronise immediately all activities with each department that is part of the internal office organisation, like graphics, video, assets, travel, marketing, and anything else, to receive all individuals' files necessary to produce branded or customised articles and any requested or necessary item, acting to immediately forward the files to each supplier involved in order to produce the related article, unit, piece, product, and service required to achieve our mission and satisfy our needs.

From the first day at work, the present profile must proceed immediately to organise the creation and delivery of the following products and branded articles:

Stationery KIT formed by letterhead, company stamp, envelope A4, and classic business cards, brochures, company profiles, letter pad A4, and half A4, all branded items as represented all over the graphic files approved, opting exclusively for the maximum quality available on the market.

Branded KIT:

- For Man, Montblanc [Boheme](#) pen black/platinum with logo engraved and printed;
- For Lady, Montblanc [Boheme](#) with blue stone black/platinum with logo engraved and printed;

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- Montblanc holder [letter](#) pad A4 in black leather with logo printed and embossed.
- Montblanc business [card](#) in black leather with logo printed and embossed.
- Montblanc sartorial medium [briefcase](#) in black leather with logo embossed and printed.
- Branded ROSWEALTH iPad and mobile phone in black leather
- Flags with stand in iron silver color and flag in black silk shining totally branded.
- Man and woman corporate classic uniform, one set black and one set gray color formed by the jacket, trouser for man and jacket, trouser and skirt for woman.
 - White classic shirt for man and woman with logo embroidered in silver.
 - Tie, one black and one grey for man, only on thick prestigious material.
 - Foulard only black for woman,
 - Foulard must be branded with **ROSWEALTH** logo printed.
 - Tie must be branded with **R** embraided by silver wire,
 - Classic Shoes for man and woman black color leather with elegant shape:
 - All uniforms, for men and women, must be created in two colours only, black and classic grey, to offer each member the choice to wear each day the colour he prefers to organise the level of authorities, different marked by different colours.
 - Follow the General Policy to know the quantity of set for each member.

Create appropriate uniforms for all following profiles having different positions:

- All uniforms must be created following the colors and elements above:
- Office: like: Reception Desk, hostess, waiter, barista, cleaning team, drivers.
- Yacht: like: Captain, mechanics, housekeeping and the crew.
- Jet: like captain, Vice-captain, hostess and crew.
- Home: like Director, chief, housekeeping, gardener, driver and others.
- Shoes color black leather very classic and elegant shape for man and woman.
- Gloves color white in cotton or Alcántara fiber top quality with logo embroidered in silver color.

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- All dedicated types of uniforms must follow the same style color:
 - For Yacht and Jet crew and guests: On board shoes, slippers, towels, t-shirt, polo and white shirt with half sleeves with silver and short black/grey color for the crew to execute external works
 - Any other dress and uniform necessary to create any appropriate work.
- Office Branded items, such as, cups, teacups, tissues, glasses, dishes, chocolate, drinks, coffee, classic ordinary pens and anything that could be branded in a corporation as part of the image.

Constantly enquire about all single items, equipment, tools, food, beverages, products, general groceries, and anything else required by any property, asset, vehicle, or department necessary to satisfy each part of the activities related to any asset part of a portfolio and necessary to keep it ready for use, well organised, but especially fully operative at any time without notice.

Create a scheduled checklist to perform all those top-up orders, issuing the order to our suppliers in the world to guarantee a prompt refill of the stock of all single properties, assets, vehicles, and anything else of articles or products used or consumed for its natural maintenance, occupants, and management, including any type of product, from cleaning products present inside a property to a major element for particular needs. This part must well coordinate with each director appointed to any asset or vehicle in order to exchange the list of products, under all forms, required, making sure the present department will purchase without delay from our selected supplier, organising as well the logistics to deliver the articles at the related location, coordinating the shipment with the members appointed at the assets or property where the order will have to be delivered.

The present profile must be well organised and must consider the time frame from the moment the order has been sent out to our supplier for calculating the production time, the related transportation period, and the delivery process, making sure all single timeframes will be taken into consideration to anticipate the process, avoiding remaining without the product or article required due to a miscalculation.

For each element, article, or good related to the corporate image, the present profile must select only extremely and exclusively top-quality products, materials, and designs guaranteeing the prestige we require in line with our brand.

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Each article must be produced by prime suppliers that are reliable and organised, capable of focussing on prime quality and not on the lower production cost or price, especially for all uniforms, dresses, foulards, and any other product that is part of the branding mission, including towels, tissue boxes, tablets, folders, document holders, and anything else showing our brand that could be seen and touched by a third party.

To avoid confusion, activate and address email type "NO REPLY," dedicated to receiving only orders from any of the members that are part of our internal organisation and in charge of submitting an order to refill any property, asset, vehicle, and office, setting the web order page according to the policy. The email address dedicated to submitting orders should be orders@roswealth.com



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16. CHIEF HUMAN RESOURCES (CHR)

The present department represents one of the major pillars of the office, the source of success or failure, depending on how and which candidates will be selected. The present profiles must consider that in business, as in life, achievements are a sum of single results performed by humans at each step. By consequence, the present department, being in charge of forming a winning team, must adopt the correct and appropriate method of selection necessary to employ the most appropriate members capable of empowering the internal office organisation along with the operations.

The present profile must adopt the appropriate criteria to select the correct candidates, having the individual skills representing the capacity to synchronise teamwork, including the technical operating process necessary to offer stability, mutual support, understanding, and prime cooperation without jealousy, competition, and all useless negative feelings that a human could suffer between a dynamic group.

The criteria adopted to select a candidate will be the reason for failure or success; it is important to not believe in a CV; most of them are fakes and full of lies. Considering that nobody presents himself highlighting the negative aspect of his personality, no candidates in the world will express their limitations during the job interview, especially when they are submitting their candidacy for a job they need or are looking for. No candidate, ever, will declare to not be fit for the position or do not own the capacities or experience requested for the position; all of them will say they are the top candidate we can meet on the market.

To avoid a failure, the present profile must proceed to understand the personality, read their reactions, and put each of them in front of concrete facts to test their capacity in managing situations that will be part of the work in case they will be seated at their desk. The present profile must tell them what we need and how we need the work to be done, explaining the criteria and methods, declaring our corporate vision, which doesn't accept excuses to justify a lack of knowledge and experience hidden during the interview when in reality present in the candidate, a condition that will generate an immediate termination independent from the employment agreement; each candidate must understand they will be fired at any time if they lie about their skill and knowledge.

The present profile must be formed by a person with impressive psychological process and mental analysis capacities, acting to build the team independently from the location, office, house, yacht, jet, and anywhere else, ignoring the CV and getting out the truth from each personality during the interview and during the employment period.

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Must be capable of understanding the individual character, mentality, culture, and compatibility necessary to associate in the same office or department two or more people capable of staying and living together without suffering the mutual presence; this will avoid the risk of arguments, dissatisfaction, and negativity affecting the performance.

The present profile must execute the following Task:

Create an internal team capable of setting up the best hiring and human management possible with the mission to create a stable, performant and synchronize operating in the best harmony.

Hiring any single member necessary to run and manage any department, desk, property, assets, yacht, jet, and anything else that is part of the portfolio. As well, it must create an internal HR team capable of selecting the best profiles, hiring the most appropriate professionals, offering the greatest management skills considering the human needs, and having the mission to realise stable, performant, and synchronised operations guaranteeing the best harmony at any place of work and between any of the members, eliminating immediately without mercy and notice who it will not prove to be fit and compatible with the rest of the teamwork.

Acquire and install dedicated software to manage all member profiles, setting their personal details, bank account details, family contact, and any other information possible, including the automatic payroll, salary certificates, salary slips, and government or tax payments, including the module allowing us to automatically track each member's days on and off, along with a section dedicated to recording each note on the member's attitude, behaviour, request, performance, failure, achievements, and development. Must be a type of software capable of automatically analysing the profile and issuing a personal rate for each member operating within the office and externally, including who is present and appointed to manage the properties, assets, yacht, jet, vehicles, subsidiary offices, and anything else that is part of the group.

Sign a series of partnership agreements with major corporations specialised in headhunting, having a worldwide presence with a specific branch in each country where we decide to operate at any level and for any reason, sharing with them the list and criteria of each profile request related to each position available inside the office, property, asset, yacht, jet, and anything else, in order to give the mission to select the most appropriate candidate necessary to cover each position, opting the selection related to the top profile specialised within the industry concerned to the vacant place in our organisation.

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The present profile must proceed to organise a massive hiring operation having the mission to hire all single members specified on the list, part of the "Internal Office Organisation, with the first task to immediately occupy all desks present in the office, using the modality "all together and at the same time" as described at the beginning of the present book, in order to set the same first day of work for all members all together and simultaneously. This will allow the management to explain the work to execute only one time and keep all individual members on the same page from the first day, allowing the related chiefs of each department to fully synchronise the operating tasks forming the program imposed by the main project for their related and controlled department.

Immediately signing all employment contracts with all single members on the same day and at the same time, in order to have only one starting date for all employment contracts; as well, the present profile must execute the pre-selection, inviting all members selected all together to the office for the signature and first welcome speech, where each of them will sign the contract and receive the welcome kit along with the delivery of individual passwords to activate and access their individual PS's, laptops, mobiles and anything else imposed by the policy, including receiving the office access card, uniforms, and anything else that is part of the employment kit appointed to each member position.

From the first day of work, the present profile must deliver to each member the present work mission, offering each of them only the description related to their single desk mission and position within the teamwork. Do not share the integrity of the present file with all members; only the chiefs of each department under the COO authority are authorised to have the integrity of the present file, to be sure all executives are aware of the whole internal corporate mission for better understanding of who performs each part of the work composing the entire mechanism.

The current profile requires each individual member to sign a copy of their work mission and policy to acquire formal certification that they are aware of the regulations and the full job mission to be carried out. The member must confirm that they have received an exemplar of their mission, as well as the general and departmental policies, as well as a report summarising the information on their desk. The custodian report must include an inventory of the products that will be given to it, such as uniforms, devices, business cards, Montblanc KITS, and similar items.

The current profile must provide each candidate with the first two days of work at the office to set their marks and study the policies, as well as the necessary support to help each of them understand and eventually clear any doubts or misconceptions.

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Sign an agreement with prime companies specialising in selecting, hiring, and managing yacht, jet, and helicopter crews, considering all legal details and taxes, and plant that an employment contract is object to an individual working on a yacht or jet registered under a different jurisdiction from where the company employer is incorporated, extending the attention to the fact where the yacht or jet physically will be operating in a third different country and jurisdiction, like waters or skies.

Set all employment contracts related to the yachts and jets crews in order to be able to substitute an individual in case they are not in line with our criteria; this option must be valid for all members employed directly with our company and for members legally employed by a third company offering a human resource with whom we will eventually sign an employee supplying contract.

Create an agreement with all local banks where the employer companies, part of the group, operate in order to open a bank account for all our members of each nationality and resident in any country, with the mission to pay their salary in loco and in the same currency, offering to our members and our employer companies more security and a low risk of mistakes in front of laws and labour taxes, especially for members operating within the company but residing in another country, like the yacht and jet crew, the members in Monaco, possibly resident in Italy or France.

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17. CHIEF SUPERVISOR OFFICER (CSO)

The present department represents the inspection task force formed by various profiles having the mission to travel between the head office and each subsidiary office, property, asset, yacht, jet, helicopter, and external branch or corporation owned by ROSWEALTH with the mission to inspect and check if each asset or company office is perfectly maintained and managed, under all details, in line with the policy imposed by the Chairman but especially if any order issued from the head office, what ant reason, has been applied, implemented, delivered, and correctly executed with the mission to constantly maintain each investment or asset as part of our portfolio and organisation in a perfect status and ready to be use at any moment.

The profiles forming the present department must act as private investigators, being the eyes and ears of each concerned department, part of the head office, but especially they must act as the chairman's representative, with the mission to visit each property, inspecting each vehicle, yacht, jet, or helicopter, indoors and outdoors, checking all over the rooms and any internal or external area, checking the single millimetre of each office, property, or asset without leaving any meter not inspected.

The inspectors have the goal to test, inspect, supervise, and constate if all the single policies approved for each type of asset, property, or external company totally or partially owned by our organisation are applied under all forms by the member in charge of handling and managing the property or assets, reporting to the management each failure, request uncompleted, and action wrongly executed, including any necessary action that must be taken in the benefit of our asset or companies.

Each inspector must visit the external property without informing the director or responsible person appointed to any external asset, property, or office, with the mission to understand the attitude and working performance related to each director of responsible in charge of executing the related tasks imposed by the head office. The inspector must understand if the members appointed to each property are adopting and applying a dedicated policy to maintain or manage it in a proper manner, as indicated by the asset delivered into their hands. The supervisors will have to visit each property, asset, and company with the mission to inspect every single detail, under all forms of the policy, paying particular attention to the cleaning and maintenance level, including if the order has been respected and perfectly applied by the director and internal members under his direction.

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The present department must be managed following the surprise strategy, organising each inspection, date, flight, and arrival at each destination without releasing any information to anyone, including other departments that are part of the office, keeping any decision, motivation, and reason of the inspection totally secret in order to do not risk having any asset, property, vehicle, or company perfectly organised according to the policy only during the days when the inspection will be executed.

The presence of any inspector at any property must be a surprise for all members working, managing, and living inside the asset; the intention is to check and see how and under which manner they are handling the property, asset, vehicle, and company when the chairman or the management is not present. The inspectors must scan each millimetre of the property, open drawers, cupboards, wardrobes, and kitchen equipment, and check any light and device to constate the director's responsibility in keeping and maintaining the property or assets as per the chairman and management's wish and how only an owner could do with his own property.

The inspectors must be organised to inspect each asset with a particular strategy, making sure to not send the same inspector twice in a short period of time or for several times to visit the same asset. It is important to avoid or limit the creation of friendship relationships between the inspectors and any director or responsible person in charge of a property or assets, reducing the risk that an inspector could be hiding some real situation, mistake, or negligence that could generate a punishment for the person in charge to properly manage the assets and apply the policy as imposed by the head office.

Each inspector must be sent to visit and inspect each property and asset with a well-detailed mission, listing the major points the management wishes to verify and clarify, from inspecting the garden, a window, a gas system, or the mileage of each car to analysing the general status of the property, interviewing each member who is part of the asset to know if someone, from the director and captain to the lowest position, is generating issues between the team, disrespecting rules, or abusing its power.

The inspector at each asset must also inspect if the clothes inside the wardrobes are ironed and kept as per the Chairman's wishes, along with checking if the general maintenance of each detail, machine, tool, equipment, and device, indoor and outdoor, is perfectly executed, making sure to keep the property or the asset ready for its use at any time without limits and notice, with no surprises for the Chairman when they decide to enjoy and use the asset for its pleasure.

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Execute all the major following tasks:

Purchase inspection devices for each inspector, like video cameras, photo cameras, bacterial tests, air quality detectors, and any other device that could be necessary for a perfect inspection inside any asset, property, and office.

Create the inspection policy offering to any inspector the guidelines on how to execute the inspection and which details and data have to be reported to the head office.

Create a list of descriptions for each asset, specifying how the property, yacht, jet, helicopter, car, and company must be kept, detailing each single element, including the length of the grass forming the garden or the desk policy on how a desk must be organised once a member leaves the office, along with any other detail, until how a shirt must be ironed and kept in the wardrobe for its use at any time.

Create a list of timeframes to specify when a shirt, trouser, sheet, bedsheet, jacket, or carpet must be washed and ironed again if not used after a certain number of weeks to avoid that a cloth will take the shape of the hanger or will change its shape, becoming not ready for its use.

The inspector must create and complete the inspection report on-site, which must be immediately sent to the head office in an electronic way, using the tablet they have in use; this will allow the CSO to receive the feedback immediately, allowing the management to take immediate action and decision, instructing the inspector with any essential order to execute on-site before leaving the property or assets.

The inspector must bring with him the copy of the keys, remote control, or access cards to be able to enter the property without even ringing the bell or calling the member present inside the property, assets, or office, avoiding that member it will take the time to repair, wake up, or show to be ready when they could in fact be doing something else during our absence.

Create a task report on each office and asset to inform the inspector of all points on which the asset or company must be managed to let him understand if the director or responsible party respected the policy under all forms from the maintenance to the company management.

Create a list of orders sent to the asset or company director between two inspections and ask the inspector to check if each point has been respected.

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18. CHIEF FINANCIAL OFFICER (CFO)

The current department houses our administration, banking, analyst, and investment information, and the sum of each result, related to all single companies worldwide forming the group, must be added together to create a consolidated financial statement that represents our true value in terms of wealth equity, investment, assets, and corporations, from which each share value will be declared.

The current profile must have extensive finance experience gained from major international corporations, with the ability to generate financial assets reports and wealth balance sheets for single investments or assets, performance, and companies, as well as consolidated financial reports reflecting our value, including all single assets and investments that are part of the organization.

Must serve as the wallet supervisor, overseeing each step, payment, process, and strategy developed by any department prior to approving and releasing a payment for whatever reason.

It is responsible for maintaining control over the organization's entire finance balance sheet, ensuring that each investment, acquisition, purchase, and related management meets the criteria imposed by management, and blocking or rejecting any cash evacuation if the purpose of the payment does not meet our criteria.

Acting to issue a solution before releasing any payment or capital deployment for any cause in favor of an asset, investment, or company that fails to produce the performance accepted and required by management.

Execute all the following major tasks:

Acquire and install all major versions of the software ORACLE, which includes the ability to generate internal financial, tax, assessment, and consolidated balance sheets for each individual firm and the entire organisation.

The CFO mission is all about the main goals and responsibilities of a Chief Financial Officer within an organization. It matters because it helps guide financial strategy, decision-making, and overall success, including:

- **Clear financial objectives:** State the specific financial goals to work towards, such as growth or profits.
- **Stakeholder focus:** Show how to serve various stakeholders (internally and externally), like shareholders, employees, and customers.
- **Strategic alignment:** Ensure the vision and mission is connects with the company's overall strategy and objectives.

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- **Inspires and motivates the finance team:** It gives them a clear direction and purpose, so they're eager to contribute to the company's success.
- **Guides decision-making:** It helps you and your team make better choices, aligned with the company's goals.
- **Builds trust with stakeholders:** When the CFO's mission is clear, it's easier for stakeholders to understand and support their financial decisions.

The CFO vision is a long-term aspiration for the finance function within the organization. It outlines the finance team plan to contribute to the company's success. The CFO vision plays a key role in shaping financial strategy, as it sets the direction and focus for the team.

The CFO must report accurate information because many decisions are based on the data they provide. The CFO is responsible for managing the financial activities of all single companies forming the whole organization and especially these adhering to generally accepted accounting principles (GAAP) adopted by the Securities and Exchange Commission (SEC) and other regulatory entities.

The CFO must also adhere to regulations such as the Sarbanes-Oxley Act that include provisions such as fraud prevention and disclosing financial information.

The CFO must as well oversee taxation issues. Typically, the CFO is the liaison between local companies, incorporated worldwide and authority's regulators on accounting and other spending matters. The CFO sets financial policy and is responsible for managing government payments and taxes where and when due

The CFO role must emerge from focusing on compliance and quality control to business planning and process changes, adopting a strategic partner to the CEO. The CFO plays a vital role in influencing company strategy.

The CFO is not the same as an accountant. Accountants handle bookkeeping tasks and tax filings. Meanwhile, the CFO focuses on the company's financial future, creating forecasts.

The CFO must be a very experienced professionals with established track records in their field. The CFO must be equipped with advanced educational designations, such as a Master of Finance or Chartered Financial Analyst (CFA) designation, along having professional backgrounds in fields such as accounting, investment banking, or financial analysis. For financial professionals, the CFO is among the most prestigious and highly paid positions available in a firm.

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The CFO is not the same thing as a CEO. However, the CFO is required to work closely with the other senior executives of a company, such as the CEO. These executives are sometimes referred to as the C-Suite of the company, representing the company's highest level of decision-making. Although the CFO is typically subordinate to the CEO in the corporate hierarchy, the CFO will generally be the foremost decision-maker on all matters within the Finance department of their firm.

The CFO is the top-ranking executive related to managing a company's finances. This includes managing all aspects of financial and cash flow planning, as well as analyzing its financial position. The CFO is comparable to a treasurer or controller. However, unlike a controller or accountant, the CFO is responsible for financial planning, while the other two are in charge of bookkeeping and the company's financial statements.

Given the importance of this role, the CFO must keep every detail related to the financial aspect of all single companies that are part of the group up to date, ensuring that the financial monthly status report is submitted at the Board of Directors meeting on the last Friday of each month, as per the policy, as well to the CEO when requested at any time, and to all management parties in the event that a sudden decision related to investment or deal is required.

The CFO must have access to all single bank accounts opened with any banking institution for any company that is part of the whole group, having the approval authority credentials but not the payment release option, which is strictly to the CEO only.

The CFO's mission is to collaborate with external legal, accounting, auditing, and advisory majors to produce and keep up to date audited balance sheets, consolidated reports, tax returns, and anything else required by law, as well as any other partner with the mission of always being able to offer all related supporting documents to banking institutions and anyone else who is chosen to collaborate with any company in the Group.

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19. CHIEF INVESTMENT OFFICER (CIO)

The CIO is the head of a department having the mission to valorize the assets and the wealth composing the corporate portfolio, empowering and leading the current department to generate profits from the equities and assets investments we intend to perform purchasing financial and banking products.

The CIO must focus on any type and form of financial solution generating yield, such as stocks, notes, long and short term, insurance, governments, founding solutions, pension funds, ETFs, trade, and anything else available on the financial markets through banks, private banks, corporate banks, or any other financial institution.

The current department's profilers must be able to invest our equity wealth in products with the goal of generating interesting annual returns in order to deploy cash that would otherwise be dormant and unperforming into and between all of our company accounts, forming the entire ROSWEALTH EQUITY LTD structure globally, onshore and offshore.

The team must be made up of individuals with extensive experience in the investment, private and corporate banking, financial markets industries and any other field related to the present industry, having the capacity of analysing all market opportunities and contacting relevant financial institutions to obtain all necessary information in order to analyse the opportunities to invest our funds.

The CIO must leading the entire department, including the subsidiary team to perform the approved investment strategies having the mission to raise the value of the corporate portfolio, coordinating and contacting each financial institution, while the other investment executives are in charge of managing the single investments executed, monitoring the performance on a daily basis the single performances, and deciding if and when to sell, modify, cancel, or diversify the ongoing investment plans with the mission to generate valid profit and capital gain, with the commitments for the team to generate at least the amount of profit to cover the entire cost of the office operations, including all expenses related to maintaining the whole assets part of the portfolio, salaries, rents, taxes and anything else part of the costs.

The CIO and the related department must be equipped with all technologies, TV displays, terminals, central bank licenses, and anything else required to monitor and manage each individual investment without relying on external banks, brokers, or anyone else. The CIO team must be able to manage, monitor, and engage with any financial platform, stock market, or trading program from the office, as well as have direct access to our investment accounts in order to buy, sell, or change any investment product.

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The current team must serve as our internal and private investment bank, capable of creating profits through straightforward management of the funds assigned to be invested from our wealth. The Board of Directors will determine the amount to be made available for investment strategies, which will be handed over as investment capital to the current team, who will be in charge of deploying the entire sum across and between various investment products, banks, platforms, and partnerships, with the goal of generating a profit sufficient to cover all ROSWEALTH offices and organisation costs, avoiding the all costs will be paid using the wealth accumulated and forming the organization.

The CIO team will have to perform a variety of investments with the goal to generate profit keeping as reference at least the 10% net per year over the amount received in management, and anyway the commitment to generate the amount necessary to cover the entire running costs of the entire organization, formed by any expenses, bills, invoices, salaries, taxes, rents, renovation, maintenance, renovations, depreciation and anything else.

For example, suppose Board of Directors will provide €500 million in capital to the CIO for investment and the total annual corporate cost of the office is €20 million. The CIO team must organise, manage, and run the investment portfolio, adopting the most appropriate strategies in order to generate €20 million to cover all costs, plus €50 million to represent 10% of the capital, having the mission to generate a total of €70 million per year, adapting the strategy to any market evolution making sure to generate profit to cover all yearly costs, given that this amount will change every year due to investments, purchases, and sales of our portfolio's assets.

Execute the following major tasks:

Create a list of top investment products, banks, platforms, and funds with the mission of understanding and analysing the entire financial world market to select the potential products that will be required to generate the profit we require, while also adhering to our investment criteria in terms of risk, longevity, and industry.

Create and connect a network of investment institutions that represent prospects and sell products with the option to invest our wealth in their company.

Conduct a global search to determine which banks, private banks, and investment banks may be on the market for sale, as well as any other financial institutions or corporate banks seeking new stock in exchange for shares. This mission must be founded on the intention of purchasing banks to control locations in a variety of top and stable countries.

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Conduct a global investigation to determine which fund, private fund, pension fund, investment fund, and asset management institution may be on the market for sale, either partially or entirely, in exchange for fresh equity, using the same strategy as described above for banks.

The Chief Investment Officer (CIO) manages a company's investment activities, as well as its overall investment strategy. This mission may involve numerous functions depending on the nature of the investment strategies adopted, to manage the portfolio of assets, which include private equity investments, public equity investments like stocks, real estate, and fixed-income assets, related to institutions leaders of the finance, insurance, and banking sectors.

The CIO must be able to manage an investment plan made on behalf of each of our companies, forming a multinational conglomerates organizations and other future companies that control investments in tangible or intangible assets. The CIO must have an extensive background in finance and economics, along with performing due strategies to manage challenges in the public and private markets while leveraging effective solutions to successfully manage the risks and protect of the company's investments.

The role of Chief Investment Officer handles a variety of aspects associated with portfolio management. This can entail actively researching and selecting the investments of the company or delegating these actions to a team of investment managers whom they oversee but who make day-to-day portfolio decisions.

The Chief Investment Officer is responsible for establishing the company's investment processes, making investment recommendations, selecting members of the asset management team, and overseeing the allocation of assets to build the company's wealth and profitability with time. This CIO must have extensive knowledge of all asset classes and investment products, as well as optimal return generation strategies.

The Chief Investment Officer must oversee capital allocation towards investment activity that moderates risk exposure while maximizing profits for the organization. Although the CIO's asset allocation strategy must adhere to guidelines established by the Board of Directors, this role must also be the ultimate arbiter of striking a balance between an aggressive or conservative strategy for the entity. The Chief Investment Officer should be an effective communicator with strong leadership abilities and analytical skills.

Because the CIO's job is to grow returns on a company's investments while actively managing risk, this role has a direct impact on the value of the returns that the organization's requires.

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The Chief Investment Officers must uphold his duty to the Board of Directors and through all market cycles while ensuring the financial health of the organization and ensuring that investment maneuvers do not undermine the company's liquidity or day-to-day functions.

The Chief Investment Officer should be able to effectively maximize returns from investments and manage associated risks while tracking and adjusting the investment portfolio to maximize profitability. Moreover, the CIO will keep the management updated on how investments are performed while staying apprised of market trends, economic shifts, and regulatory changes that will impact the organization's asset allocation strategy.

The CIO is responsible for the following key areas:

- **Investment strategy:** Developing and implementing an investment strategy that aligns with the organization's overall objectives. This includes identifying appropriate investment opportunities and determining the optimal mix of investments to maximize returns and minimize risk.
- **Portfolio management:** Selecting, managing, and monitoring the investment portfolio's performance. This includes conducting due diligence on potential investments, making investment decisions, and actively managing the portfolio to ensure it remains aligned with the investment strategy.
- **Risk management:** Identifying, assessing, and mitigating risks associated with the investment portfolio. This includes monitoring and assessing market trends, economic conditions, and other factors impacting the portfolio's value.
- **Compliance:** Ensuring compliance with all relevant laws and regulations related to investments, as well as the organization's own policies and procedures.
- **Reporting and communication:** Providing regular reporting and updates to senior management and the Board of Directors on the investment portfolio's performance and the progress toward achieving investment goals.
- **Research:** Researching, analyzing, and monitoring economic and market trends.
- **Network:** Networking with other financial institutions, investment bankers, and other investment professionals, representing the organization in investment committees and other forums, where appropriate.

The CIO directly impacts the organization's performance by managing the investments and providing guidance and recommendations to the senior management team on strategic investment matters. The CIO is also responsible for ensuring that the organization's investment policies and procedures are in compliance with legal and regulatory requirements.

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The CIO must have the following qualifications and skills:

- **Education:** A bachelor's degree in a relevant field such as finance, economics, accounting, or business is required, including an advanced degree, such as an MBA or a master's degree in finance.
- **Experience:** A CIO must have a minimum of 10-15 years of experience in investment management, with a significant portion of that time spent in a leadership role.
- **Professional certifications:** The CIO must hold professional certifications such as the Chartered Financial Analyst (CFA), or the Chartered Investment Manager (CIM)
- **Knowledge of investment products:** The CIO must have a deep understanding of various investment products such as stocks, bonds, real estate, private equity, hedge funds, and alternatives.
- **Investment strategy:** The CIO must have experience in developing and implementing investment strategies and be able to assess the risks and returns of different investments.
- **Risk management:** The CIO must have experience in identifying, assessing, and mitigating investment risks.
- **Financial analysis and modeling:** The CIO must be able to analyze financial data and use financial models to make investment decisions.
- **Communication and interpersonal skills:** The CIO must be able to communicate effectively with different levels of the organization, as well as with external stakeholders such as customers, partners, and suppliers.
- **Leadership and team management:** The CIO must have experience in leading and managing teams, including hiring, training, and developing staff.
- **Adaptability and flexibility:** The CIO must be able to adapt to changing circumstances and pivot when needed, to keep the company on course and ahead of the competition.

The Chief Investment Officer (CIO) must have the following skills to succeed in that role.

- **Investment expertise:** Knowledge of various types of investments and the ability to make informed decisions about which investments align with the organization's goals and objectives.
- **Risk management:** The ability to assess, identify and mitigate investment risks.
- **Financial analysis:** The ability to analyze financial data, use financial models, and make investment decisions based on that analysis.
- **Strategic thinking:** The ability to develop and implement an investment strategy that aligns with the organization's overall goals and objectives.

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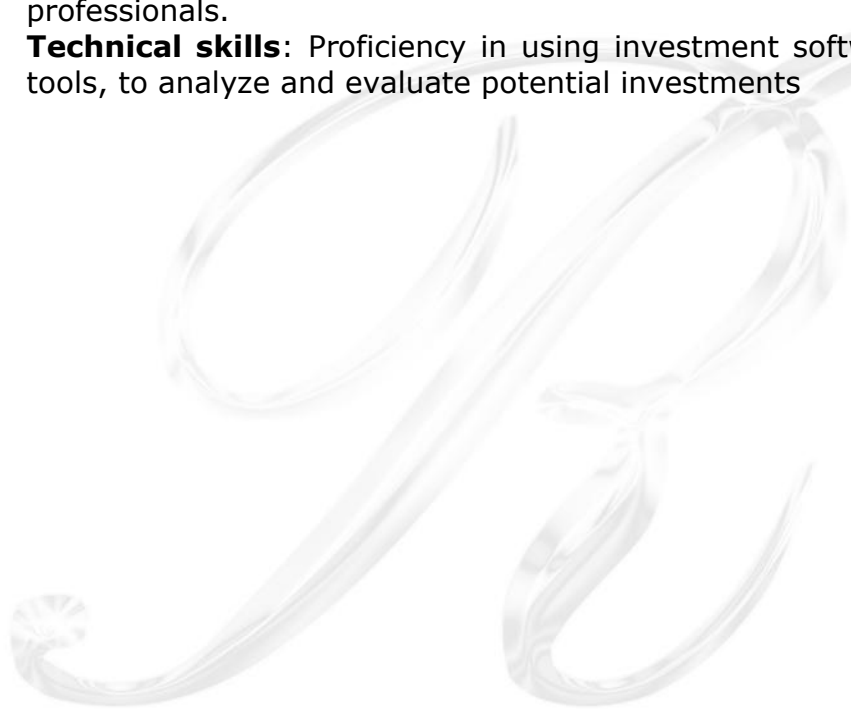
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- **Leadership:** Strong leadership skills are essential to managing a team of investment professionals and leading the organization's investment strategy.
- **Communication:** Strong verbal and written communication skills to effectively communicate with different levels of the organization and external stakeholders.
- **Problem-solving:** The ability to identify and resolve problems and make strategic decisions based on available information
- **Adaptability:** The ability to adjust to changing circumstances and pivot when necessary to keep the company on course and ahead of the competition.
- **Time management:** The ability to manage time effectively, prioritize tasks and work to tight deadlines.
- **Networking:** Establishing and maintaining professional relationships with other financial institutions, investment bankers, and other investment professionals.
- **Technical skills:** Proficiency in using investment software, databases, and tools, to analyze and evaluate potential investments



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20. CHIEF DEVELOPMENTS OFFICER (CDO)

The current profile represents the source of our development, the person in charge of being the company's external visage, the only one authorised to act as the link between the outside world and our office, with the mission of selecting anyone interested in working with our company, from a supplier to a professional.

The CDO mission is to receive requests or needs from our offices and meet with any potential external client, partner, or supplier, conducting all necessary investigations with the assistance of our legal compliance and due diligence departments to determine whether the person, profession, or company willing to collaborate with us is a good potential partner fit for our organisation, under all forms and values.

Execute the following major tasks:

Choose a premier list of potential partners for any industry and department forming our organisation, acting to select the most appropriate with the goal to select who can provide further help, development, and performance to the company.

Empowering the performance under all forms, setting as target to help any single department forming our organisation, to improve the production capacity and prestige, by asking what form of external support each of them requires accomplishing their individual mission and from whom they would wish to be supported in order to succeed as mandated by the global corporate plan.

The role of a Chief Development Officer (CDO) focus on learning the fundamentals of fundraising, donor relations, and supporting senior team members, involved in high-level strategy network development, cross-functional leadership, and driving organizational growth through innovative development initiatives executed with external partners, executing due development networking campaigns to enrich our corporate prestige and relationships necessary to achieve our goals.

The CDO must developing and implementing multi-channel networking strategies managing and mentoring eventual subsidiary development team members to analyse complex business data to apport strategy adjustments, including collaborating with program teams to align development efforts with organizational goals for then presenting networking performance reports to senior management

The CDO daily responsibilities including the responsibly for shaping the overall development vision and strategy of the organization, focusing on high-level planning, overseeing the implementation of comprehensive development strategies leading

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and mentoring large development teams across multiple specializations, collaborating with C-level executives to align development strategies with organizational goals, identifying and evaluating new methodologies for managing relationships with key external partners, and professional representing corporations of our interest.

The Chief Development Officer (CDO) is fully responsible for spearheading an organization's strategic growth initiatives and securing the necessary resources to fuel its long-term success. This multifaceted role combines visionary leadership, financial acumen, and relationship-building prowess to drive sustainable revenue generation and organizational development.

The CDO play a pivotal role in industries that heavily rely on philanthropic support, such as non-profit organizations, various institutions, and financial entities in relation with our corporate activities. They serve as the organization's network expansion, cultivating and nurturing relationships with prime institutions, foundations, and corporate partners to secure vital cooperations in case of need to achieve a goal.

Beyond networking, the CDO also oversee the development and implementation of comprehensive growth strategies, ensuring the organization's mission and impact align with its financial and operational objectives. As strategic partners to the executive team, Chief Development Officers bring a unique blend of entrepreneurial thinking, and stakeholder management skills, fostering a culture of innovation and sustainability.

In an increasingly competitive landscape, the CDO's ability to forge lasting partnerships and unlock new avenues for growth is paramount to an organization's long-term viability and success.

A Chief Development Officer (CDO) is the internal senior executive responsible for spearheading an organization's strategic growth initiatives and securing the necessary resources to fuel the long-term success of each departments composing the internal organization. The CDO play a major role in cultivating relationships, identifying new revenue streams, and driving sustainable development across various domains, including partnerships, and market expansion.

The CDO serves as a catalyst for organizational growth, aligning development efforts with the company's overarching vision and objectives.

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Key Responsibilities of a Chief Development Officer are:

- Formulating and executing comprehensive external network development strategies to achieve organizational growth targets.
- Overseeing networking campaigns, partner relations, and grant acquisition efforts to secure cooperations.
- Identifying and pursuing strategic partnerships, joint ventures, and collaborations to expand market reach.
- Conducting market research and analysis to uncover new business opportunities and revenue streams.
- Representing the organization at high-level events, conferences, and networking functions to foster relationships.
- Collaborating with cross-functional teams to align development initiatives with organizational goals.
- Developing and managing budgets, forecasts, and resource allocation for development activities.
- Monitoring industry trends, competitor landscapes, and regulatory changes to inform strategic decision-making.
- Overseeing the development and implementation of networking and external partnerships strategies to enhance visibility.
- Cultivating a culture of innovation and continuous improvement within the development team.
- Mentoring and leading the development team, fostering professional growth and talent development.
- Reporting to executive leadership and stakeholders on development progress, metrics, and key performance indicator.

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21. CHIEF ASSETS OFFICER (CAO)

The current department represents the entire portfolio formed by the single companies and the related whole organization's wealth, which consists of any type of asset, from a real estate property to a small object representing an investment, such as yachts, jets, helicopters, cars, and anything else purchased and owned by ROSWEALTH through any company established worldwide.

The Asset Management Department is in charge of managing any asset in all forms and for all aspects, regardless of location or type, in order to keep each asset ready to use at any time and for any event, particularly monitoring the status and costs and proceeding to execute any maintenance tasks to protect the value, preventing a drastic depreciation.

The CAO leading the present department, including all single profiles forming the team, must have large experience in asset, property, yacht, jet, car, and any type of future investment management part of our strategy, along with having acquired their individual experience from a prime investment and private bank, asset, property, or yacht and jet firms, and concierge organisations running businesses around this type of management and services, having as well precise knowledge of various international laws, rules, and regulations related to any step involved in the asset management of each category owned by our organisation.

Execute the following tasks:

Create a list of selected real estate agents, yacht, jet, car, and commercial property brokers in each country where the individual assets or investments are located, as well as the destinations where we intend to purchase a property, office, or anything else part of our strategies, so that we have an active list of brokers ready to research our type of asset at any time.

Make a list of external partners, suppliers, and brokers to outfit each property or asset with anything we'll need, from a small TV to a large number of cars, furniture or specific decoration elements.

Create a list of selected ports, airports, and helicopters in each country where we intend to keep, park, or dock our assets so that we know where to move them in case of a sudden trip or need, and sign all due agreements with local suppliers at any chosen destination to pay for fuel, food, cleaning and any other dedicated service or product.

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Contact the selected individual's brokers to finish the purchase of **N.5 private jets**:

- N.1 Bombardier Global **8000** for the company **ROSWEALTH AIR PRIVATE LTD**, completely new and fully personalised in accordance with the signed and approved LOI, including the designs and renderings approved with the delivery airport in London.
- N.1 Bombardier Global **7500** for the company **ROSWEALTH AIR FAMILY LTD**, completely new and fully personalised in accordance with the signed and approved LOI, including the designs and renderings approved with the delivery airport in London.
- N.1 Bombardier Global **6500** for the company **ROSWEALTH AIR BUSINESS LTD**, completely new and fully personalised in accordance with the signed and approved LOI, including the designs and renderings approved with the delivery airport in London.
- N.2 business jet, Airbus **AJC350**, for the company **ROSWEALTH AIR CORPORATE LTD**, completely new and fully personalised in accordance with the designs and renderings approved, one dedicated to **ROSWEALTH SCUDERIA**, setting the delivery at the airport in Bologna, and the second, dedicated to **FINSOR** in accordance with the ROSWEALTH Book, setting the delivery at the airport in London.

Contact the chosen individuals to finalise the purchase of **N.5 Private Helicopters**:

- N.1 helicopters, Airbus **H175** for the **Founder's Private Property**, but purchase and owned by the company **ROSWEALTH HELI ONE LTD** and delivered on the helipad installed in the property garden;
- N.2 helicopters, Airbus **H175** for the **Founder's Private Yacht ROSWEALTH SEA ONE**, but purchase and owned by the company **ROSWEALTH HELI TWO LTD** and delivered on the yacht docked at the port of Monaco;
- N.2 helicopters, Airbus **H175** for the **ROSWEALTH SCUDERIA**, but purchase and owned by the company **ROSWEALTH HELI TWO LTD** and delivered on the helipads installed in the headquarter area;

Contact the chosen individuals to finalise the creation of **N.1 Private Yacht**:

- Contact the architect Mr. **Antonio Luxardo** of **Optima Design** to proceed with the realization the **222mt** Super Mega Yacht **ROSWEALTH ONE's** project, setting Euro 1 Billion budget as per the description approved and shared with Mr. Luxardo.

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Contact the chosen individuals to finalise the purchase of **N.1 Temporary Yacht**:

- Considering the realisation of the **ROSWEALTH ONE**, it will take around four years; we must proceed to acquire a temporary, already built yacht. For this reason, in parallel, the CAO team must proceed to contact all selected individuals to finalise the project purchase of N.1 Mega Yacht, actually selected between "[KISMET](#)" or "[TANZANITE](#)," but any other similar ones will be of our interest, trying as well to find the broker to purchase the Mega Yacht called "[LUMINOSITY](#)," or another similar, being the real type of yacht we desire to acquire for a temporary yacht.

Contact the selected individuals and auto dealers in all cities where all single properties are present at any destination in the world to establish a point of contact for purchasing the cars we want to associate each unit to all single properties. As a first step, proceed to purchase the list of automobiles selected for founder private homes, and then proceed to purchase the list of vehicles for all offices and corporations belonging to the **ROSWEALTH ORGANIZATION**, including **SCUDERIA**, yachts, offices, and anything else that is part of the group.

Create a single client profile directly with the headquarters, such as Rolls Royce, Ferrari, and Bentley, rather than the local dealer, and request that our orders be distributed globally among their local network for the delivery of each vehicle at the indicated and related destination; this will allow us to have the main factory as the only point of reference for any car we want anywhere in the world.

Make a list of top real estate agencies in Monaco, the United Kingdom, Italy, and France, US, Switzerland, and anywhere else in the world where we intend to purchase a property in whatever form, as expressed throughout the ROSWEALTH Book. Create and sign a global agreement with a major real estate agents, such as Knight Frank, Savills, Sotheby's, or any other major corporation that deals with prime residential, commercial, and industrial properties, with the intention of having only one point of contact to send our request and allowing them to distribute it among their internal network to research the property of our needs and interest.

Create an internal team capable of managing, following, and taking care of each single asset will be present in the company for private or business use, with the mission to be constantly in contact with the director or responsible of each single asset, that will be nominated in each property and from whom receive any request, list of products, needs, tolls, and anything else under any form, including take care of cars, property issues, maintenance, yacht, jet, helicopter and anything will be part of our portfolio, scheduling as well the maintenance with dealers to organize works with external suppliers to keep each asset ready for the use at any time.

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Create a team devised of various sub-sections appointing a single person in charge of managing a dedicated type of asset forming the portfolio; the internal team should create as per the following:

- a. **Asset Manager** in responsibility of being the department's leader and the single point of contact with external suppliers, brokers, dealers, and any other party providing a service for all products that is required for its usage or maintenance. It also serves as the coordinator for all operations inside the departments, as the majority of the time the sought and necessary results entail many sub-sections handling diverse assets.
- b. **Properties Executive** in charge of managing under all forms each property acquired and part of our portfolio, with the mission to be the only referent for all single people in charge of managing each property independently from where it will be located. Between the mission, there is the task to receive each single request, including being the only referent for any type of issue related to each single property.

In reality, each property will have its own director or responsible person, who could be a simple person working inside the property, such as a maid or housekeeper, depending on the size of the property, or a formal director with various staff under its control, such as chefs, housekeepers, car dealers, security guards, and whatever else. The director or the person assigned, having the assets responsibility under all forms, will have to collect all issues, requests, problems, and product lists from any of the staff and send them to the properties executive, who will be acting to execute the various investigations before approving any purchase, with the primary mission to keep each property clean, in perfect condition, fully supplied with selected food and products of any form, with the automobiles well-kept as all other areas and facilities forming the assets, so that they are available for use and fully equipped at any time without announcing the arrival of the Founder with the staff ready to greet the guests, clients, or friends at any time of day.

- c. **Fleet Executive** in charge of managing under all forms each type of vehicle, from the car to a bike, acquired and part of our portfolio, with the mission to be the only point of contact to managing the vehicles assigned to each property, yacht, port, jet, airport, or asset in the world, executing all single administrative tasks necessary to issuing or renewing each insurance with all local insurance companies, along with setting appointments with local car dealers to perform the mechanical maintenance work, and making sure each vehicle will always be kept perfectly clean and ready for use, receiving and recording on a weekly basis the mileages of each vehicle to control the use and eventual utilization, including the unauthorized use.

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- d. Yacht Executive** in charge of administering the yacht acquired and part of our portfolio in all forms, with the objective of being the true operator to satisfy any duty, request, or demand to always keep the yacht ready for use. The present profile serves as a reference for the captain, director, and board members in charge of each operation. The major task will be to perform all actions to use the yacht on a daily basis, following step-by-step the yacht during a trip and anticipating each task to pay fuel at each port of destination, port fees, and food supply from selected specialised companies present at each port, ensuring that every single payment from a mobile line to a major tax and crew salary will always be paid online, including meeting crew housing requests when the yacht is in the United States or is docked in port.

Ensure that the crew and yacht are always well controlled and equipped with everything needed to welcome a guest at any time of day, from a modest breakfast to a large party complete with DJ lights and the best service. Between the mission, there are the same types of tasks expressed above for the properties, with the goal of keeping the yacht always ready for its use, including managing all related administrative needs in cooperation with all concerned internal departments to ensure a prime operation while the yacht will move between various cities, ports, and countries, booking ports, places, urgent maintenance and anything else connected to yacht operation.

- e. Jet Executive** in charge of managing under each from all private and business aircrafts acquired and part of our portfolio, with the objective of being the true operator to satisfy any duty, request, or demand to keep the jets ready for use at all times. This profile must carry out the same tasks, missions, and operations as the yacht, with the exception of adapting all strategies to jet management and its use between various countries, cities, and continents, as well as the additional operation of looking after the crew at any destination, booking hotels and taxis and anything else they could require, such as, transportation, money, and other necessities will be required to keep the crew in perfect condition during their stay at each place.

It should be noted that this department is one of the most important wings of the company, in charge of managing and supervising every single property and asset, from the smallest detail to the most complex task, in all forms, including the management of the entire people, partners, suppliers, crew, staff, and anyone else working inside the property or asset.

The CAO must setup and implement all necessary measures to be completely independent in the management of any asset in our company's portfolio.

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22. CHIEF INFORMATION TECHNOLOGY OFFICER (CTO)

This department must be formed by a range of people and is one of the most significant elements of the company structure, carrying sensitive information as well, because it is the engine of the entire contents and communications. As a result, it is important to define the roles, assigning separate profiles to each activity, in order to identify a responsible party in the event of a breach of trust, which could be perpetrated by anybody inside the department.

The CIT must be the main profile, representing the important person in charge of safeguarding trust and appointing him as the only figure who knows the single passwords for all software, email systems, access, and anything else that will be installed, generated, and implemented within the firm and for any device, account, and software ruling the corporate organisation, independent from where a single office or device will be located worldwide.

The CIT must be the creator, and the custodian of the entire IT system present within the whole organisation, including any external assets or property, and at the same time the manager, supported by a dedicated subsidiary team in charge of executing all CIT instructions, without giving each of them the reason for a choice but especially keeping secret the main and administrative passwords. The IT team must be made up of specialised profilers capable of realising and implementing each need in terms of technology in the office.

All members composing the IT department must be in charge of setting up new devices, fixing existing ones, addressing any type of issue in the office, and, most importantly, monitoring the security and actions of any member inside or outside the workplace, assets, property and anywhere else where ROSWEALTH could have a device on any type.

The IT department should be formed by the following figures:

- Chief Information Technology Officer, to design the whole IT system and custody of main and administrative passwords.
- IT Director for the main department managing the software and the ordinary passwords.
- IT Executive for the server and devices setup and management.
- IT executive for the Network Implementation.
- IT Executive for the Security General monitored all the assets.
- IT Executive for the coordination of all operations with external properties, offices, and assets.

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The department must execute the following daily tasks:

Set the phone system so that no member or visitor present at any desk can make external calls directly from their phone device on each desk, but that everyone must book a call using the dedicated software, requesting that the reception team call the external party and connect the phone call once and on the line.

Allowing the reception phone, as well as the Chairman, Vice-Chairman, CRD, CRM, CEO, and all Chiefs phones, to make external calls straight from the phone devices located on each desk.

Create a file that is encrypted and protected by a strong password containing all email addresses, single passwords, and any other passwords, codes, phone numbers, and security answers, along with anything else with the name of each employee, office name, department, position in the office or in the organisation, including the ID number associated with each member.

Create a file that is encrypted and protected by a password with the list of each device present in the office and delivered into each member's hands located worldwide, mentioning any possible series number, device reference, model, and any other code related to the device. The file must contain each number and identification code related to each device present inside the entire organisation, including the office and any device delivered into any asset or property all around the world, in order to identify and recognise each device at any time.

As well, the IT Department must create and issue an internal code and associate it with each device belonging to the company, like monitors, screens, PCs, laptops, mobiles, printers, and anything else present, setting a sticker on a single device, part of the organisation's device list, to know where a single device and product is located.

Set the phone system to release and show on the receiver screen the main landline number and not any other extension or direct number in order to force external people to exclusively receive the main number, sending the callback to the reception phone in case they will miss the call. This will allow the reception team to know which person inside the office has a request to have a conversation with the person who recalled back in the office, calling the landline number as part of his missed calls.

Set the phone system in order to divert or direct any incoming call only and exclusively to the reception desk, keeping unable the option to allow external people to call directly any direct number.

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Set the company logo on each display present on each one device:

Set the phone system to automatically play the selected corporate music with all various messages only after one tone when an external party calls the landline. In practice, the phone system must be technically set up to allow an external party that calls the office to listen to the corporate music only after one calling tone.

Set the phone system to have various automatic messages when someone calls the landline, like:

- Welcome to ROSWEALTH; a member will be going to reply shortly....;
- A dedicate message when someone has been put on hold to be transferred to another extension.
- A dedicate message when the office is closed with the opening time and hours.
- A dedicate song present and used on the ROSWEALTH video.
- A dedicate message used for the London office landline and present in the IT cloud files.

Set the telephone system from the server to record all single calls executed by any phone device, received and forwarded, in order to have a perfect history, along with monitoring activities, creating a report that must be automatically generated by the phone system every month and sent by email with the evidence of each call information executed or received from the 1st until the 31st of each month by each device, expressing all data possible, like calls, numbers, quantities, minutes, amount spent, country, and anything else possible, including the use of the AI software to detect keywords within all single conversations.

Set all mobile phones, iPads, laptops, TVs, and screen monitors, and any device, in order to have a company logo on the full screen with the black colour background when in standby, with the screen locked, and when not in use to obtain the logo always well visible.

Set all PCs, desktops, laptops, iPads, and any other devices present in the office having as main and only default printer set up in the system, the printing machine installed at the reception desk. All devices present in the office must be able to print documents only on the printer located at the reception area, having the hostess support to distribute the documents between all departments once printed.

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Because various and multiple PCs will print out all documents from the same printer, the system must be set up in order to allow each terminal to print out a pre-page expressing from which office the printing order has been sent to print out to precisely understand from which office and desk the documents came from and where the hostess must deliver all of them. This will allow the reception team to understand where to deliver each set of documents printed but especially to avoid confusion in case multiple and various offices will launch printing orders at the same time.

Set the main printer in order to allow the reception team to scan any document in PDF version and deliver it directly into the related terminal part of the office structure, including the devices installed within external properties, assets and offices, having the file scanned and immediately saved in the precise folder present on each desktop.

Some exclusive offices like Chairman, Vice Chairman, CRD, CRM, CEO, CFO, and CHR will require some dedicated single printers inside their individual departments and exclusively set for the PC's present into the department's unit. In this case, set all single PCs to use their local printer keeping active the option to use the main printer at the reception in case of need.

Some office must have the option activated to allow some PC to print out documents into another office, like the CFO must be able to print out documents in the Administration printer, and CRM must be able to print out documents in the Chairman printer, like the Chairman to print out in the CEO printer, this option will allow authorized profiles to exchange documents privately with the concerned person.

Set and dedicate in all single meeting rooms and settings the laptops present on the tables of each meeting and boardroom to print out documents in their related local printer, plus on the main printer and the reception. As well, set the printers in the meeting and board rooms to allow the CRD, CRM, CRA, OD, Coordinator to print documents from the office directly from the printers present inside the Board and Meeting Rooms.

Set all TV screens present all over the office in the common areas, like reception, waiting room, break room, and similar, in order to select the independent channel on each TV screen from the reception desk. The entire system must be created using the hotel system, where one decoder only with all channels available linked to all single TV screens allowing each TV to show its independent channel from the PC other than using the ordinary remote control.

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Set all TV screens present in all the various single rooms or office departments, like the meeting room, board room, Chairman, Vice-Chairman, CRD, CRM, CEO, and any other single office, in order to obtain the same result in terms of channels and corporate video management settings, making sure to set each screen fully independent allowing to select an independent channels, possibly controlled by a separate device, iPad or PC present on each independent desk.

Set some TV screens in a selected office like Reception, Chairman, Vice-Chairman, CRD, CRM, CEO, CHR, and Security, along with anywhere else where necessary, in order to visualise all cameras installed all over the office premises, creating a different type of access to allow or restrict certain users to visualise some cameras. For example, the Chairman, Vice-Chairman must be able to visualise all cameras, but the Reception only a few, like the CHR or other not involved into the security tasks.

Set a design for the access camera network to decide which user and from which department a member will have the right to watch a precise number, position, and department of camera on its screen, installed inside each individual office, property, yacht, assets and anywhere else.

Set within in the Chairman, Vice-Chairman, CEO, and the Security department, iPad and corporate mobiles, the App necessary for watching the cameras when the authorized people are outside the office.

Set in all corporate vehicles, the GPS system to locate each car, setting as well inside some dedicated TV screens, like Reception, Chairman, Vice-Chairman, CEO, and the Security department, along with each authorised user, to visualise the location of each vehicle on the map, in order to allow each authorised user to know the exact location of each vehicle at any time, installing as well the App on their mobile, device or iPad.

Set the ICCTV system in order to be able to visualise each camera installed inside each property, yacht, jet, car, and asset part of our portfolio, located in the world, in order to monitoring from the office the attitude of each crew, member and partner present inside the yacht or in any related property independently from where could me located. As well as the present option must be integrated, inside the main system, and be visible from the mobiles, devices or iPad while users are outside from the office.

Set all corporate mobile phones, iPads, and devices to be given to each member in order to be directly linked to the Google Drive, creating dedicate emails address as expressed over the excel file "MOBILE DATAS" and be set up to have their system regulate to register all contacts that each member will save on corporate mobile directly on the Goggle Cloud or drive, creating a total backup accessible as well from a desktop in case of loss or damage.

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Managing Wealth...

Set a common Google Drive for the Chairman, Vice-Chairman, and CEO to activate on the PC, laptops, and iPads in order to allow the exchange of files, documents, and information when any of them will not be in the office and in case a file will be too large to be sent by email.

Set a common Google Drive for all Security and Inspector members in charge to travel to inspect and monitor all assets, properties, vehicles, yachts, jets, or cars owned by the company in the world in order to immediately allow each of them to upload photos, videos, or documents related to issues that must be immediately reported to the management.

Set all emails all over the PC, laptops, iPad, mobile, and anywhere else, respecting the policy related to the showing setup that must be with the company name written all in capital letters like ROSWEALTH, followed by a space, followed by the sign minus, followed by a space, followed by the name of the person or department name with the first letter only capital, to obtain as a final result when visualised on the receiver screen as per the follow of ROSWEALTH - Mark. In case two or more people have the same name, by default a surname must be added following the same setup with the first letter of the surname in capital letters and the space between the name and surname to create the final result **ROSWEALTH – Mark Stewarts**.

Set the policy to create all email addresses using only the first name, like mark@roswealth.com, in order to create an easy and more family-friendly approach. Adding the first letter of the surname in the case of two or more people with the same name, for example, full name Mark Stewarts having the email address is marks@roswealth.com, being the second member as Mark. In case of a third member, having the same name, the email address must be formed as markst@roswealth.com in order to not make confusion on the email addresses between member having same or similar names.

Set a policy to register any telephone or email contact all over the software, mobile devices, iPads, or any device present within the organization having the present logic set up. The first **3 letters must classify the contact category**, like Ban for Bank, Gov for Government, Law for a lawyer or law firm, followed by a **dot**, followed by a **space**, followed by the **organisation name with the first letter of the name only capital**, like Barclays, followed by a **space**, followed by a **minus**, followed by a **space**, followed by the **name of the person** with the first letter capital, like Michael, followed by a **space**, followed by a **minus**, followed by **2 letters representing the country** with the first letter capital, like Uk, It, or Fr, and similar in order to obtain the following results:

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- Ban. Barclays - Michael - Uk
 - Law. Allen & Overy - John - Us
 - Doc. Westminster Clinic - Mark - Uk
 - Gov. Minister of finance - Paul - It
 - Bus. Elliott Capital - Joanne - Fr
- Bank
 - Law firm
 - Doctor
 - Government
 - Business partner

The same setup must be used and adopted to create and manage our internal corporate contacts and for all members associated with a corporation, mentioning only the corporate name without modifying the strategy as per the following:

- ROSWEALTH - Manuel - Us
- ROSWEALTH - John - Uk
- ROSWEALTH - New York - Us
- FINSOR - Jonathan - Us
- FINSOR - Mike - Us
- MICROSOFT - Janie - Us
- ARMANI - Maria - It

In reality, the policy must impose the 3 letters announcing the category for all numbers related to individuals linked to an international organisation, offering legal, banking or any type of services, for which we could have different and various contacts linked at the same organisations from where we could receive the same service, like banks, lawyers, accountants, and similar, in the world where we are running a business.

The contact list must be set up in order to find a person of our interest typing any information part of the identity; in case the user would like to know all lawyers or banks contacts, it will be enough just to make research typing **Law** or **Ban**; the same will happen in case the user is looking for a contact in the US and would like to see all contacts we have in that country; it will be enough to type **Us**, the same it will be possible to find only a precise firm typing for example only **Allen & Overy**, if we want to see all contacts in the world related to the specific law firm or organisation, having the same offices in various countries; in this case, the device must show the following list on the screen:

- Law. Allen & Overy - Michael - Uk
- Law. Allen & Overy - Mario - It
- Law. Allen & Overy - Paul - Us
- Law. Allen & Overy - Ralf - Fr

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For all people who relate to contact that is not part of the precise organisation but is just an individual person on whom we have been in contact for some service or business, set the contact as per the following policy setup:

- Michael Lewis - UK, without mentioning anything but writing on the notes the service offered and the email address or office address.
- Paul Stanford - Us,
- Mario Bianchi - It,

Only people not related to a precise category, like family members, friends, and colleagues, can be saved with their name or a customised name like Mum, Dad, Peter, or similar.

Each contact detail and name under all forms must be integrated with each detail, like mobile, landline, email address, LinkedIn, social media profiles, websites, pictures, or corporate logos related to the person, in order to be able to find each detail using any possible information a user could remember doing research.

The IT team must constantly operate from remotes to access all mobiles and devices to rectify the way each member could have wrongly recorded a contact in their mobile or device, acting to modify the spelling, add the category, or any other detail, along with the correction of the way it has been written in respect of the policy. Certainly, members will not have attention to each detail like space, dot, or capital letters; for sure, some of them will write and information in the wrong way due to the lack of attention to each single detail or because the contact has been registered on the spot of a meeting without a lot of time to properly set a contact spelling. For this reason, all its team members appointed for the task must check which contact has been recorded in the wrong name and rectify the wrong and missing information, setting a correct spelling according to the policy along with the eventual information present on the business card.

The IT team will have to be in charge of receiving any business card acquired by any internal member after a meeting and recording each detail present on each business card into the new contact list of the mobile phone belonging to the member who has been in contact with the related person, along with saving some information in the main office database and scanning the business card in the client files present in the database.

Set all types of software at the reception desk and inside each PC present on the desk in order to authorise any member to add and share any contact detail with the entire office. In reality, each person must enter each business contact related to anyone who has been in contact with the office, with the mission to keep update the general database, along with the contacts that each member has inside his individual corporate mobile and device.

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Set the contacts database and any other sharing folder in order to allow the related user to add or save a file but not to delete any type of file or contact.

Set all email systems in order to not allow anyone to delete the email sent, received, or any other section from the server. In reality, an independent user can cancel or delete an email from its individual PC or mobile, but the system must be set up in order to not allow any user to delete the same email from that server; the security must be imposed by each single email address in order to keep a copy of each conversation.

Set the telephone system linking it to the contacts database in order to visualise on the screen linked to the PC at the Reception desk the information related to the person who is calling. As well, set up a Blacklist database in order to select a not welcome person as "BLACKLIST" visualising the name associated to the category "NOT WELCOME" person, allowing the reception team to follow the procedures for all people, numbers, email addresses, and company names related to individuals declared and registered on the Blacklist.

Sets the email server in categories of email address, creating the option to send an email to all email addresses, selected or associated with the precise category, at the same time and with only one click. This function must be for internal messages sent to all members, all partners, and any other category to whom we desire to wish, for example, Merry Christmas, or to a dedicate management figures for precise messages or communications.

Set an automatic email to all members, partners, and visitors in contact or part of the office wishing them a happy birthday by sending an email on the day of their birthday. For this reason, we should record in our internal contact database as well the native language, the nationality, and the date of the birth, sending the messages via email, SMS, and WhatsApp in their original language and not only in English.

Set an internal system between the reception desk and each corporate vehicle in order to share the information, contact, and addresses from or to where to pick up or drop off a client, member, or partner in title to use a corporate car with the driver.

Set each PC on the single desk with a top security system allowing the system to be used only and exclusively if the member cards are inside the linked card reader and only after it has executed the face recognition scan and all related security checks before allowing the member to access the system. As well, set the entire system to issue a report from each terminal that will evidence the time and member used and actively worked on the PC, along with the time spent away from the terminal or set in front of the screen doing nothing.

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Designing, creating, and set the entire server adopting a structure formed by all single folders, setting each technical criteria to make visible and accessible each folder to the latest users having the position and right to access, along with restricting the access to the same folders for those who don't have the authority to know or access all information.

Set the folder system in order to not authorise members to cancel and file but only the designated and appointed person in the figure of the Chiefs or Director, forcing all members to ask and justify for his/her intention to delete a file saved in any folder.

Set the folder system to allow members to save a file inside only the related folders linked to their individual position, works and department, limiting the access and the visualisation of various folders if not related to the single department or type of work.

Set the Wi-Fi system, creating two different accesses: one private for the internal network, strictly reserved for each device that is part of the internal office structure with a high level of security, authorising the access to precise devices and not all others belonging to anyone, even if in possession of the password. The second is dedicated to the visitors, where strict security level is required, with a password to change every week, forcing guests and visitors to change the password on their device in case they visit the office after a week.

The CIT must be the only person authorised to travel all over the world to visit each asset, property, yacht, jet, car, and anything else where they will be required to install a new device or to link any system between the asset and the office, like access, control, cameras, and symbols installed inside a property.

The CIT is responsible for building, managing, and developing the entire corporate IT infrastructure in accordance with the General Policy, which includes the implementation and utilisation of the T-CLIENT system setup in the banking style, with one server and multiple branches where members have limited access to information and little control over any data saved on the server.

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23. CHIEF RECEPTION OFFICER (CRO)

The present profile represents the reference for all **Reception Assistants** located at any reception of any office worldwide part of the organization. Is acting as the source of information, methods and control for all members having the mission to managing the reception.

The CRO must have a soft tone of voice, pleasant to listen to, be a woman offering an extremely classic and elegant physical aspect, be well-cured with a clear and well-understandable accent, speak English and French along with Italian, and possibly write as well.

Must have a large memory, capable of remembering numbers, names, and any other details related to anyone contacting or visiting the office, managing an internal conversation requested by any member belonging to any department, forming the office.

Execute the following daily tasks:

The CRO must create a database of all clients, suppliers' partners, employees, and visitors, but especially including anyone else who will be in contact with the office, saving mobile numbers, email addresses, landlines, dates of birth, company names, and any other possible detail related to anyone.

The database must be created in order to have a track record section where to write notes and update the information at any time. All kinds of information related to the individual, including at each time we called him, we received a call from him, including the area where we wrote all comments related to the conversation we had with him, along with the option to add some notes about the meeting after the visit we had to our office, or we did to his office.

Create a database to manage the meetings and appointments inside and outside the office, with the sharing option in order to let anyone, every member, or the strictly concerned persons know the meeting plans scheduled for and by all members who are part of the office.

Create a database to manage the drivers and each corporate car, located worldwide, including the record of mileages and anything else related to each vehicle, including the location to know where exactly each vehicle will be at any moment.

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Create the software or install an existing one into the main PC at the reception desk to manage all videos and TV channels on all TV screens present all over the offices. Installed all over the public areas and common zones in the office, like the waiting area, breakroom, and all orders, installed and present all over the office but not belonging to any private or dedicated office.

Create software or a file to manage the orders issued by a member from its desk directly to the breakroom part of the cafeteria in order to keep under control and monetise the consumption of drinks, coffee, and other products present in the coffee shop and available for all members. As well, to control the stocks of all products along with the barista performance work, overseeing the daily consumption for each member or a visitor.

Controlling and managing the Waiters team, the Cleaning Team, and the Hostess in charge to guarantee service to each member, visitor, and the favour of each department.

The present profile must set a policy where at the end of each meeting, the cleaning team must immediately enter into the meeting room to clean up the table, tidying up the entire room, including each detail like positioning each chair at its place, replacing or refilling chocolates, glasses, flowers, and anything else used or moved to make the same room ready for the next meeting, respecting the standards, policy, and criteria.

Set a file to manage all single office and desks consumptions, recording each article that will be delivered and requested by each office in order to keep under control the strategy, stock, and single utilisation per single member.

Create a file, shared with the logistics department, to manage all single shipments, send and receive with any express courier, post, or similar like DHL or UPS.

Install software to allow each member to book a call from his desk, introducing each contact detail to allow the reception to execute each call on behalf of the person member for than transfer and join the call with the member once the external person has replied to the call. This is must setup in that way because, by default, all phones present all over the desk will not be allowed to execute external calls, being only the reception authorised to perform external calls; each member will have to ask the reception to call the external numbers.

The CRO will be in charge of managing the RECEPTION ASSISTANTS, who will be in duty of correctly managing the RECEPTION desk at the local office where they have been appointed but will not be in charge of overseeing other receptions presents in other offices part of the organization.

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24. CHIEF CREATIVE OFFICER (CCR)

The CCR's role transcends individual projects or campaigns, encompassing the entire creative strategy of the whole organization to satisfy all departments and operations performed by all subsidiaries and external corporations' part of the group. Then CCR must lead the creative department, ensuring the execution of high-level creative activities, including advertising campaigns, brand development, and design initiatives. The CCR sets the creative direction, creating a unified vision across these areas. This responsibility is integral in shaping the company's brand image and reputation.

Additionally, the CCR serves as a quality assurance officer for all creative output, ensuring alignment with the company's brand and messaging while upholding high standards of quality and creativity. Thus, the CCR guarantees that the actions of the creative department align with the company's objectives and contribute to its prosperity.

The CCR must leading and managing the whole Creative Team, which include roles such as creative directors, art directors, and designers, providing guidance on goal execution and utilize effective people management skills to ensure optimal performance and consistent meetings of objectives. The CCR's leadership skills are critical in inspiring and motivating the team, empowering vision, fostering a conducive environment for creativity, and ultimately shaping the creative culture, expressing the capacity to transform a message, morals and values representing the corporate identity in a single video, logo, picture, event and anything else part of the creativity.

The CCR assumes a line of responsibilities, spacing from recruitment and mentoring of the creative team, ensuring a balanced mix of talent to cover all technical requirements necessary to realize the results requested but especially to satisfy the expectations. Including, providing appropriate guidance and support to team members, setting both short-term and long-term goals for the creative team, conducting performance reviews, maintaining open lines of communication with team managers, informing senior leadership about creative progress.

The CCR must assume a pivotal responsibility in the creative workflow, additionally, the CCR serves as a quality assurance officer for all creative output, ensuring alignment with the company's brand and messaging while upholding high standards of quality and creativity. Thus, the CCR guarantees that the actions of the creative department align with the company's objectives and contribute to its prosperity.

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A CCR must assume the crucial role in formulating and executing the company's brand strategy, promoting uniformity across all departments, shaping the creative strategy of an organization, collaborating with all single departments involved to determine the creative elements of the company's brand. This involves setting the overall creative direction and ensuring that it aligns with business objectives.

The role of the CCR (Chief Creative Officer) includes, shaping and maintaining a company's brand image, working with creative teams to develop branding guidelines, acting as quality control to ensure consistency across marketing materials, campaigns, and content, navigating the changing landscape of the advertising world, where traditional media blends with digital platforms.

The CCR must strike a balance between creative output in traditional and digital media and relevant business strategies, ensuring that the creative work is innovative yet strategically significant for existing and prospective clients. Extending the mission to oversee each single project management focusing in moulding the creative strategy, overseeing vital projects such as logo development, television ads, and website design, sport and public events, ensuring alignment with the company's aims, promoting collaboration between creatives and marketers, ensuring the creation of adequate briefs and desired outcomes.

The CCR must ensure that all creative projects contribute to the company's overarching business goals, including the commitment to employ operational metrics to equate workloads and prioritize tasks, guaranteeing efficiency in project execution. The CCR must as well be prepared to adjust deadlines or hire additional staff to manage growing workloads and tight deadlines to ensure the creative team's productivity and quality of work, contributing to the company's success.

The CCR must possess a range of skills that contribute to their effectiveness in their role. These skills span across, leadership, strategic thinking, design expertise, adaptability. Each skill plays a critical role in their ability to lead creative teams and drive the creative strategy, utilizing their creative skills. These skills are not isolated but intertwined, working together to drive the success of the CCR.

The Chief Creative Officer must accept various responsibilities, including manage the creative team, which often includes creative directors, art directors and designers. Provide guidance to the creative team on executing goals, conduct performance reviews and hire new team members. Pitch and negotiate budget plans and creative initiatives. Set the strategy for the creative department to align with business goals. Create and maintain the budget for the creative department.

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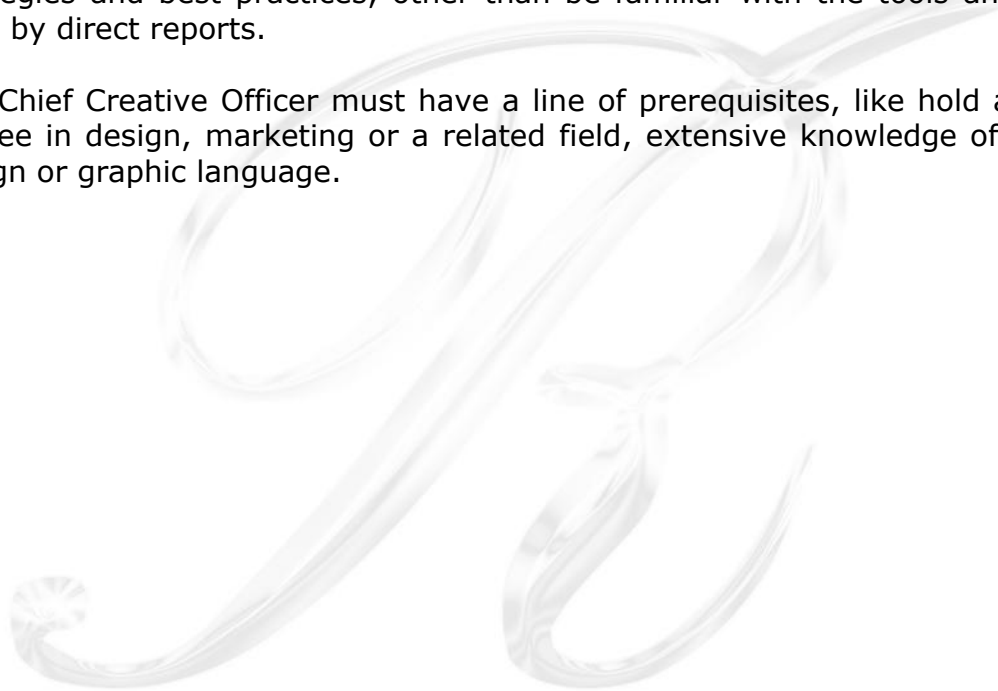
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The Day-to-Day Responsibilities of Chief Creative Officer, including, coordinate the tasks and responsibilities of the creative team and check in with members as necessary. Keep other senior leadership up to date on the progress of creative initiatives. The Chief Creative Officer is the head of the creative department and work closely with the COO and other executive leadership to set goals.

The importance of Chief Creative Officer oversees all the initiatives undertaken by the creative department, they are essential to the success of a company's brand image, advertising and design projects and considering the importance, the present profile, must be characterized by prime skills associated with the ability to present creative ideas and project plans to both internal and external teams, to maintain communication with several direct reports and other senior leadership with the mission to improve the personal knowledge of marketing, branding and design strategies and best practices, other than be familiar with the tools and programs used by direct reports.

The Chief Creative Officer must have a line of prerequisites, like hold a bachelor's degree in design, marketing or a related field, extensive knowledge of marketing, design or graphic language.



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25. TRAVEL EXECUTIVE (TRE)

The present department represents the travel agency of our organisation, in charge of organising any type of travel, movement, or ride for any member, client, or partner forming and in relation with the entire organisation. The travel team must be able to organise and synchronise various travels, flights, and replacements from various locations to equal or different destinations at the same time, coordinating all details, GMTs, connections, and single requirements to satisfy the safety and well-being of each traveller, independent of the many sorts of vehicles that are or must be used to reach the locations.

The present department must operate with various prime external agencies, travel operators, and hotels. Airways, concierge services, limousine services, and anyone else capable of offering and guaranteeing the service we require for the travellers.

The profiles forming the present team must be professional with large experience acquired with luxury and prime concierge service like American Express, private banks, investment banks, asset management companies, and similar, having knowledge of various skills related to totally organising comfortable travel for anyone will be necessary to travel, including perfect synchronisation between flights arrival and departure, transportation, limousines or private drivers, hotel bookings, restaurants, holidays, entertainment locations, events, and anything else required.

The current department must prioritise the use of our private aeroplanes, helicopters, corporate automobiles, yachts, properties, and any other assets in our portfolio to organise vacations for each family member, their guests, and anybody else who may be eligible to benefit from any of our private assets.

Furthermore, the current department must prioritise the use of our private aeroplanes, helicopters, and corporate automobiles to organise the movements of any member of the organisation, extending the priority to our guests, partners, and anyone else chosen to reach any of our offices or corporate events at any future global destination.

It is important to note that the current department is in charge of organising all trips for any single member of the organisation, including the team forming **ROSWEALTH SCUDERIA** and any other corporation that ROSWEALTH will eventually create or own, regardless of where they are located around the world.

The present team is in charge to organize a trip for anyone part of the organization, independently from the location and the position within ROSWEALTH.

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Execute the following major tasks:

Create a team of various professional profiles capable of managing the entire "Worldwide Travel" the Chairman desires to execute over 12 months' time, as per the existing organisation. The travel must be organised and expressed all over the documents, involving American Express and any other concierge service to obtain all service, reservations, and support in the Chairman's favour at each step and destination.

Revise the entire "Worldwide Travel" plan executed before covid and check if all hotels, restaurants, clubs, and leisure places selected at each destination are still open and existing; in case, reselect some other hotel, restaurant, and whatever could be better and available. Simulates and execute wide research again to select other and better hotels, restaurants, nightclubs, and traditional or historical places to visit at each destination, pasting the link and all related descriptions on the final list file to be consulted from the plane or mobile at any moment during the trip.

Organise the "Worldwide Travel" following the organisation described all over the documents, considering the Chairman will be accompanied by a video production team all over the worldwide trip, with the intention of filming each moment of the day necessary to create a video report or movie for the adventure.

Contact all prime airways companies, rent a car, hotels, restaurants, and anything else as reported in the ROSWEALTH book, in order to sign a corporate agreement necessary to book or use a hotel or airways for and at any destination, asking to activate the booking online service or exclusively through our person of contact at the hotel reservation centre.

Contact prime insurance to acquire travel insurance to cover any traveller issue or item carried on by the person during the entire trip to make sure any type of incident will be covered for any risk.

Contact and set the connection with all private wealth services offered by our private and investment banks specialised to offer personal support to organise travel needs to all member parts of the company.

Create a database of needs, tastes, and details of each traveller in order to arrange for each person the best comfort during the trip, sharing all details with hotels, airways companies, and leisure destinations in order to offer the products and services the traveller requires to feel comfortable.

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Coordinate with the asset department on each detail for all travels, flights, and movements, to be organised with our private or business jets, yachts, helicopters, or cars.

Organise, update and revise with the mission to improve all internal policy in order to deliver into each member and traveller email address all documents, flight tickets, hotel reservations, car rentals, or anything else, including any contact details of drivers, pilots, captains, and similar, to be sure that the traveller will have all the trip well organised into its email before leaving its house, office or location.

Travel executives provide a one-stop travel shop experience to all members. They handle all walk in, telephone, and email enquiries related to travel.

Typical duties and responsibilities of a travel executive include:

- Independent handling of travel helps desk.
- Handling international/domestic ticketing,
- Visa/insurance handling.
- Hotel booking/guest house for personnel on tour.
- Co-ordination with internal members as well as vendors.
- Arrangements for seminars, trainings, conferences, and events.
- Co-ordination with travel agents and airlines to book the air tickets on requirement of internal department.
- Managing hotel booking and allotment of car to members and guests.
- Resolving queries of customers regarding ticketing/reservation/tours etc.

The profiles forming the present team must have good communication skills; strong coordination skills; knowledge of travel norms; knowledge of visa, forex, and passport related formalities; knowledge of ticketing and reservation; some experience in international ticketing; and good knowledge of the booking and reservation procedures adopted worldwide.

The present profile must have prior relevant work experience as a travel executive; extensive knowledge of traveling service software's effective time-management skills; and the ability to readily accept challenges and quickly absorb new in formations and procedures.

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The present profile must satisfy the following responsibilities:

- Plan and sell transportations, accommodations, insurance and other travel services
- Cooperate with members and clients to determine their needs and advise them appropriate destination, modes of transportations, travel dates, and accommodations
- Provide relevant information, brochures and publications to travellers
- Book transportation, make hotel reservations
- Use promotional techniques and prepare promotional materials to offer to all travellers about their destinations
- Deal with occurring travel problems, complaints or sudden issues
- Attend travel seminars to remain updated with travel trends
- Enter data into our software and maintain members, partners and client's files
- Network with tour operators and concierge service providers
- Maintain statistical and financial records
- Meet quality and precision targets
- Satisfy members requirements
- Excellent knowledge of computer reservations systems, GDS systems and e-travelling
- Fluency in English; multilingualism is required
- Ability to interact, communicate and negotiate effectively
- Sound knowledge of domestic and international travel trends
- Degree in Hospitality, Travel, Tourism, Business or relevant field
- Personal travel experience will be considered an advantage

The present profile must organize the travel to allow the Chairman, and the selected members to attend the following events:

- **MOTOGP**, majors [Championships](#) at all races purchasing **VIP PASS** and Package call **APEX** with access to Pit Lane, Paddock, Private Event, Sponsors and Riders Loggias, contacting Mr. **Guilherme Pinto**, Director Business Development at MOTOGP Premiere.
- **FORMULA ONE**, majors [Championships](#) at all races purchasing **VIP PASS** and Package call **Paddock Club Legend** with access to Pit Lane, Paddocks, Private Event, Sponsors and Driver Loggias, contacting Mr. **Guilherme Pinto**, Director Business Development at MOTOGP Premiere.
- **MOTOCROSS**, majors MXGP [Championships](#) at all races purchasing **VIP PASS** and Package call **Paddock Club Legend** with access to Pit Lane, Paddocks, Private Event, Sponsors and Driver Loggias, contacting the organization to obtain all PASS.

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- TENNIS - [AUSTRALIAN OPEN](#) - the Semi-Final and Final Only
- TENNIS - [MONTECARLO ROLEX MASTER](#) - the Semi-Final and Final Only
- TENNIS - [ROLAND GARROS](#) - the Semi-Final and Final Only
- TENNIS - [WIMBLEDON](#) - the Semi-Final and Final Only
- TENNIS - [US OPEN](#) - the Semi-Final and Final Only
- HORSE RACE - [ROYAL ASCOTT](#) - the 1st and the 5th day only.
- NFL - [SUPERBOWL](#)
- BASKET - [NBA](#)
- SUPERCROSS - [AMA](#)
- FOOTBALL - [WORLD CUP](#) - Opening Event-Match, Final and Italian matches
- FOOTBALL - [EURO CUP](#)

The current profile must be in contact with the Chairman Relationship Manager (CRM) and Vice Relationship Manager (VCRM) with the mission of sharing any sports or cultural events available at any destination, as well as any trip that any family member may organise, and acting to execute all necessary reservations to ensure participation if the family members are interested.

The current focus must be on all members of the management team and those who have been chosen to get additional compensation, with the goal of providing moments of pleasure to all members during a work trip, so making their stay more enjoyable.

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26. ASSETS REQUIREMENTS SUPPLY CHAIN (ARS)

The Assets Supply Chain profiles refer to the planning, control, optimization and monitoring of all processes, from the raw material supplier to the end of the location or department where each single article or product must be delivered or where has been requested. The profiles forming the present department must coordinate and controlling all steps, integrating any detail to optimize the flow of materials, information and costs.

The main goal of the profiles forming the present department, is to deliver to members, property or assets, exactly what they require, when they need it, in the most efficient and cost-effective way.

The profiles of Assets Supply Chain are responsible to satisfy any type of request related to all single activities necessary to maintain the assets in the perfect condition under all forms and ready for their use at any time.

The Assets Supply Chain occupies a pivotal position in the contemporary business landscape. Serving as the vital link between production, suppliers, internal departments, and all assets where the products must be delivered, they should the hefty responsibility of ensuring the smooth and timely flow of goods **with the only mission to keep supplying our assets part of the portfolio**, making sure each of them it will be constantly supplied of all single products, food, beverage and anything else possible and established by the internal policy and the Chairman's list of wishes.

The current profile mission focusses on maintaining control over the entire stock of any single product present inside any asset, property, office, yacht, or jet, including food, wines, beverages, flowers, decoration, and cleaning tools for any type of maintenance, dress, staff uniforms and anything else that is possible but necessary to keep the asset perfectly maintained and fully supplied with anything necessary to use at any time without notice, but especially to keep the image of the corporation, including the prestige imposed by the policy.

The current profile must maintain regular touch with each and every director or responsible appointment within any asset, ensuring that any article or product consumed it will be promptly replaced, with the objective of keeping the stock absolutely totally supplied in accordance with policy and the Chairman's wishes.

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The current profile is part of the **Procurement Department** and has the mission of perfectly issuing orders to all single suppliers selected and located worldwide, ensuring that the products part of the orders requested by any of the assets is promptly delivered to the asset location without delay or error.

The current profile must notify the director or responsible party of each asset if a supplier declares a product auto stock; offering an immediate solution for which he must obtain approval from the director or asset responsible before ordering a different product or article that may be incompatible with the previous one.

The present profile must deeply understand the logistics processes, but also leadership skills, strategic thinking, and the ability to remain calm in an often-hectic environment, guarantee the capacity to focusing in details and logic process necessary to achieve all steps forming the supply chain process.

The present profile must be characterised by analytical thinking, the ability to understand and draw conclusions from complex processes and data, communication skills, and offering effective communication with all supply chain operators to avoid misunderstandings and ensure everyone is on the same page, having as well as familiarity with the modern technologies and systems used in SCM to optimise processes and ensure the flow of information.

The present profile must adopt a problem-solving ability to resolve unexpected problems that may arise in the supply chain, whether due to delivery delays, production stoppages, or other factors, being also able to respond quickly and effectively to such challenges; interacting with partners from diverse cultural backgrounds and nations is commonplace.

During the operations, the Assets Supply Chain must involves forecasting product demand and coordinating the suppliers to meet and satisfy that demand. This includes forecasting, production planning and other aspects, including the time necessary to receive the product at the destination.

The Assets Supply Chain must incorporate the product lifecycle management (PLM) element, which describes how a product is cared for throughout its existence in preparation for ultimate replacement. Using PLM software simplifies administration and gives complete product information, such as the manufacture, shipment, and lifecycle of each article.

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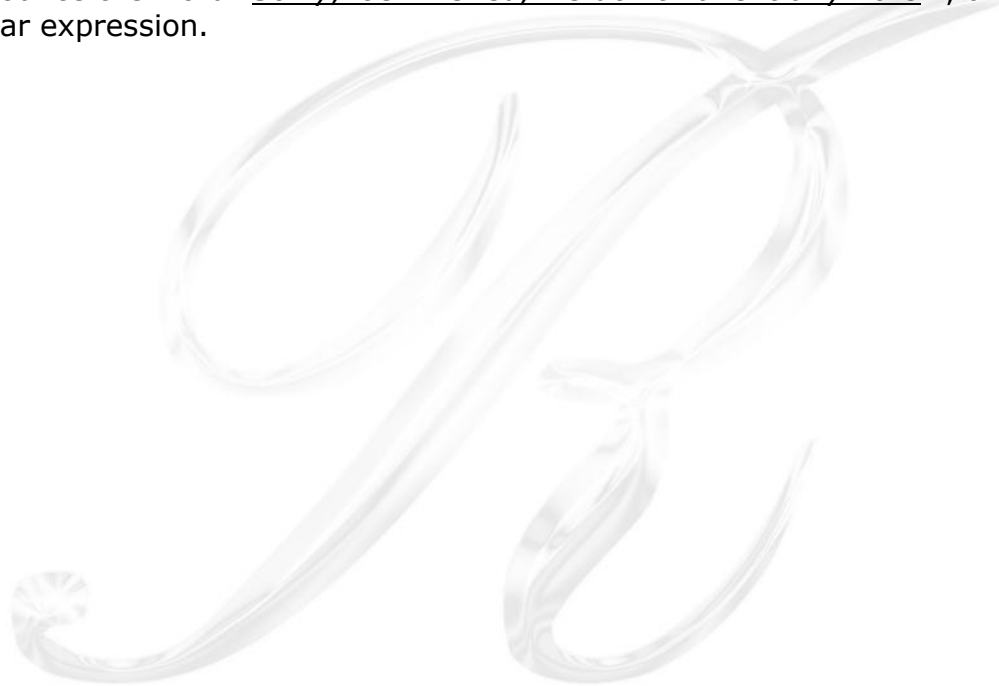
"WHERE STRENGTH MEETS PRINCIPLES..."

Managing Wealth...

The Assets Supply Chain must apply the necessary procedure to comply all steps regulating the procurement department, focusing on the purchase of materials and services, using the SCM systems with machine learning help to optimize procurement processes. As well, extending the policy to the logistics management, relate to the transport and storage of goods, from raw materials to the end product, including the fleet management, warehouse management and delivery or replacing service.

The present profile must make sure that each single assets it will always be supplied and fully equipped of the products, foods, wines, champagnes, waters, flowers, perfumes and anything else preferred by the family members.

The supplying chain must be organized in order to guarantee the same level of stock of all articles at the maximum of the availability, making sure that it will never pronounce the word "Sorry, it's finished, we don't have it anymore!", and any other similar expression.



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27. SUPPLIERS RESEARCH (SUR)

The present profile is the source of innovation for our business and life quality and at the same time represents stability for and within our comfort with any asset, property and office part of the group.

With the industry continuing to evolve and see high growth, this role must provide information on its size, the changing customer base and key insights relating to performance using our internal data and external research. The present profile must involve basic industry research, data manipulation and insight generation in the form of reports and present deliverables to keep the market under control to better select factories and suppliers.

A strong understanding of insight generation using Excel and Power BI platforms is part of the mission while being able to present data and trends in a professional and engaging format is vital to the role. The present profile will be part of the Procurement Department and must have experience working with both internal and external clients alongside having commercial experience and an analytical mindset.

The present profile must execute the following daily operations:

- Conduct industry research to support the requests expressed by all assets and properties part of the portfolio, along with the mission to improve knowledge of industry movements and development.
- Work with other external teams to ensure our industry data matches current internal and external requirements.
- Improve the quality of internal data through primary research suppliers.
- Produce regular reports highlighting areas for improvement, consumption and monitor change.
- Support and manage day-to-day partner research.
- Insight generation and production of deliverables
- Support commercial modelling on a request-by-request basis

The present profile must be characterized by the following Background and Experience:

- Solid background in research and market analysis.
- Strong working knowledge of research methodologies, including statistical analysis and data gathering techniques.
- Experienced in the preparation of reports and communication of insight to external and internal stakeholders.

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- Attention to detail, with a proven ability to deal with abstract, and imperfect data sets.
- Experience in commercial negotiations with external customers, proposal and contract creation.

The present profile must be characterized by the following Key Skills and Competences:

- Skills: Exceptional organizational skills, a self-starter, excellent communication skills, flexible and adaptable approach to work.
- Technical proficiencies: Microsoft Office Suite (Advanced MS Excel), experience of analytical software, ideally Microsoft SQL for analyzing data, Power BI for visualization.
- Competence (Behaviors): collaborative, responsible, confident, detail orientated.
- Successful management from initial contact to end delivery of incoming research requests.
- Improved internal products, articles and data quality.
- Drive increased revenue from Instants data & industry knowledge

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28. EXTERNAL PARTNERS SELECTION (EPS)

The present profile is a source of strength, the profile in charge of selecting the perfect external partners to empower the strength of the organization. In today's fast-paced business landscape, selecting the right partner can be a game-changer, which can apport stability, growth and prestige or instability and loss of reputation.

The present profile represents an important mission considering the selection of an external partner, professional, supplier or representative, it's a strategic move that can propel our business and organization towards growth and success.

However, the EPS must guarantee careful consideration and a well-defined approach to the process necessary to select a perfect partner, adopting a deep and detailed analysis existing and related to any external part, ensuring to make an informed decision that aligns perfectly with our business goals and criteria.

The present profile must execute the following mission:

- Acting to select a partner, considering the task more than just a transaction but a real strategic partnership, bringing the future results at the present moment before deciding with whom we will cooperate, considering the final decision, it involves entrusting a part of our operations to an external entity, a decision that demands meticulous evaluation.
- Defining our needs and objectives, acting to produce a specific analysis before embarking on the selection process, it's imperative to have a crystal-clear understanding of our business needs and objectives at each step and in support of any department. A particular clarity will serve as the foundation for identifying the most suitable partner.
- Conducting thorough research, considering the success of any external venture hinges on in-depth research. Supporting any cooperation to explore potential partners' track records, client testimonials, and industry reputation, approving partners with a proven track record to deliver consistent and high-quality results.
- Assessing expertise and resources, setting as prime element of analysis that our organization and single business, assets and properties have unique requirements. It's essential to ensure that your chosen partner possesses the necessary expertise and resources to meet our specific needs. This includes technological capabilities, skilled workforce, and industry-specific knowledge.

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- Ensuring cultural alignment, considering the success of a partnerships is related as well to a common vision, believes and mindset present bet ween external parties when there is a cultural compatibility, a major element that can significantly impact the success of an external partnership. Ensure that our partner shares our organizational values and work ethic it is an important point to guarantee a solid and timeless collaboration.
- Focusing on the financial stability and scalability of each partner we intend to select, is a major element to evaluate, considering a financially stable partner is better equipped to weather unforeseen challenges and needs expressed at any moment by any of the assets, properties and businesses forming our organization. Additionally, the partner selected, should have the scalability to accommodate our business's growth without compromising service quality, rapidity and any related business process.
- Guaranteeing security and compliance, acting to protect our corporate sensitive data and ensuring compliance with industry regulations, setting the criteria non-negotiables. Verifying that our potential partner has robust security measures in place and adheres to all relevant compliance standards to satisfy any rules and regulation imposed by any country where the partner must to operate in support or behalf of any of our assets, properties, businesses and interests.
- Considering all major elements to select an external partner, basing the analysis on their expertise, experience, quality of work, communication standards, client feedback, and how well they believe the partner can align with their business goals and culture. Price is a factor, but it shouldn't overshadow these critical aspects.
- Bringing to the table a blend of technical prowess, a proven track record, and deep understanding of various business sectors satisfying our global outreach, commitment to innovation, perfection and prestige for businesses worldwide.
- Ensuring smooth communication with an external partner to guarantee perfect understanding of each detail allowing the partner to offer the most customized solution, utilizing efficient project management tools, encourages regular updates through meetings or calls, and ensures our team is accessible for queries or discussions, aligning with different time zones if needed.

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29. HUMAN RESOURCES EXECUTIVE (HRE)

The present profile is responsible for managing all single members part of the organization, independently from where each of them is located within the assets, properties and businesses composing our portfolio, as well, its mission is characterized for managing activities related to a company's workforce making sure all corporate policies are respected, and any labor law is applied.

Must develop strategies that increase employee engagement while improving a company's overall success, rewarding the merit expressed by the personal loyalty and involvement expressed by any member. Applying primary responsibilities of human resources to obtain the best resource from each member.

The present profile is responsible for planning, directing and coordinating human resources activities, policies and programs for the whole organization, including:

- Hire and onboard new employees and negotiate employment agreements
- Develop and implement HR policies for an entire organization
- Ensure that a company remains in compliance with laws and regulations
- Oversee HR managers, as **Profiles** Selector, **Properties** Staff Selector and **Assets** Staff Selector to ensure efficient daily workflows and train the HR department
- Discipline and terminate employees as per the policy
- Collaborate with executives and **CHR** to align HR policies with the company's strategic goals
- Conduct research, analyse organizational trends and execute best practices for hiring, talent management and retention
- Plan and execute HR functions strategically, such as compensation and benefits, performance management, training and development, occupational safety, employee communications, employee experience and employee relations
- Develop and manage the budget for the human resources department

To guarantee the exemplarity required by the position, the present profile must have a bachelor's degree as a minimum in a relevant area, such as business or human resource management or a Master of Science in human resources empowered by advanced skills as workforce planning and organizational development.

The present profile to be successful in this particular role must have the following skills:

- Business management to oversee a company's workforce, as well to develop organizational strategies to benefit employees and the company.

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- Finance and administration management to develop and monitor budgets for each department. The finance skills are mandatory to establish and managing the budget for other HR functions, such as development programs and employee benefits. Budgeting skills are important for understanding the compensation budget and managing payroll.
- Recruitment and staffing experience to attract, hire and retain top talent for any department forming the organizations. These skills are necessary to determine how to provide current employees with the training or tools to improve productivity.
- Public speaking talent to give presentations and address employees as a group, being able to adopt the necessary skills to communicate information and instructions to staff members in a manner that's clear and easy to understand.
- Leadership is one of the key factors in the HR personality to direct managers and other staff in the HR department, understanding each member mentality, vision and character. The leadership skills also is mandatory for the present profile to oversee operations related to hiring, training, professional development, employee experience and the overall workplace culture.
- Organization capacity is a must and necessary to manage HR activities, including tasks effectively to support specific processes ensuring the present profile keeps confidential information secure, managing all employee data correctly.
- Interpersonal skills to collaborate with executives and other managers and develop strong working relationships, to be more empathetic to best understand each person's needs.
- Adopting a variety of HR-related classes, such as:
 - Business ethics and labour laws
 - Psychology
 - Statistical analysis
 - Training and development
 - Employee relations
 - Collective bargaining
 - Compensation and benefits
 - Employment law
 - Strategic planning
 - Performance management
 - Labor relations and collective bargaining

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30. PROFILES SELECTOR EXECUTIVE (PSE)

The present profile has the mission to select and screen the first step of each interview necessary to hire a member for all single positions composing any department, assets, property, and businesses that are part of the whole organisation.

The Profiles Selector Executive mission is to identify, attract, and select top-tier candidates who align with our company's values, culture, and strategic goals, playing a pivotal role in shaping the organisation's workforce by employing innovative sourcing strategies, conducting thorough assessments, and fostering a positive candidate experience throughout the hiring process, supported by all other related departments as per the policy.

The present profile is under the **CHR** and is in charge of receiving the employment request from any department, asset, property, and business part of the group, acting to immediately screen the human resource market to pre-select a first quantity of candidates, and acting to invite each of them for an interview at the office headquarters or at the location where the member is requested, such as assets, yachts, properties, offices, and similar.

At the end of the first pre-selection step, the present profile presents his selection to the CHR to decide which candidates will be eliminated and which ones will be interviewed for the second time by the CHR and the Director of the related department, asset, office, property, and similar.

Following the CHR decision, the present profile will proceed to invite the selected candidates to the second interview, where it will be the CHR, the Director, and the present profile having the mission to decide and select the final candidate who will join the organisation.

The following day, the present profile must to announce the decision to the candidates eliminated as well as to the selected ones, sending the offer letters, created as per our approved template, for then following the policy to complete the hiring process, meeting the new member at the first day of work to offer the welcome package, including the policy's and anything else related to the approved employment process.

The present profile must follow the hiring process for all candidates exclusively related and required by the offices and businesses, involving other colleagues of the same department, such as the **Properties Staff Selector** to hiring candidates for residential properties and the **Assets Staff Selector** to hiring candidates for yachts, private jets, and helicopters, being all of them particular profiles requiring dedicate experiences and requirements.

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The PSE key responsibilities include, understanding organizational needs, collaborate with hiring managers to gain a deep understanding of the skills, experience, and cultural fit required for each role.

The present profile during the daily operation must acting to:

- **Sourcing Candidates:** Utilize a variety of sourcing methods, including job boards, social media, networking, and employee referrals, to build a diverse pipeline of qualified candidates.
- **Screening and Assessment:** Conduct comprehensive screenings and assessments to evaluate candidates' qualifications, competencies, and alignment with our organizational values.
- **Facilitating Interviews:** Coordinate and facilitate interviews, ensuring a structured and fair process that allows for meaningful evaluation of candidates.
- **Candidate Experience:** Maintain open communication with candidates throughout the hiring process, providing timely feedback and ensuring a positive experience that reflects our company's commitment to excellence.
- **Data-Driven Decisions:** Utilize recruitment metrics and analytics to continuously improve the hiring process and make informed decisions that enhance the quality of hires.
- **Diversity and Inclusion:** Champion diversity and inclusion initiatives by actively seeking out candidates from varied backgrounds and ensuring equitable hiring practices.
- **Onboarding Support:** Collaborate with **CHR** and hiring managers to ensure a smooth onboarding process for new hires, setting them up for success from day one.

Between the mission, the present profile must fulfilling the mission contributing to building a talented and diverse workforce that drives our organization's success and fosters a culture of innovation and collaboration, ensuring a dynamic and results-driven HR process, being responsible for managing the full recruitment cycle, from sourcing and attracting top talent to onboarding new hires, offering understanding of our business needs, a passion for connecting with people, and the ability to create a positive candidate experience.

The present profile must satisfy the following responsibilities:

- **Recruitment Strategy:** Develop and implement effective recruitment strategies to attract a diverse pool of qualified candidates.
- **Screening and Interviewing:** Conduct initial screenings, interviews, and assessments to evaluate candidates' qualifications, skills, and cultural fit.

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- **Collaboration:** Partner with hiring managers to understand their staffing needs and provide guidance on best practices for interviewing and selection.
- **Candidate Experience:** Ensure a positive candidate experience throughout the recruitment process by maintaining clear communication and providing timely feedback.
- **Employer Branding:** Promote the company's employer brand through various channels, showcasing our culture, values, and career opportunities.
- **Data Management:** Maintain accurate records of candidate interactions and recruitment metrics in the applicant tracking system (ATS).
- **Market Research:** Stay informed about industry trends, labour market conditions, and competitor hiring practices to enhance recruitment strategies.
- **Onboarding:** Assist in the onboarding process for new hires, ensuring a smooth transition into the company.

The present profile must satisfy the following Qualifications:

- Bachelor's degree in human resources, Business Administration, or a related field.
- Proven experience as a Talent Acquisition Specialist or similar role.
- Strong understanding of recruitment processes and best practices.
- Excellent communication and interpersonal skills, with the ability to build relationships at all levels.
- Proficiency in using applicant tracking systems (ATS) and other recruitment tools.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Strong analytical skills and attention to detail.
- Knowledge of employment laws and regulations is a plus.

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31. **PROPERTIES STAFF SELECTOR (PSS)**

The present profile has the mission **exclusively** dedicated to selecting and screening the first step of each interview necessary to hire a member for all single **properties** used by the family member and part of the portfolio, independent from where each of them is located worldwide.

The **Properties Staff Selector** mission is to identify, attract, and select top-tier candidates who align with the family member vision, culture, needs, and requirements other than our company's values, culture, and strategy, playing a pivotal role in shaping the private properties workforce capable of satisfying the family member lifestyle, taste, and life comfort by employing innovative sourcing strategies, conducting thorough assessments, and fostering a positive candidate experience throughout the hiring process.

The present profile has a delicate task, consisting of hiring all members living within the private family members properties, sharing a family environment, for which the privacy and the comfort must be guaranteed to each family member, including managing each property during their absence.

The present profile must act to hire all various candidates necessary to the property and required by the family members, like **Chefs, Waiters, Housekeepers, Pâtissiers, Gardeners, Guardians**, and anyone else necessary to run, maintain, and valorise each private property where the family member will inhabit.

The present profile is under the **CHR** and is in charge of receiving the employment request from any property part of the group, acting to immediately screen the human resource market to pre-select a first quantity of candidates, and acting to invite each of them for an interview at the office headquarters or at the property where the member is requested.

The present profile must follow the whole mission daily description expressed at point **29** for the **Profiles Selector Executive**, adopting the day-to-day operation exclusively dedicated to the candidates and staff associated with the properties worldwide located.

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32. **ASSETS STAFF SELECTOR (ASS)**

The present profile has the mission **exclusively** dedicated to selecting and screening the first step of each interview necessary to hire a member for all single **assets, such as, Yachts, Private Jets, Helicopters, vehicles** used by the family member and part of the portfolio, independent from where each of them is located worldwide.

The **Assets Staff Selector** mission is to identify, attract, and select top-tier candidates who align with the family member vision, culture, needs, and requirements other than our company's values, culture, and strategy, playing a pivotal role in shaping the private assets workforce capable of satisfying the family member lifestyle, taste, and life comfort by employing innovative sourcing strategies, conducting thorough assessments, and fostering a positive candidate experience throughout the hiring process.

The present profile has a delicate task, consisting of hiring all members living within the private family members assets, such as, yachts, private jets and helicopters, sharing a family environment, for which the privacy and the comfort must be guaranteed to each family member, including managing each asset during their absence.

The present profile must act to hire all various candidates necessary to the assets and required by the family members, like **Captain, Pilots, Stewards, Hostesses, Crew Members, Chefs, Waiters, Housekeepers, Pâtissiers**, and anyone else necessary to run, maintain, and valorise each private assets where the family member will inhabit of during the use.

The present profile is under the **CHR** and is in charge of receiving the employment request from any asset part of the group, acting to immediately screen the human resource market to pre-select a first quantity of candidates, and acting to invite each of them for an interview at the office headquarters or at the asset where the member is requested.

The present profile must follow the whole mission daily description expressed at point **29** for the **Assets Staff Selector**, adopting the day-to-day operation exclusively dedicated to the candidates and staff associated within the assets worldwide located.

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33. GROUP ACTIVITIES INSPECTOR (GAI)

The present profile represents the management eyes and ears, having the mission **exclusively** dedicated to inspecting the **offices and business units** belonging to the organization and part of our portfolio, independently from where each of them is located worldwide.

The **Group Activities Inspector** is in charge of conducting regular inspections of all offices and business units in their assigned portfolio to ensure that they are properly maintained, supplied, and that any necessary repairs are completed on time, ensuring that each office is perfectly kept by the staff as per policy but especially in respect of management decisions. They will also be responsible for documenting any findings from their inspections and working with the office director, **CSO**, and **CAO** to resolve any concerns that arise.

The present profile main mission is concentrating in operating to valorise the offices and business locations preventing any infrastructural and corporate degradation that could affect the value, prestige, image and comfort, making sure that each office or business location part of the portfolio, is well maintained, under all forms and aspects.

The **Group Activities Inspector** must visit each office and business units without informing the members working at the property that he will be going, ensuring that the internal members appointed and operating at the office or business location will work to rectify any unfinished work knowing that the inspector will be inspecting the location.

The present profile must secretly coordinate the inspection program, deciding on dates, times, inspection major reasons, and anything else necessary, with the **CSO**, who will also collect reports and requests from other management members in the Chiefs section to better highlight the single issue raised by each party involved in the offices and business units.

The **Group Activities Inspector** must carry out the inspection mission without interacting with the members operating at offices and business units in a friendly manner, without disclosing reasons, details, or anything else, and for any reason, inspecting every square inch of the office, opening drawers, cupboards, kitchen appliances, wardrobes, rooms, and any other space to check if products, equipment's and devices are kept well organized along if the areas are perfectly clean.

The goal also includes determining whether members of the property are following the internal general policy in all details, if they are adhering to the dress code, makeup guidelines, professional behaviour and anything else as per policy, and if each tool, device, furniture, and accessory is kept and cleaned in accordance with the family members' preferences.

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The Group Activities Inspector job mission is:

- Inspect offices and business locations and other structures to determine the need for repairs or renovations
- Examine the condition of roofs, walls, windows, doors, and foundations
- Look for signs of pest infestations or damage
- Note any safety hazards or code violations
- Take photographs of offices and business locations condition
- Be the management eyes and ears
- Inspecting water quality, electrical systems, plumbing systems, and structural integrity.
- Performing detailed indoor and outdoor inspections.
- Responding to complaints and evaluations.
- Finding out safety hazards and structural defects.
- Facilities repairs and improvements.
- Maintaining a report on regular inspections.
- Updating the **CSO** with inspection programs.
- Following the guidelines on policy and family members.
- Adhering to all the company's rules and regulations.
- Minimizing potential safety hazards.
- Determining maintenance needs in a timely manner.
- Coordinating offices and business locations maintenance as and when required.
- To inspect offices and business locations for compliance with city, region, state, and general regulations.
- To ensure that all offices and business locations inspections are conducted in a professional and timely manner as per the management wishes and policy.
- To maintain accurate records of all offices and business locations inspections conducted.
- To report any violations discovered during property inspections to the **CSO**, Management and if necessary appropriate authorities.
- To work closely with offices and business locations directors to ensure that all inspection requirements are met.
- Performing inspections as per the compliance requirements.

The Property Inspector must be characterized by qualifications including:

- A high school diploma or equivalent
- Completion of a certified training program in offices and business locations inspection
- Several years of experience working in the construction or maintenance field
- Strong communication and customer service skills
- Possess an extensive understanding of various construction regulations.

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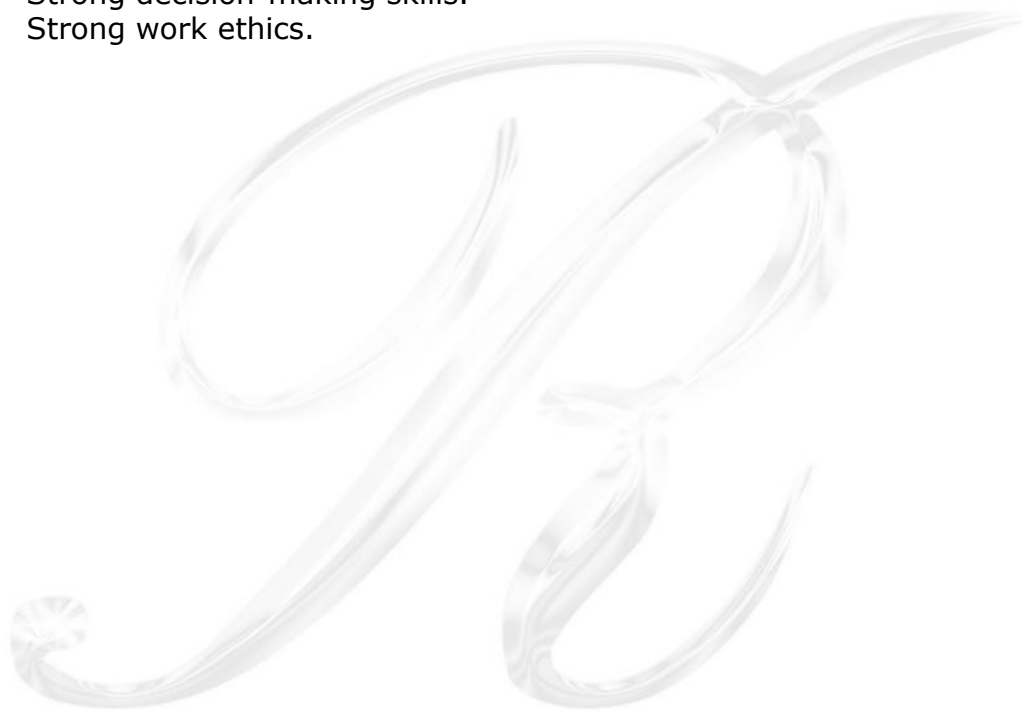
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- Ability to pay attention to details.
- Working experience as a offices and business locations inspector, Property Manager, or a similar position in the Real Estate industry.
- If required by the local law, a professional state-approved license as a offices and business locations Inspector.
- A valid driver's license is mandatory.
- Ability to work for long periods of time and weekends as well.
- Ability to work in a team or individually as and when required.
- Ability to manage and handle multiple tasks.
- Outstanding problem-solving skills.
- Hard-working individual.
- Good time management abilities.
- Strong decision-making skills.
- Strong work ethics.



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34. **PROPERTIES INSPECTOR (PRI)**

The present profile represents the family member's eyes and ears, having the mission **exclusively** dedicated to inspecting the **properties** belonging to the family members and any other unit part of our portfolio, independently from where each of them is located worldwide.

The **Property Inspector** is in charge of conducting regular inspections of all properties in their assigned portfolio to ensure that they are properly maintained, supplied, and that any necessary repairs are completed on time, ensuring that each property is perfectly kept by the staff and ready to be used at any time without notice, as per policy but especially in respect of family members' wishes. They will also be responsible for documenting any findings from their inspections and working with the property director, **CSO**, and **CAO** to resolve any concerns that arise.

The present profile main mission is concentrating in operating to valorise the property preventing any infrastructural degradation that could affect the value, prestige and comfort, making sure that each property part of the portfolio, is well maintained, under all forms and aspects.

The **Property Inspector** must visit each property without informing the members working at the property that he will be going, ensuring that the internal members appointed at the property will work to rectify any unfinished work knowing that the inspector will be inspecting the location.

The present profile must secretly coordinate the inspection program, deciding on dates, times, inspection major reasons, and anything else necessary, with the **CSO**, who will also collect reports and requests from other management members in the Chiefs section to better highlight the single issue raised by each party involved in the property.

The **Property Inspector** must carry out the inspection mission without interacting with the members in charge of managing each property in a friendly manner, without disclosing reasons, details, or anything else, and for any reason, inspecting every square inch of the property, opening drawers, cupboards, kitchen appliances, caves, boxes, gardens, pools, wardrobes, rooms, fireplaces, and any other available space to check if products are kept well organized along if the areas are perfectly clean.

The goal also includes checking to see if members of the property are ironing the family members' dresses, clothes, and anything else as per policy, and if each tool, place, and accessory is kept and cleaned according to the family members' preferences.

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The Property Inspector job mission is:

- Inspect properties and other structures to determine the need for repairs or renovations
- Examine the condition of roofs, walls, windows, doors, and foundations
- Look for signs of pest infestations or damage
- Note any safety hazards or code violations
- Take photographs of property condition
- Be the family members and the management eyes and ears
- Inspecting water quality, electrical systems, plumbing systems, and structural integrity.
- Performing detailed indoor and outdoor inspections.
- Responding to complaints and evaluations.
- Finding out safety hazards and structural defects.
- Facilities repairs and improvements.
- Maintaining a report on regular inspections.
- Updating the **CSO** with inspection programs.
- Following the guidelines on policy and family members.
- Adhering to all the company's rules and regulations.
- Minimizing potential safety hazards.
- Determining maintenance needs in a timely manner.
- Coordinating property maintenance as and when required.
- To inspect properties for compliance with city, region, state, and general regulations.
- To ensure that all property inspections are conducted in a professional and timely manner as per the family members wishes and policy.
- To maintain accurate records of all property inspections conducted.
- To report any violations discovered during property inspections to the **CSO**, Management and if necessary appropriate authorities.
- To work closely with property directors to ensure that all inspection requirements are met.
- Performing inspections as per the compliance requirements.

The Property Inspector must be characterized by qualifications including:

- A high school diploma or equivalent
- Completion of a certified training program in property inspection
- Several years of experience working in the construction or maintenance field
- Strong communication and customer service skills
- Possess an extensive understanding of various construction regulations.
- Ability to pay attention to details.
- Working experience as a Property Inspector, Property Manager, or a similar position in the Real Estate industry.

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- If required by the local law, a professional state-approved license as a Property Inspector.
- A valid driver's license is mandatory.
- Ability to work for long periods of time and weekends as well.
- Ability to work in a team or individually as and when required.
- Ability to manage and handle multiple tasks.
- Outstanding problem-solving skills.
- Hard-working individual.
- Good time management abilities.
- Strong decision-making skills.
- Strong work ethics.



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35. ASSETS INSPECTOR (ASI)

The present profile represents the family member's eyes and ears, having the mission **exclusively** dedicated to inspecting the **assets, such Yacht, Private Jet, Helicopters, Cars, Vehicles** and similar belonging to the family members and any other unit part of our portfolio, independently from where each of them is located worldwide.

The **Assets Inspector** is in charge of conducting regular inspections of all **assets, such Yacht, Private Jet, Helicopters, Cars, Vehicles** in their assigned portfolio to ensure that they are properly maintained, supplied, and that any necessary repairs are completed on time, ensuring that each assets is perfectly kept by the staff and ready to be used at any time without notice, as per policy but especially in respect of family members' wishes. They will also be responsible for documenting any findings from their inspections and working with the asset's director, **CSO**, and **CAO** to resolve any concerns that arise.

The present profile main mission is concentrating in operating to valorise the assets preventing any mechanical, status and infrastructural degradation that could affect the value, prestige and comfort, making sure that each assets part of the portfolio, is well maintained, under all forms and aspects.

The **Assets Inspector** must visit each asset without informing the members working at the assets that he will be going, ensuring that the related members appointed at the assets will work to rectify any unfinished work knowing that the inspector will be inspecting the location.

The present profile must secretly coordinate the inspection program, deciding on dates, times, inspection major reasons, and anything else necessary, with the **CSO**, who will also collect reports and requests from other management members in the Chiefs section to better highlight the single issue raised by each party involved in the assets.

The **Assets Inspector** must carry out the inspection mission without interacting with the members in charge of managing each asset in a friendly manner, without disclosing reasons, details, or anything else, and for any reason, inspecting every square inch of the asset, opening engines, electronical parts, safety equipment's, drawers, cupboards, kitchen appliances, caves, boxes, gardens, pools, wardrobes, rooms, fireplaces, and any other available space to check if products are kept well organized along if the areas are perfectly clean.

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The goal also includes checking to see if members of the asset are executing the safety maintenance, mechanical upgrading, including ironing the family members' dresses, clothes, and anything else as per policy, and if each tool, place, and accessory is kept and cleaned according to the family members' preferences.

The Assets Inspector job mission is:

- Inspect asset and other structures to determine the need for repairs or renovations
- Examine the condition of roofs, walls, windows, doors, and any area
- Look for signs of pest infestations or damage
- Note any safety hazards or code violations
- Take photographs of asset condition
- Be the family members and the management eyes and ears
- Inspecting water quality, electrical systems, plumbing systems, and structural integrity.
- Performing detailed indoor and outdoor inspections.
- Responding to complaints and evaluations.
- Finding out safety hazards and structural defects.
- Facilities repairs and improvements.
- Maintaining a report on regular inspections.
- Updating the **CSO** with inspection programs.
- Following the guidelines on policy and family members.
- Adhering to all the company's rules and regulations.
- Minimizing potential safety hazards.
- Determining maintenance needs in a timely manner.
- Coordinating asset maintenance as and when required.
- To inspect asset for compliance with city, region, state, and general regulations.
- To ensure that all asset inspections are conducted in a professional and timely manner as per the family members wishes and policy.
- To maintain accurate records of all asset inspections conducted.
- To report any violations discovered during asset inspections to the **CSO**, Management and if necessary appropriate authorities.
- To work closely with asset directors to ensure that all inspection requirements are met.
- Performing inspections as per the compliance requirements.

The Property Inspector must be characterized by qualifications including:

- A high school diploma or equivalent
- Completion of a certified training program in Yacht, Planes, Helicopter, Cars and Vehicles inspection

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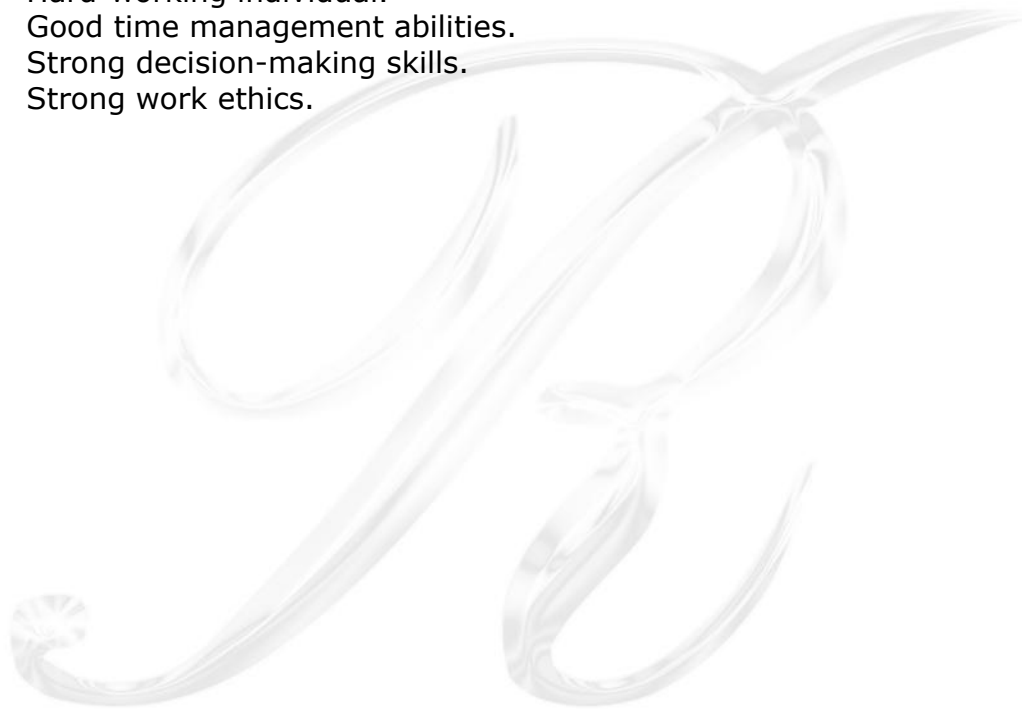
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- Several years of experience working in the asset's maintenance field
- Strong communication and customer service skills
- Possess an extensive understanding of various asset's regulations.
- Ability to pay attention to details.
- Working experience as a Assets Inspector, Yachts and Private Jet Manager, or a similar position in the aviation, yachting and vehicles industry.
- If required by the local law, a professional state-approved license as a asset Inspector.
- A valid driver's license is mandatory.
- Ability to work for long periods of time and weekends as well.
- Ability to work in a team or individually as and when required.
- Ability to manage and handle multiple tasks.
- Outstanding problem-solving skills.
- Hard-working individual.
- Good time management abilities.
- Strong decision-making skills.
- Strong work ethics.



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36. ADMINISTRATION EXECUTIVE (ADE)

The present profile is in charge of the administration department, which must be comprised of diverse profiles with extensive administrative experience with multinational corporations operating in countries with a variety of taxes, VAT, labour rules and charges, systems, currencies, and government systems in place at each destination where we have interests. The current profile must coordinate and manage the Administration Department to ensure the proper processing of any type of payment, as well as the receipt and issuance of any type of invoice, payroll, or VAT payment slip for each firm within and forming the group, making sure the integrity of our organization comply with any government rule, supplier and agreement but especially our general policy.

The present profile must consider that our organization has interests over various jurisdictions where there are various properties, assets, offices, and companies located in different countries, each of them ruled by different local and customised system regulating payment for taxes, council taxes, property taxes, VAT, utilities, employment charges, maintenance agreements related to each single local company we incorporate to form the whole organization structure.

The present profile must consider that all members hired to run and maintain the property, office and business location has an employment contract with the same company registered in the same country that will be in charge to pay the monthly salaries along with the Government labor charges imposed by the employment agreement.

The same situation is not valid for the members hired to be associated to the assets, such as, yacht, private jets and helicopter for which a salary or supplier payment could be execute in a country different from where the company is registered in case our asset received a service in a different country, like a yacht owned by our company ROSWEALTH SEA ONE LTD, registered in London, must pay salaries to crew member registered or residing under a company in the USA.

The same restriction applies to a supplier if the yacht or jet purchases fuel in France when it is in a French port or airport for vacation or transit. This specific situation will generate various types of invoices with or without VAT, government charges, or other details that must be well known by the Administration team, which is in charge of executing all single payments related to each single asset, property, yacht, jet, helicopter, cars, salary, utility, insurance, tax, and anything else possible and necessary to run, manage and maintain all interests the organisation has all over the world.

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The organisation is comprised of several companies registered around the world, each with its own bank account. It is vital to highlight that each company is solely responsible for paying all connected payments for salaries, taxes, expenditures, invoices received and signed agreements. This is why the Administration team must be able to manage several companies and their related bank account in multiple countries while adhering to all applicable rules.

Because of the variety of activities, the department must be formed by:

- a. **Administration Executive** is responsible of monitoring, preparing, and establishing each administrative procedure associated with each payment, invoice, bank, and other, exchanging information with the Banking Department to ensure that the funds required are always accessible in the single company bank accounts with each beneficiary registered.
- b. **Administration Assistant** is charge of issuing, receiving, and registering all invoices, bills, and other payment-related documents forming each company's monthly book in order to keep all payments under control along with all costs.
- c. **Administration Payroll** in charge of issuing all salary slips, receiving all new and cancelled employment contracts, eventual promotion, bonus, holidays, leaves, and any single data related to an employment contract of any type under any company or jurisdiction, and preparing all monthly payments, banking files, government labour payments, and declarations for any member employed under any company, other any other administrative related task.
- d. **Administration Services** is charge of managing all uncontrolled, unexpected, and urgent payments for any service or emergency related to any contract, partner, provider, supplier, asset, or property owned by the organisation under any company forming the whole corporate structure. The current profile must act like the Administration Executive but dedicate to imminent issues like fuel for yacht, jet, airport services, banking or dock services in a port, airport and for all invoices where it is not possible planning the payment according to our corporate schedule and policy, as well as for all payments where a payment online at any time with a corporate credit card will be required, like an urgent flight ticket, telephone bill, hotel reservation, and any other. In this instance, a suitable policy for invoicing received or issued to facilitate an emergency payment inside or outward must be established.

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The intention is to create a single desk capable of managing all unplanned payments or regulated by various payment methods, in a timeframe different from our internal main policy, with the ability to receive or issue an invoice related to any company part of the group at any time when an immediate payment is required to receive the service. This profile will allow the administrative department to carry out unusual actions without an invoice, ensuring the department's smooth operation based on a policy made to particular payments.

The present profile must execute the following major task:

Acquire and install all over the Administration Department devices, the accountant software ORACLE and each other correspondent software to manage multi-company accounts, balance sheets, consolidate balance sheets, financial reports, bank accounts, automatic payments, salaries, invoices, government payments, VAT, asset value, and anything else related to the perfect synchronised administration management of each company part of the group incorporated in the world under various different jurisdictions.

Create a template for each document required to manage and perform each task composing the Administration Department's activities in order to consistently use the same type of document, such as an invoice template, salary, slip, payroll certificate, petit cash request, and anything else possible.

Create a system for accessing and obtaining the perfect administration report, costs, pending payments, investments, asset values, salary average, VAT, government payments, and anything else possible in order to have the situation completely under control and be able to respond at any type of question on the spot over the phone.

Create a salary payment system to deposit funds in the bank accounts of each individual company appointed registered around the world, as well as with various banks to execute bank transfers with the simple introduction of the amount related to each single member, considering that the amount may vary each month due to absence, extra time, reward, penalties, or commission.

Create and record all data for each supplier selected to manage each company's activities around the world, including assets, vehicles, and other items as allowed and imposed by policy.

Create an Administration Policy template that must be signed by each supplier of services or goods to inform and express our terms and policies regarding payment inward, outward, schedule, payment dates, process to approve an invoice and payment, consequences of rejections, and anything else in order to never raise or receive a complaint or cause an argument with any party.

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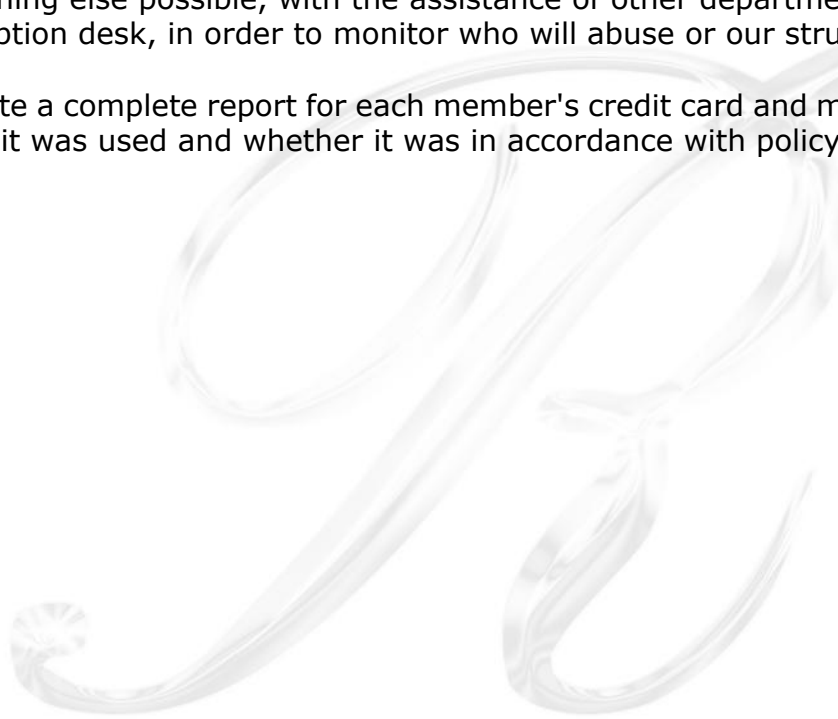
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Create a payment program to coordinate and execute all payments of the same category on the same day, such as salaries, invoices, credit cards, and so on, as ruled by our general policy.

Create a detailed report for each asset, property, yacht, jet, car, and other items to determine the individual cost of each purchase, asset, or investment made, as well as the maintenance cost, valuation, or depreciation, in order to monitor costs and determine which assets or investments should be eliminated from our portfolio or modified.

Create a detailed report for each office desk to determine the consumption of stationery, paper printed, pens used, brochure or company profile, gadget, and anything else possible, with the assistance of other departments such as IT and the reception desk, in order to monitor who will abuse or our structure.

Create a complete report for each member's credit card and mobile line to determine why it was used and whether it was in accordance with policy.



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37. FINANCE EXECUTIVE (FIE)

The present profile is responsible for managing and overseeing the financial operations of a company or organization. This may include tasks such as creating and implementing financial strategies, analysing and interpreting financial data, preparing financial reports, and developing and maintaining financial systems and processes. He may also be responsible for managing budgets, forecasting revenue and expenses, and ensuring compliance with financial regulations and standards

The finance executive typically works closely with other members of the finance team, having as reference the CFO, as well as with other departments within the organization. He may also interact with external partners, such as banks, investors, and regulatory agencies to execute all necessary tasks required to guarantee the perfect financial management of all single companies forming the whole organization worldwide.

To achieve the planned financial results, the current profile must have good communication and leadership skills, as well as a thorough comprehension of financial concepts and principles ruling all single companies incorporated all over various countries forming the entire corporate structure.

The current profile must act to create all partial, quarterly, and yearly financial reports in collaboration with all selected auditing firms, for each individual company worldwide, and to incorporate and consolidate the activities, costs, and financial results of all companies under the holding.

The present profile must execute the following job mission:

- Develop and implement financial plans and budgets
- Oversee the preparation of financial statements and reports
- Analyse financial data to identify trends and areas for improvement
- Develop and implement financial policies and procedures
- Manage the organization's investments and financial risk
- Collaborate with other departments to ensure that financial goals are aligned with overall business objectives
- Review and approve financial transactions, such as contracts and invoices
- Negotiate with lenders, investors, and other financial partners
- Provide financial guidance and support to other members of the organization
- Responsibilities
- As a finance executive, you will be responsible for managing and overseeing the financial operations of an organization.

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The present profile must satisfy the following specific responsibilities:

- 1) **Developing and Implementing Financial Plans and Budgets:** This may involve setting financial goals and creating detailed plans to achieve those goals, as well as establishing budgeting processes and systems to track and monitor financial performance.
- 2) **Overseeing The Preparation of Financial Statements and Reports:** You may be responsible for overseeing the preparation of financial statements and reports, including balance sheets, income statements, and cash flow statements, to ensure that they are accurate and in compliance with financial regulations.
- 3) **Analysing Financial Data:** You may be responsible for analysing financial data to identify trends, highlight areas for improvement, and inform decision-making. This may involve using financial software and tools to analyse data and create reports.
- 4) **Developing and Implementing Financial Policies and Procedures:** You may be responsible for establishing financial policies and procedures to ensure that financial transactions and activities are conducted in a consistent and compliant manner.
- 5) **Managing The Organization's Investments and Financial Risk:** You may be responsible for managing the organization's investments and financial risk, including identifying and evaluating potential investment opportunities and implementing strategies to manage financial risk.
- 6) **Collaborating With Other Departments:** You may work closely with other departments within the organization to ensure that financial goals are aligned with overall business objectives. This may involve communicating financial information to other team members and providing guidance and support as needed.
- 7) **Reviewing and Approving Financial Transactions:** You may be responsible for reviewing and approving financial transactions, such as contracts, invoices, and other financial documents, to ensure that they are accurate and comply with financial regulations.
- 8) **Negotiating with Lenders, Investors, And Other Financial Partners:** You may be responsible for negotiating with lenders, investors, and other financial partners to secure financing or other resources to support the organization's financial goals.
- 9) **Providing Financial Guidance and Support To Other Members Of The Organization:** You may be responsible for providing financial guidance and support to other members of the organization, including answering questions, offering advice, and training employees on financial concepts and processes.

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The present profile must apply the following Finance skills:

- Strong analytical skills, including the ability to analyse financial data and create financial models.
- Skills in financial planning and strategy, including the ability to develop and implement financial plans and strategies that align with overall business goals.
- Proficiency in budgeting and forecasting, including the ability to create and manage budgets and forecast future financial performance.
- Risk management skills, including the ability to identify and evaluate financial risks and implement strategies to mitigate those risks.
- Excellent communication and presentation skills, including the ability to clearly communicate financial information to a variety of audiences.
- Strong problem-solving skills.



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38. BANKING EXECUTIVE (BAE)

The present profile is a senior leader in the banking industry responsible for overseeing developmental, strategic, and financial decisions within the banks where all our single companies held a bank account, investment and position. The present role involves setting department goals, managing budgets, implementing policies, and handling management decisions.

The Banking Executive plays a critical role in increasing the efficiency and productivity of banking operations in accordance with the organization's goals, policies, and strategies, as well as managing banking relationships by approaching banks to open, close, or modify bank accounts as needed, based on management decisions.

The current profile must structure the entire global corporate banking structure, selecting the most appropriate banking institutions capable of meeting our needs and requirements, and acting as a liaison between all banks and the individual departments that comprise our organisation, raising requests and specific needs.

The Banking Executive must travel to meet with banks at the necessary locations where a bank account is required for our activities, with the mission of establishing all necessary agreements and approvals for whatever the need may be, from a simple credit card request to a specific leasing, factoring, leverage, mortgage, credit line or anything else decided by management.

The present profile must oversee the operations and activities within the selected banking institutions, ensuring smooth functioning and compliance with regulations, operating various banking activities, leading to diverse duties.

The present profile must execute the following job mission:

- Implementing organization decisions with bank policies and procedures to achieve financial goals.
- Allocating bank resources and budgets effectively the wealth.
- Collaborating with other bank departments and their managers.
- Handling the implementation and termination of bank agreements.
- Assisting internal department members to satisfy their banking needs.
- Creating comprehensive progress reports for upper management.
- Managing and negotiating financial contracts.
- Providing managers with feedback and constructive criticism.
- Ensuring the bank accounts operates within its financial budget.
- Developing long-term financial goals with our banking partners.
- Keep regular contact with baking officer in charge of managing our accounts.

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The present profile must apply the following Banking skills:

- **Leadership:** Guide and direct different actions to complete the banking missions.
- **Employee development:** Build the internal banking team and enhance each professional relationships with all banking relationship managers.
- **Emotional intelligence:** Manage emotions effectively and demonstrate empathy in financial decision-making.
- **Communication:** Interact with everyone in the banking department and convey complex financial matters clearly.
- **Multitasking:** Handle multiple financial projects simultaneously with effective multitasking skills.
- **Decision-making:** Make quick and strategic financial choices for short and long-term benefit.
- **Finance:** Utilize financial knowledge to develop budgets and make strategic financial decisions.
- **Critical thinking:** Analyse financial data for strategic business decisions in the banking sector.

The current department must be made up of several profiles, each with their own set of activities and serving a particular objective, but all working together to provide a great result in terms of security performance and continuity.

The Banking Executive in responsibility of contacting all banks and maintaining direct communication with all personal bank officers, with the objective of approaching each bank to open an account for any company part of the organisation, acting as the point of contact for each bank relationship manager in charge of managing our bank accounts.

The Banking Relationship Manager is responsibility of dealing directly with all banks and bank-related officers to prepare, exchange, and receive all papers necessary to open single bank accounts and subscribe to investment products to meet each company's bank account needs.

The Banking Assistant in charge of managing each bank account, performing transactions, bank transfers, general payments, and any type of equity transaction, as well as executing and monitoring each bank account via the remote internet banking system.

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Managing Wealth...

The present profile must coordinate the department to contact all of the banks listed in the ROSWEALTH Book entering in direct contact with each bank officer before proceeding with the account opening to express our interest along with understanding if the selected bank can satisfy our requirements.

The present profile must prepare all files and documentation required to open each bank account for each selected and associated bank, including due diligence reports seeking assistance from the internal office's compliance department.

Set up all bank accounts with the online banking service to be enabled and well-regulated, with each security password updated and registered, so that every transaction can be executed at any time and in any account, but especially for any amount. As a result, the banking team must ensure that all online banking accesses are not restricted for any reason, and if so, contact the bank to modify the service.

The present profile must organize the banking department to access all single bank accounts on a weekly and daily basis with a regular frequency, using the online banking system, in order to keep the online banking system up to date and guarantee access at any time without raising security warnings that could be generate in case we have not accessed the account in quite some time.

The present profile must organize the banking department to contact major credit card issuers such as American Express and request various corporate credit cards to all selected internal members who are authorised to accept and use a corporate credit card under the ROSWEALTH book.

The present profile must organize the banking department to record all due and connected beneficiaries' bank data in each banking system online, completing all necessary verifications and approvals, in order to execute any payment at any time. Each independent bank account will be used to execute payments and bank transfers to specific and dedicated beneficiaries; as a result, the banking team must be extremely careful to enter the correct bank account beneficiary into the correct bank account system, as indicated on the ROSWEALTH book.

The present profile requires the banking department to record each individual beneficiary bank account among all selected banking systems, including any additional bank account information, even if they belong to the same person or firm. This option is required if a beneficiary has bank accounts in numerous currencies such as GBP, USD, EUR, and others, or if the same beneficiary has multiple bank accounts at different banks or countries.

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The present profile requires the banking department to open each bank account settings the mobile number, to receive the OTP code or any SMS text, the only authorized **+447769340446** and the official email address banking@roswealth.com;

In case the same bank will require two or more different email addresses for different bank accounts opened in the same bank, even if having a different name, due to the technical fact that the banking system will not allow two or more different accounts to have the same email address, resolve the issue, proceeding to bypass the problem using, for each individual company account, a dedicated email address that will be created by the IT department, following the policy and logic to create the email ID, using the company name. In this case, the present department must instruct the IT department to create a new email address banking.equity@roswealth.com for the bank account open for the company ROSWEALTH EQUITY LTD.

In the event of a different company name associated to an offshore structure, use the general email banking@roswealth.com as the primary point of contact, always providing the same mobile number. This option is only valid if a single bank will open just one bank account; otherwise, for numerous accounts within the same bank, apply the same rules as described above for ROSWEALTH EQUITY LTD.

Follow the example below to create a dedicated email address for any offshore company with a full name of various styles and types.

- BLACK PANTHER CAPITAL LTD banking.blackpanther@roswealth.com
- BLUE WHALE HOLDING LTD banking.bluwhale.roswealth.com.
- SKYBRIDGE CAPITAL LTD banking.skybridge@roswealth.com
- ELDORADO GROUP LTD banking.eldorado@roswealth.com

The current profile requires the banking department to cooperate with the graphic department to create a standard template in blocked and non-modifiable PDF format on the related company letterhead related to the company bank account that will be used to send eventual bank transfer orders or payment requests to the bank relationship manager in case the bank requires an official request, signed and stamped off the letterhead, to complete the transaction without visiting the branch.

The current profile requires the banking department to collaborate with the graphic department to create a corporate stationery template in blocked and non-modifiable PDF format for all existing books, company names, bank accounts, letterheads, invoices, partnership contacts, financial agreements, and joint venture agreements in order to prepare all documents for each company to submit to each bank where our companies held the account in case the bank officer it requires official documents to justify any transaction or bank transfer that we decide to generate between all of our company accounts, particularly for the offshore structure.

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These portions of the task are to build ready-to-use documents by filling out only a few details such as beneficiary name, sender, purpose, amount, and bank information, allowing us to execute the bank transaction at any time and satisfy the bank requirement by providing supporting documents perfectly prepared at each time.

The current profile requires the banking department to create and keep ready-to-use each banking document on each related company letterhead created by the graphic department, and to strictly use the related company bank letterhead with the company stamp in any type of bank relationship or communication related to each bank account.

On this point, it should be noted that if the team is required to send a bank transfer order to the bank where, for example, the offshore company Skybridge Capital LTD's account has been opened, the banking team must produce any document on Skybridge Capital LTD letterhead rather than ROSWEALTH or any other. The same rules must be followed and executed for the company stamp regardless of whether the email address contains the ROSWEALTH identification or signature when corresponding with the bank officer in charge of managing the account.

The Banking Executive must be in constant contact with our various bank officers at least once every two weeks, using a simple phone call or video call, regardless of time zone, and will sometimes have to stay later or at night in the office, considering that simple email or WhatsApp messages are not valid and authorised to keep the relationship strong and alive with a bank officer. The objective is to maintain all single banking connections fresh and up to date. It will be up to the Banking Executive as head of the department to decide the order to follow for the calls, but for sure, the entire calling program must be executed, devising the entire number of calls per few calls a day in order to conclude the schedule in two weeks' time, with the main intention of keeping the human relationship fresh with all bank officers, getting some updated information about any banking or investment product proposed or managed by the bank, where we will have our account.

The Banking Relationship in charge of preparing all documents, must exchange information with all external partners and banks in order to keep updated all documentation related to each bank account, such as company registrations, licenses, personal IDs, mobile numbers, email addresses, and anything else related to each single bank account and relationship between us and the banks, financial institutions and various, submitting as well the yearly partial financial reports to all banks, if required, but not before to have obtained the approval from the management, before sharing confidential documents.

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The Banking Executive in charge of manipulating the bank accounts, before moving funds, must execute weekly logins all over each single bank's online system in order to keep operational all login details, monitoring the account movements and eventually update the details to ensure we can access all bank accounts at any time without surprise, given that each bank's entire banking system is constantly updated.

In addition, the current profile requires the banking department to execute a monthly funds movement program for each bank account and sub-account, executing transactions, bank transfers, and anything else needed between various company accounts, following the pre-set program in order to not let any account go dormant, but especially using the accounts to execute and receive regular transactions, forming a track record that will allow us to receive any transaction of any amount at any time without seeing the banking system raising a red alert because an account has not been used for a while when suddenly a large amount comes in.

Only the Banking Executive, as the department's chief, is permitted to visit bank personnel, flying all over the world to open bank accounts or make investments with the selected banking institutions worldwide.

For all bank accounts opened in any bank around the world, under any company name that is part of the organisation, the only physical address that must be registered inside the banking system, used to ship or transmit documents, credit cards, debit cards, or anything else must be the actual ROSWEALTH office address.

If a bank in a specific country, such as Dubai, the USA, and the UK, does not allow a foreign mobile number to send SMS and OTP, the current department must cooperate with the Procurement Department, which will proceed to subscribe a mobile line with the ROSWEALTH SERVICES local company in order to obtain a local, SIM card with roaming service, making sure the SIM is sent to the Banking Executive at the ROSWEALTH Headquarter, where it should be kept inside a dedicated mobile phone that must always stay turned on and well set on a dedicated desk, connected to power so that the battery does not run out of charge and the line is never switched off.

The current profile requires the banking department to create a password-protected and encrypted file containing all login and password credentials, including each link to immediately join the website on the login page, as well as each eventual security answer or top security code to approve or release the transaction. Record the name and contact information for the bank officer, as well as the client ID number, bank account number, and any other login-related information necessary to operate.

As well, install within all terminals the most recent video chat and conferencing systems, including as Zoom, Microsoft Teams, Skype Business, and internal chat systems on PCs, desktops, laptops, and business mobile devices for video meetings.

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39. AUDITING EXECUTIVE (AUE)

The present profile is an important figure necessary to solidify the organization financial and compliance result, necessary to satisfy the due diligence procedure existing over major banks, financial and business institutions worldwide.

To satisfy challenges and provide oversight to the strategic direction and operational activities of our organization, the present profile must apply the audit practice to meet the organization's needs and ensure our public interest obligations in order to obtain the support and cooperation by any partner necessary to our activities.

The Audit Executive is a member of the organisation who is responsible for reporting to the Board of Directors on a regular basis and producing related reports in collaboration with major auditing firms in order to strengthen our value, prestige, and public reliability. Also provide regular updates to the Audit Partner Group at monthly meetings and to the auditing partners firm when and as required with the goal to constantly updating the reports on a monthly basis. The Audit Executive, in collaboration with the auditing partners, has the authority to assess any matter within their team.

The Audit Executive shall comprise of practicing Ris with the relevant skills and experience to undertake and delivery the expected and requested results. The Audit Executive must be formed of 4 members (which shall include the Head of Audit, and at least two members of the Executive).

- to promote audit quality.
- to ensure firms take account of the public interest in their decision-making, particularly in audit.
- • to safeguard the sustainability and resilience of audit practices and of firms as a whole.

The present profile must execute the following job mission:

- Ensure the firm's audit strategy endorses the firm's commitment to audit quality.
- Ensure the firm's audit practice is adequately managing audit risk in line with ISQM1 and oversee the effectiveness, assessment, actions arising and reporting from the monitoring and remediation process.
- Confirm there is adequate investment and audit resources available to deliver the audit strategy and receive regular updates on the development of our technology and tools.
- Ensure there is evidence in the partner reward system that Audit Quality has been a primary factor in assessing remuneration.

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- Evaluate the appointments of RIs and make sure a robust assessment is in place.
- Scrutinise the Audit Quality and Behaviours assessment prior to partner promotions and external audit partner appointments.
- Oversight of audit training including both technical and personal development skills to ensure it meets the requirements of the Practice and responds on a timely basis to changes in legislation.
- Ensure an appropriate selection of PIE auditors are registered and that annual accreditation training and development is given to achieve a high standard of Audit Quality.
- Ensure ethical practice is upheld and there is evidence of independent monitoring of compliance with the Ethical Standards.
- Confirm the sustainability of the Audit Practice by receiving reports from the Head of Audit on the national financial performance of the service line and resources report to highlight any concerns with constraints in the practice which may affect audit quality.
- Oversee the management, effectiveness and timeliness of the firm's Audit Quality Action Plan to include responses arising from external and internal quality review process and RCA exercises.
- Engagement, where appropriate, with the firm's Head of Practice Assurance, QAR Team and members of the NAS, on matters relating to audit quality.
- Engagement, where appropriate, with the FRC including the firm's Audit Supervisor, on matters relating to audit quality.
- Ensure the timely delivery of the firm's response to the AQR private report from the FRC, Audit Supervisor's letter and any other regulatory body and the findings from internal quality reviews.
- Oversee the process for, review and approve the firm's annual Transparency Report.
- Monitor the appropriateness of the firm's engagement with its Regulators ensuring this is in an open and constructive way in line with the Regulators expectation.

The present profile must have the following Competencies:

- Bachelor's degree in accounting, Finance, or a related field.
- Minimum five years of work experience in internal auditing or related areas.
- Certification such as Certified Internal Auditor (CIA), Certified Public Accountant (CPA), or Certified Management Accountant (CMA).
- Exceptional understanding of auditing techniques and accounting standards.
- Strong analytical and organizational abilities.
- Excellent communication and leadership skills.

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The present profile must have the following Responsibilities and Duties:

- Plan, organize, and manage internal audits according to an Audit Plan.
- Evaluate and improve the effectiveness of risk management.
- Guide team to explore system discrepancies and solutions.
- Collaborate with external auditors to execute clean audits.
- Prepare timely audit reports for executive management, the Audit Committee, and the Board of Directors.
- Conduct investigations of irregularities and non-compliance incidents.
- Ensure that the preparations of the division's budget are in line with the strategic plans & objectives of the organization
- Ensure proper implementation of the division's budget by monitoring, projecting & reporting on expenditure.
- Lead and drive the planning and compilation of the business unit's annual budget and capital requests aligned to the operational delivery plans to support the implementation of set objectives.
- Lead and ensure the effective implementation, management, and monitoring of the financial resources and mitigate and report on any variances.
- Monitor financial control, budget management and the procurement process to ensure compliance with the legislation e.g. (PFMA, PPFA, and BBEE).
- Lead the deployment and enforcement of proper financial controls to manage the divisional budget and ensure that the business unit maintains full and proper oversight of its financial resources.
- Verify and approve related payments based on the Delegation of Authority.
- Develops organizational competencies in the audit function by identifying and integrating best practices in workflow, measurement, technologies and resource configuration.
- Assist management in the development and implementation of internal controls through regular appraisal of the organization's activities.
- Give assurance to Executive Management and the ARC on the adequacy, effectiveness, and efficiency of internal controls.
- Act to maintain internal controls to ensure the identification of significant processes, risks, documentation of significant processes and the identification and evaluation of the control design, the performance of tests and controls and the overall assessment of financial reporting and internal controls.
- Develop audit assessment tools and verify the integrity of tools before submission to the Audit Committee.

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40. LEGAL EXECUTIVE (LEE)

The present profile part of the department must have essential concepts and experience on business laws, financial laws, internet and intellectual property laws and various procedures under diverse jurisdictions, taking action to safeguard under all forms, jurisdictions and for any reason not just the entire organization but as well each company forming the group, extending the legal protection to each individual member part of the organisation that may be involved in a legal dispute while acting on behalf of the company, individually, or in response to any defamatory remarks made by a third party against any of us all over any jurisdiction and country in the world.

The current profile must be a lawyer or paralegal with the mission to supervise each action, point, and plan, ensuring that all steps performed by any member, department and document comply with the law, our policy, and, most importantly, defend and protect the interests of the entire organisation.

Among the missions, the most important is to constantly monitor, screen, and analyse the documents, contracts, policies, including all sources of information, internet channels, engines research's, including all intelligence and financial databases, to control if a negative, defamatory, or insulting press release, article, video, post, blog, or anything else has been published against any member part of the organization or a single business that could affect the personal and corporate reputation of any individual company part of the entire organisation.

The present profile must be the point of contract, the hub linked to each of external law firms in the world with whom we signed a representative agreement, with the mission to take and distribute all internal decisions between the law firms and follow them all over the legal proceedings, following up on the progress and exchanging information between the headquarter and each law firm located worldwide to achieve our goals related to each legal procedure we decide to promote against anyone and for any reason.

The present profile must execute the following major task:

Prepare all single contracts of various types to manage relationships, partnerships, collaborations, employment and projects with third parties and members for any purpose and with any firm cooperating with any of the company part of our organization. Including any supplementary agreements that may be part of any conventional employment contract and are required to regulate any employment agreement that may involve commissions or customised conditions that involve a dedicated separate contract to regulate the relationship.

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Prepare all single contracts with all external firms and for each company part of the group in order to protect each company from any reason, action, or penalty, but especially to rule all procedures according to the local laws and jurisdictions where all single operations, deals, or transactions must be executed, taking into account each law related and possibly involved in the relationship with third parties, individuals' companies, or government bodies.

Create all contracts, partnership agreements, and cooperation letters that will have to be signed with each member in addition to the standard legal employment contract recognised by all related local authorities, with the mission of clarifying and regulating details, responsibilities, level of authority, compensations, penalties, detailed job descriptions, limitations, NDA, and any other detail required to create a solid and clear relationship with each member part of any company.

Prepare all templates for all types of warnings that could be issued to employees, partners, third-party collaborations, suppliers, or authorities for any type of violation of our contracts or agreements for actions that cause damage or loss to the company or our personal image, terms and interests.

Sign an agreement with a global law firm such as Baker Mackenzie, Allen Overy, or White Case based on a representative agreement to cover all needs any of our company requires within any jurisdiction worldwide, establishing a contract for corporate service, advisory, and litigations in protection of each company, person, asset, and interest part of the group in any country in the world, and for activity performed under any company, with the goal of implementing all ROSWEALTH Projects worldwide as described in the ROSWEALTH Book.

Sign all agreements with professional businesses mentioned throughout the ROSWEALTH book, such as KPMG, PWC, EY, Deloitte, McKinsey, and anything else that may be required and useful to acquire excellent legal and advising support to make accurate and safe decisions while avoiding any chance of mistakes.

Get in touch with our actual lawyers and law firms reported on the [partners file](#) and within the document presents as well in the ROSWEALTH Book, who signed the engagement letter and representation agreement, each with their own particular goal and purpose, asking to update the legal mission, all company information, email addresses, referents and any other obsoleted details, sharing with each partner the new point of contacts, eventually clarifying the new legal mission or the limitations we wish to setup for their legal support to our activities.

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Perform a large and detailed public and reputation research on each member of the company and proceed to activate all ways using all legal support from all our lawyers in the world to attack newspapers, blogs, websites, social media, Google, Blogspot, Yahoo, and any other research, blog or social media platforms forcing each of them to delete all negative information under each forms, asking to delete and removing each page, article, and the entire blog object of the defamation or negative news.

Set a mandatory policy to legally attack any individual, company, news agency, website owner, newspaper, press agency, radio, TV, Chanel, and anyone else who will tarnish or defame, under any form the personal, individual, professional or corporate image and reputation of any company, business and member of the entire corporation, including any company image, reputation, extending the protection to any individual name belonging to or in relationship with any company part of the group. Acting from the first step and by default, in all forms permitted by all laws in the world and under any jurisdiction, to permanently attack the offender, other than definitively removing all contents, bringing the legal proceeding to each relevant Court of Justice and Authority, and notably requesting the highest financial recompense for the losses of image, business, and profit caused by the defamation. The current objective, method of action and decision must never be questioned or decided upon, as this is the one obligatory point that the current profile must follow without exception.

Set up an agreement with a criminal lawyer in London, the United States, Italy, Monaco and any other place where any company part of the group will have activities or interests, in order to have a capacity of defence in case anything happens at any time and to anyone in the organisation.

For Italian jurisdiction, considering are existing rules to interacting with the authorities, for the individuals and companies setting and use the legal email address registered with the government, known as PEC, which is a certified email address with a receipt system that must be used for all legal proceedings. The email must be personal and registered using the Social Security number, known in Italy as CODICE FISCALE for the individual and PARTITA IVA, for the companies. Manuel's legal email address is manuel.ros@pec-legal.it and for ROSWEALTH is roswealth@pec-legal.it

By default, create a legal action report to handover to all lawyers and legal companies, explain and detailing the complete mission they must execute on behalf of any company and individual with cost, prices, and expected results, including the mission for which we have to act, detailing each step, presenting a chronologic list of tasks, to facilitate lawyer performance and case filing.

We must pay to all lawyers and legal firms a security deposit in advance only at the first mission if required. Following the first payment, all lawyers must get paid as per our policy without accepting price per hours but only fixed price per single mission.

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41. DUE DILIGENCE EXECUTIVE (DDE)

The present profile must be characterised by experience in the legal and financial industries, with specialisation as a risk and intelligence analyst, having the abilities required to conduct investigations on individuals, companies, assets, laws, and products history, both past and present, along with any other element necessary to better understand our selected members, partners, and suppliers, making sure anyone having a relationship or partnership with our organisation fit our criteria without exposing our organization and member to negative consequences.

The current profile must also conduct extensive due diligence to determine whether some persons may pose a threat to our organisation or whether a method imposed by a third party violates any laws acting to rectify any procedure or decisions.

The Due Diligence Executive must collaborate with the Compliance and Legal Executive as a complementary step to approve an employment, cooperation or partnership, with the mission to understand if the future partners or member, in any form, have violated laws or committed crimes in the past or at the present, and assess the risk of seeing some party breaching the laws in the future while in partnership with us. The present mission is a delicate task that must be well executed to avoid a major issue for our organization in the future.

The current profile must execute a detailed due diligence having the goal to prepare all single reports related to all each member working in the office, property, asset, yacht, jet and any of the company part of our group, along about anyone else having any type of relationship with our organisation under each form, such as supplier, bank officers, lawyers, accounts, service suppliers and partners, including board members, directors, trustee, external professionals and anyone officially named on each company documents with whom a partnership could be taken or initiated.

The current profile must prepare an internal policy to screen and analyse any individual company, asset, property, or similar that will be in contact or in partnership with any other company in the group, using all available tools such as intelligence databases, Interpol, Europol, the internet channels, social media, government agencies, and anything else available. The objective is to carefully choose individuals and businesses, before forming a collaboration, having our criteria and capable to empower our organization.

The Due Diligence Executive must subscribe, acquire and obtain all necessary accounts, services, access and rights to obtain information's from the major Intelligent Databases in the world supplying legal, financial, banking, criminal and Courts results, offering the possibility to access to criminal and legal archives to obtain the most authentic information's on individuals, companies, organizations and anything else necessary to understand the real situation of any partner and member.

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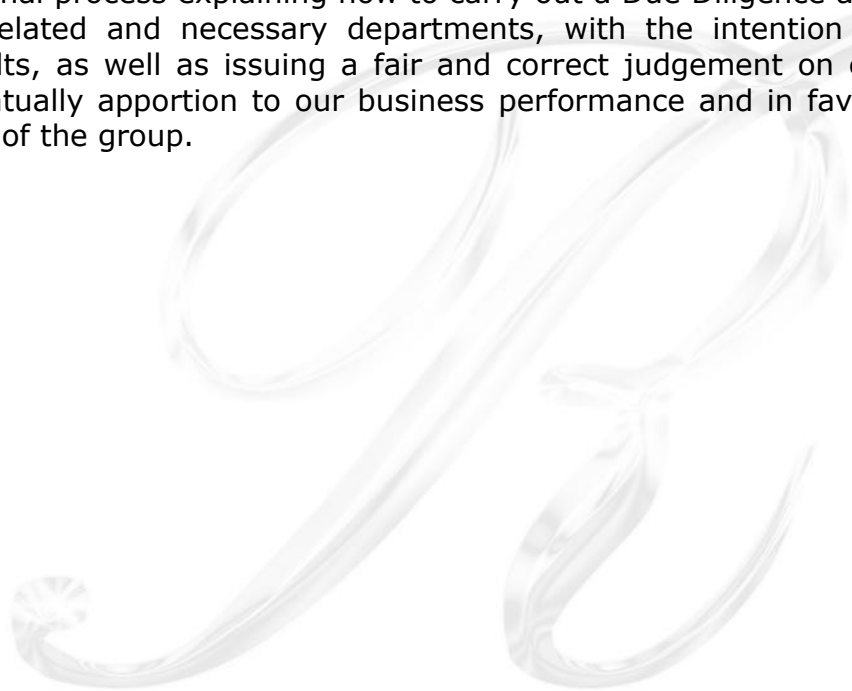
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The Due Diligence Executive purpose includes the goal of subscribing to services with intelligent databases specialised in our industry, such as [Refinitiv](#), [World Check](#), [Dow Jones](#), [Bloomberg](#), [Riskscreen](#), [Nexis Lexis](#), [World Compliance](#), [World Bank](#), [Crif](#), [Cerved](#), [Experian](#), [Equifax](#), [Transunion](#), Europol, Fedpol, Interpol, Courts, Central Banks and anything else available and used by banks, financial organisations, governments, and legal bodies in key countries like Europe, the United Kingdom, the United States, Switzerland, Japan, Hong Kong, Singapore, and the Caribbean.

The objective is to gather as much information as possible on companies, goods, individuals, countries, and assets, among other things, before approving a deal, investment, or partnership with anyone and for any reason.

The current profile must also prepare all single templates to describe each single internal process explaining how to carry out a Due Diligence at any stage, including all related and necessary departments, with the intention of achieving precise results, as well as issuing a fair and correct judgement on each person that can eventually appertain to our business performance and in favour of each company part of the group.



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42. COMPLIANCE EXECUTIVE (COE)

The current department must be formed by profiles, having large experience on the legal and banking industry, linked to build profiles for individuals and corporations with extension to investment firms, capable of creating legal financial reports to justify and support the wealth and the financial value accumulate by an individual or company, in order to satisfy all international banking regulations active, for example, against the anti-money laundering laws and central bank restrictions imposed by governments.

The current profile must be characterised by a relevant experience in banking compliance, being one of the most regulated fields within the financial sector, to achieve the mission consisting of creating legal and financial reports, according to and in respect of the imposed criteria, necessary to respond to all queries raised by the banking and legal system, along with local laws to obtain all relevant approvals from financial authorities and banks to trade, receive or invest in equities, open a bank account, and anything else eventually possible to support any of our companies that are part of the group to run the single activities.

The Compliance Executive must execute the whole compliance process before releasing the approval to proceed to the relevant internal department, considering that nowadays laws and business systems impose on any business entity that intends to buy or sell a single service or product to comply with a series of rules and regulations imposed by the government, especially if the trade of the relationship is related to a large amount of money.

The present profile must considering that major corporations selling or trading expensive products like yachts, jets, helicopters, properties, or luxury cars will have to follow the same path used by any top banks and private banks, ensuring that the entire purchasing process is performed by people, companies, and money completely transparent and clean, proving that the funds are not a result of illegal activities, that no money laundering will be executed, certifying that the purchase of the assets or investments is legal, complying with all laws.

With various types of activities, the Compliance Executive in charge of the current department will have to prepare various customized reports of compliance in order to satisfy the external counterparty due diligence and compliance request, considering that any major bank to open an account requires certain types of proofs and answers to satisfy precise points related to the industry and purpose related to our organization's activities, which are in fact, different from the point of attention related to the yacht dealer from which we could purchase a yacht.

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For the reasons stated above, the present profile in charge of the department must recognise that the same compliance report cannot be utilised globally with all partners and for any purpose. As a result, a customised compliance report must be created for each industry, sector, and purpose, with the present profile capable of investigating the industry our organization is about to approach, in order to acquire each detail to precisely understand, and then create a customised report capable of successfully satisfying all of our partners' compliance key points necessary to obtain the approval to proceed with our project, deal, transactions or partnerships.

The Compliance Executive in charge of the current department must consider and be aware that a compliance report is not only executed on an individual company or wealth but also on a single asset, property, yacht, or investment product, which requires appropriate details and descriptions to clarify the clearance of the asset and its legality along with the absence of structural, legal, and financial issues around the assets or property we intend to purchase.

The current department is divided into two areas: **Compliance**, which is responsible for preparing and legally certifying that each file, request, mission, and contract is in accordance with laws, policy criteria, and goals, as well as creating legal financial and banking reports to justify our operations with our partners. The second area is **Due Diligence**, which has the mission of checking, investigating, and requiring all available information to rate the validity of trustworthy, genuine individual entities, assets, investments, and opportunities that will approach our organisation, from simple candidates, members, partners, service providers, professionals, corporations and any kind of third-party.

The Compliance Executive must prepare a general compliance report that includes a due diligence report, KYC, source of funds, proof of funds, and, if necessary, third business reference letters, bank reference letters, certificates of investment, values asset evolution, and portfolio's reports, as well as anything else required to ensure the highest level of compliance with any type of external partner and for any type of transaction, deal, or agreement we will need to successfully complete.

The present profile must also redact, keep ready and updated a customised compliance file, including the audited financial reports, along with all other corporate documents, necessary to open a bank account and trades with major banks in the world, for each single company parts of the organisation, including ROSWEALTH, FINSOR, and each off-shore company forming the legal structure, in order to be able to execute any type of transaction at any time, at any destination with any company in cooperation with external party dealing with our organisation, but especially with the mission to obtain the entire support and approval for all major banking institutions to satisfy our business needs.

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The present profile is the member in charge of executing the reports, providing each party with the minimum amount of information possible but necessary to answer the questions each of the external partner, banks and professional may have, acting to ask and investigate what type of information and documents our external partner will be specifically required before releasing the entire set of documents. The reports must be done in such a way that they can be extended and decreased, while also ensuring that no excess and unneeded documents are released to those who do not require specific information or evidence.

The present profile must develop a template to distribute to each compliance department of our external partners, interlocutors, or anyone else who may come into contact with our organisation, as well as establish a procedure for sharing a compliance request form that allows each party to specify the type of document they require. This will allow us to precisely understand what our partner is looking to examine, in addition to delivering the necessary paperwork to comply with the first request while ensuring our capacity to meet his requirements, which could range from opening a bank account to purchasing an entire firm.

The present profile must create a compliance template for each company forming our organisation, considering the company's purpose, industry, and operations, as well as the reasons for its activities. It is critical to have a compliance report composed of a series of documents that are directly related and required to clarify the firm activities that must be completed with a specific partner. It would be pointless to submit a compliance file comprising documentation pertaining to actions or descriptions unrelated to a specific company's purpose, transaction or deal.

The present profile must generate a Compliance Report for all company directors, shareholders, UBOs, family members, or trustees, as well as anyone with legal representation power in any of the company's part of the organisation. The personal compliance report must be accompanied as well by any corporate compliance report in which the individual, object of the representation, has legal authority and involvement in a company structure or operations to meet any specific criteria required by any counterparty to succeed in the transaction chosen.

The present profile must redact a compliance report for all investments made in any form under any company name forming and part of the whole organisation, containing the descriptions and documents, explaining the product to sell or trade, including any investment made in the form of an asset, equity, or shares with investment banks and funds working with our organisation.

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The Compliance Executive must create a Compliance Report for any corporate partnerships that will be conducted with any company in the group, in order to have a complete legal and economic picture of each external firm in which we own partial or total shares. The intention is to continue to monitor and update external companies that are only partially owned by our organization, as well as to incorporate the results archived in terms of value and source of profit into our general wealth and compliance report to highlight the performance and demonstrate our value, being as well ready to comply with any due diligence in case we need to sell our shares to a third party who will require a compliance report related to the company we partially own and that is about to be purchased.

The Compliance Executive must establish an internal policy to implement any type of compliance measures required to examine, monitor, and select all individuals, assets and external firms before approving a partnership with any of our companies forming the group worldwide.

The current profile must work with the Due Diligence Executive to obtain reports on the same individual, property, asset, corporation, professional, and anyone else, to highlight the results obtained from the investigation that the related member will conduct within all Intelligent Databases.

The current profile objective is to learn as much as possible about organisations, goods, individuals, countries, assets, and anything else before accepting a transaction, investment, partnership, simple recruiting process, or collaboration with other figures.

It is obvious that the Compliance Executive, the Audit Executive, and the Due Diligence Executive must work together to communicate all information in order to compile a single report that can be used to generate a general report as necessary.

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43. PROPERTIES RESEARCH EXECUTIVE (PRE)

The **Properties Research Executive** mission is to investigate any kind of property that family members want to buy or rent for any reason, including properties that the organisation needs for its businesses, like offices, warehouses, commercial spaces, special venues, and anything else that might be needed to carry out the corporate expenditure strategy and investment plans at any chosen location.

The current profile must conduct market research, using major real estate partners at each destination, focussing initially more on the type of property than the price that could be requested. It must also investigate all off-market properties, paying particular attention to those for which the seller chose to keep the sale private by designating private bankers, specialised entities, or agents to sell the property.

The property research executive must take steps to distinguish between properties for family members' personal use and those required for investment, businesses, and commercial use in order to precisely locate and acquire the right properties for any of the organization's missions. This will ensure that the stringent research criteria are applied, resulting in the identification of the most suitable property while adhering to all criteria.

The current profile must give quality and prestige top priority for properties that are solely used for family members' personal use. These criteria must be at the highest level and must be non-negotiable, meaning that only top prime properties with unique context, quality, and design that are exclusively located in prime areas of any chosen destinations may be approached. The same standards must be applied to those that might be selected for investment purposes, such as the financial considerations of yield, capital appreciation, depreciation, and maintenance, as well as the assessment of all relevant factors that might significantly affect profitability.

The property research executive must have a thorough understanding of a property's purpose, how it will be used, from whom, under what conditions, and for how long it will be inhabited, among other specific details, before launching the research involving third external parties and exposing our interest in the market. This will allow the executive to determine the financial aspect that our organisation will have to afford. This will assist in identifying the kind of property to investigate and the final expenses.

From the day one, the present profile, must create a file containing all properties selected by the Chairman and handwritten on the personal blue, orange and letter pads books, representing the interests for personal use or for investments purpose.

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Following the termination of the file containing the transcription of every property, including those that are likely no longer for sale, the property research executive must begin a thorough investigation into each one with the aim of analysing each individual property and producing a report that highlights the price listed in the book and the actual price of each property at the relevant destination, area, and so on. This will provide the general market volatility required to determine where to invest and where not to, which destinations eventually considers and which to avoid.

Following the completion of the first report, the property research executive must interview the management and family members to gain a better understanding of the types of properties needed and their intended uses, for then conducting additional extensive market research using the previously mentioned strategy and criteria to choose recently listed properties in the designated locations.

Once completed, the research for the most recently listed properties, the current profile, must present to management a report explaining the final results, composed to select the better properties, between the old and the latest on the market, with the goal of establishing a proper strategy before approaching the seller or any related representative. During the review, the property research executive must analyse the time a property has been on the market, the reasons, the price fluctuation, and, most importantly, the reason related to the owner, which is frequently the primary reason why a property has not been sold.

Prime properties are frequently owned by UHNWI, and they may be affected by any public, legal, fiscal, civil, or judicial issues. The goal is to complete the entire property appraisal while taking into account the owner's weak points, the legal ownership structure owning the property, as well as the reasons for a lack of interest or sale on a specific property, particularly if it is a prime estate located in an exclusive contest and area, to use all of the results of our investigation against the seller to obtain a better deal, but especially to understand if the selected property matches our circumstances.

The current profile's primary mission must be to purchase the types of properties selected for private family members' use and expressed in detail in the **ROSWEALTH Book**, as well as all other commercial, warehouse, and office properties equally expressed in detail in the book, in order to realise the entire corporate projects existing under **FINSOR**, **ROSWEALTH SCUDERIA**, and all other businesses planned to be part of the group at any selected destination worldwide.

The current profile must travel all over the world to visit the selected property under the condition that all points have been agreed upon with the seller and other parties involved, refusing to move to visit a property without having the maximum certitude of close the deal, as is frequently required by a seller or agent.

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The properties research executive must impose our conditions considering most of the real estate agents are unaware of any details of the property they are promoting. They are ignoring that a simple legal structure used by the owner ten years ago or more, to purchase the property, using a Cayman Island registered company, today, with the latest laws implemented by most of the Governments worldwide, could represent a violation of certain AML laws, given that what was possible and lawful 10 years ago is no longer the case, with the potential of creating an issue for our organisation if we proceed with the purchase.

The current profile must adopt a strategy capable of limiting our organization's exposure to any risk by exclusively proposing the deal purchasing the property rather than the company eventually incorporated by the owner to own the property, even if the current solution will generate more government costs related to the property ownership registration, which are normally not present when the purchase is based on the shares of the company owning the property.

To better evaluate our portfolio and ensure that we are purchasing a property at the correct market price, the present profile must request a legal evaluation from the most appropriate external institution, obtaining the volatility and the feasibility study highlighting the financial results related to the maintenance, values, eventual risk of depreciation, timeframe necessary to sell the property in case of need, and any other related detail to guarantee a prefer investment.

As part of the task, the property research executive must produce a technical expert report on the property's status, never relying on the agent, representative, or technical institution involved. Prime properties frequently lack sufficient care, particularly when the owner decides to sell them. In this situation, a property structure can be harmed by a lack of care during the entire time the property is on the market, with the seller typically attempting to conceal flaws and parts of the property that require repair.

In this scenario, the cost required to remedy the property issue must be deducted from the agreed-upon payment, with the owner being asked to complete the necessary duties before transferring the property to us.

The present profile must include our legal department, which, in collaboration with the selected external law firms, will conduct a detailed due diligence on any property we wish to acquire, with a mandatory clause stating that the deal will be abandoned if the result of the Due Diligence is declared negative or not fit for our interest, protection, and criteria.

The properties research executive must utilise the approved template when submitting an offer to any party associated with the property of our interest.

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The properties research executive must have knowledge of any governing bodies laws ruling the properties within the jurisdiction in question, acting to be completely objective and without bias towards anyone in a transaction, keeping as reference the responsibility to expose our organization to acquire a correct property, capable of satisfying the whole financial criteria, business needs and private lifestyle.

The major tasks, duties, and responsibilities a properties research executive typically performs are listed in the description below:

- Track and analyse all aspects of the local commercial real estate market
- Proactively leverage on knowledge from research for products, projects, and business development efforts
- Develop, implement, and lead strategic office research plan that aligns with the firm's local business objectives
- Serve as a market "expert" with extensive detailed knowledge of the macro and micro factors affecting the market
- Responsible for managing the production of all local research reports and collateral, expanding and improving the research platform, program, and output
- Positively represent the organization by building strong relationships with internal and external parties, including being personally client-facing and externally focused on new business efforts
- Contribute to business development efforts by working with marketing teams and business leaders to position research
- Maintain statistics and analysis for the local real estate market
- Responsible for writing, editing, and organizing office research reports
- Attend to requests for information and data from external and internal clients
- Present compelling trends and analyses to internal teams on a regularly basis
- Responsible for analysing and creating reports on the local real estate market and regional economy with respect to employment statistics, major company activities, industry trends, and demographics that affect the local real estate market
- Handle heavy day-to-day data entry duties
- Prepare and present reports to executives and committees.
-

Properties Research Executive – Skills, Knowledge, and Abilities Success:

Shown below are major employers' requirements for the real estate analyst role:

- Education: Real estate analysts require a bachelor's degree in real estate, Business, Economics, or in a related field
- Knowledge: They require experience managing workload, report productions, and programs

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- They also require a strong command of the local real estate markets and business, with a good understanding of macro trends and historical perspective
- It is also vital that analysts have good understanding of private equity, investment risk and real estate investments
- Prior exposure to commercial real estate properties/assets, including multifamily, senior living, SH, mixed-use, retail, industrial, and office
- Research skills: The bulk of the real estate analyst job involves data collection and analysis; hence they must possess strong data collection, validation, and auditing skills. They must be up to date with recent trends and news in the industry. Their job also requires a detailed study of the real estate market for trends, micro and macro factors affecting the market etc. hence they must possess solid research ability
- Analytical skills and problem-solving abilities: They require high level analytical skills to run financial models as well as analyse all aspects of the local real estate markets and exposure to ARGUS a plus
- Organizational skills: They require the ability to multi-task, manage time, and workload
- Strong written and oral communication skills: They must possess solid or fluent writing skills because their job entails writing reports and rankings for internal and external professional communications. They must also possess oral communication abilities to effectively work in team environment and present reports and communicate technical or numerate data in a clear and concise manner
- They need to have the ability to work effectively under pressure. They must be able to make rational decisions when under pressure
- Entrepreneurial: Real estate analysts must be a self-starter with the ability to work independently and think proactively and strategically. Also, they must be proactive and able to align research with the business for innovative research output
- Team player: They require the capability to work within the team, and work within a diverse, collaborative, and driven professional environment.

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44. ASSETS RESEARCH (ASR)

The **Assets Research Executive** mission is to investigate any kind of assets, such as, **Yachts, Private Jets, Helicopters, Vehicles and anything else** is not a real estate property that family members want to buy or rent for any reason, including assets that the organisation needs for its businesses, and anything else that might be needed to carry out the corporate expenditure strategy and investment plans at any chosen location.

The current profile must conduct market research, using major partners, constructors and suppliers for each type of assets required at each destination or for any reason, focussing initially more on the type of assets than the price that could be requested. It must also investigate all off-market assets, paying particular attention to those for which the seller chose to keep the sale private by designating private bankers, specialised entities, factories or agents to sell the assets.

The assets research executive must take steps to distinguish between assets for family members' personal use and those required for investment, businesses, and commercial use in order to precisely locate and acquire the right assets for any of the organization's missions. This will ensure that the stringent research criteria are applied, resulting in the identification of the most suitable assets while adhering to all criteria.

The current profile must give quality and prestige as top priority for assets that are solely used for family members' personal use. These criteria must be at the highest level and must be non-negotiable, considering only top prime assets with unique prestige, design, quality, and setup that are exclusively produced by prime brands may be approached. The same standards must be applied to those that might be selected for investment or business support purposes, such as the financial considerations of yield, capital appreciation, depreciation, and maintenance, as well as the assessment of all relevant factors that might significantly affect profitability or value depreciation.

The assets research executive must have a thorough understanding of an asset's purpose, how it will be used, from whom, under what conditions, and for how long it will be inhabited or operated, among other specific details, before launching the research involving third external parties and exposing our interest in the market. This will allow the executive to determine the financial aspect that our organisation will have to afford. This will assist in identifying the kind of assets to investigate and the final financial commitments the organization will have undertaken.

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From the day one, the present profile, must create a file containing all assets selected by the Chairman and conduct the investigation of each individual assets and producing a report that highlights the price listed in the by the seller and the actual price of each asset at the relevant destination, area, and so on. This will provide the general market volatility required to determine where to invest and where not to, which type of assets eventually considers and which to avoid.

Following the completion of the first report, the assets research executive must interview the management and family members to gain a better understanding of the types of assets needed and their intended uses, for then conducting additional extensive market research using the previously mentioned strategy and criteria to choose recently listed assets in the designated locations, model or type.

Once completed, the research for the most recently listed assets, the current profile, must present to management a report explaining the results, composed to select the better assets, between the ones present on the market, with the goal of establishing a proper strategy before approaching the seller or any related representative. During the review, the assets research executive must analyse the time an asset has been on the market, the reasons, the price fluctuation, and, most importantly, the reason related to the owner, which is frequently the primary reason why a asset has not been sold.

Prime assets are frequently owned by UHNWI, and they may be affected by any public, legal, fiscal, civil, or judicial issues. The goal is to complete the entire assets appraisal while taking into account the owner's weak points, the legal ownership structure owning the assets, as well as the reasons for a lack of interest or sale on a specific assets, particularly if it is a prime estate located in an exclusive contest and area, to use all of the results of our investigation against the seller to obtain a better deal, but especially to understand if the selected assets matches our circumstances.

The current profile's primary mission must be to purchase the types of assets selected for private family members' use and expressed in detail in the **ROSWEALTH Book**, as well as all other commercial, warehouse, and office assets equally expressed in detail in the book, in order to realise the entire corporate projects existing under **FINSOR, ROSWEALTH SCUDERIA**, and all other businesses planned to be part of the group at any selected destination worldwide.

The current profile must travel all over the world to visit the selected assets under the condition that all points have been agreed upon with the seller and other parties involved, refusing to move to visit an asset without having the maximum certitude of close the deal, as is frequently required by a seller or agent.

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The current profile must adopt a strategy capable of limiting our organization's exposure to any risk by exclusively proposing the deal purchasing the assets rather than the company eventually incorporated by the owner to own the assets, even if the current solution will generate more government costs related to the assets ownership registration, which are normally not present when the purchase is based on the shares of the company owning the assets.

To better evaluate our portfolio and ensure that we are purchasing an asset at the correct market price, the present profile must request a legal evaluation from the most appropriate external institution, obtaining the volatility and the feasibility study highlighting the financial results related to the maintenance, values, eventual risk of depreciation, timeframe necessary to sell the assets in case of need, and any other related detail to guarantee a prefer investment.

As part of the task, the assets research executive must produce a technical expert report on the asset's status, never relying on the agent, representative, or technical institution involved. Prime assets frequently lack sufficient care, particularly when the owner decides to sell them. In this situation, a assets structure can be harmed by a lack of care during the entire time the assets is on the market, with the seller typically attempting to conceal flaws and parts of the assets that require repair.

In this scenario, the cost required to remedy the assets issue must be deducted from the agreed-upon payment, with the owner being asked to complete the necessary duties before transferring the assets to us.

The present profile must include our legal department, which, in collaboration with the selected external law firms, will conduct a detailed due diligence on any assets we wish to acquire, with a mandatory clause stating that the deal will be abandoned if the result of the Due Diligence is declared negative or not fit for our interest, protection, and criteria.

The assets research executive must utilise the approved template when submitting an offer to any party associated with the assets of our interest.

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The assets research executive must have knowledge of any governing bodies laws ruling the assets within the jurisdiction in question, acting to be completely objective and without bias towards anyone in a transaction, keeping as reference the responsibility to expose our organization to acquire a correct asset, capable of satisfying the whole financial criteria, business needs and private lifestyle.

The major tasks, duties, and responsibilities a assets research executive typically performs are listed in the description below:

- Track and analyse all aspects of the local commercial assets market
- Proactively leverage on knowledge from research for products, projects, and business development efforts
- Develop, implement, and lead strategic office research plan that aligns with the firm's local business objectives
- Serve as a market "expert" with extensive detailed knowledge of the macro and micro factors affecting the market
- Responsible for managing the production of all local research reports and collateral, expanding and improving the research platform, program, and output
- Positively represent the organization by building strong relationships with internal and external parties, including being personally client-facing and externally focused on new business efforts
- Contribute to business development efforts by working with marketing teams and business leaders to position research
- Maintain statistics and analysis for the local assets market
- Responsible for writing, editing, and organizing office research reports
- Attend to requests for information and data from external and internal clients
- Present compelling trends and analyses to internal teams on a regularly basis
- Responsible for analysing and creating reports on the local assets market and regional economy with respect to employment statistics, major company activities, industry trends, and demographics that affect the local assets market
- Handle heavy day-to-day data entry duties
- Prepare and present reports to executives and committees.
-

Assets Research Executive – Skills, Knowledge, and Abilities Success:

Shown below are major employers' requirements for the asset's analyst role:

- Education: Assets Research Executive require a bachelor's degree in **Yachts, Private Jets, Helicopters, Vehicles and anything else**, Business, Economics, or in a related field
- Knowledge: They require experience managing workload, report productions, and programs

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- They also require a strong command of the local **Yachts, Private Jets, Helicopters, Vehicles** markets and business, with a good understanding of macro trends and historical perspective
- It is also vital that analysts have good understanding of private equity, investment risk and real estate investments
- Prior exposure to commercial **Yachts, Private Jets, Helicopters, Vehicles and anything else related to our interests**
- Research skills: The bulk of the asset's analyst job involves data collection and analysis; hence they must possess strong data collection, validation, and auditing skills. They must be up to date with recent trends and news in the industry. Their job also requires a detailed study of the asset's market for trends, micro and macro factors affecting the market etc. hence they must possess solid research ability
- Analytical skills and problem-solving abilities: They require high level analytical skills to run financial models as well as analyse all aspects of the local asset's markets and exposure to ARGUS a plus
- Organizational skills: They require the ability to multi-task, manage time, and workload
- Strong written and oral communication skills: They must possess solid or fluent writing skills because their job entails writing reports and rankings for internal and external professional communications. They must also possess oral communication abilities to effectively work in team environment and present reports and communicate technical or numerate data in a clear and concise manner
- They need to have the ability to work effectively under pressure. They must be able to make rational decisions when under pressure
- Entrepreneurial: asset's analysts must be a self-starter with the ability to work independently and think proactively and strategically. Also, they must be proactive and able to align research with the business for innovative research output
- Team player: They require the capability to work within the team, and work within a diverse, collaborative, and driven professional environment.

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45. PARTNERSHIP MONITORING (PAM)

The **Partnership Monitoring Executive** oversees maintaining solid and well-maintained relationships with our selected partners involved in any activity related to any of the businesses and companies that are part of the entire group, ensuring that the relationships are nourished to strengthen the cooperation for the benefit of our group.

Our organization's investment plan to transform a project into reality, requires many external partners with whom execute part of our program in total cooperation, conditions for which a strong relationship is required to succeed, making a partner a vital part of our project, condition imposing the necessity to feed the relationship with our partner during the period of a cooperation but also when the cooperation ended, making sure our partner will be at our sides at any time we will need his support.

The preset profile must act to generate a strategic partnership with the goal of utilising the learnings and evidence developed with any externally selected enterprises, professionals, partners, and anyone collaborating with our organisation at any level, in order to adopt regenerative practices powered by renewable strategies and operating methods, adopting particularly solutions in benefit of our needs and interests.

To reach this ambitious goal, the preset profile must build a network of like-minded partners at national, regional, and global level to institutionalize these ways of working and further embed them in policies and practices of government, private sector, knowledge institutes, and civil society.

To achieve our objectives, we will actively engage business actors, public actors, and financial institutions to ensure the transformation. The strategic partnership includes a portfolio of various entities mostly different from each other, belonging to a specific sector, for which the current profile must adopt a program based on three intervention pathways of LEARN: Practice-based learning and evidence, LINK: Action-oriented collaboration among system actors, and LEVERAGE: Incorporating ways of working into policies and practices. The strategic partnership aims to support a new method of working along various routes in order to establish an integrated, sustainable, and resilient development system based on strong partnerships.

To become a key player in our strategic partnership programme, the present profile must implement a strategy centred on monitoring, evaluating, and learning (MEL), guide teams to harness MEL data for continuous improvement, and lead capacity development to ensure everyone understands the program's innovative Theory of Change (ToC) and MEL framework.

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The Partnership Monitoring Executive will ensure data consistency and the effective use of tools across all country programmes, working closely with in-country partners, providing support and coaching to steer our strategies, assessing the impact on our organization's dynamics, and leading the organisation of annual ToC and MEL framework reflection workshops both globally and in each individual country.

The Partnership Monitoring Executive must change MEL techniques in response to findings and flourish in multicultural contexts. Reporting to management the outcome and condition of any collaboration so that the relevant departments can determine whether to continue the relationship or alter their involvement in our efforts driving the success of our initiatives and ensuring impactful outcomes.

The present profiler must:

- Ensure alignment with the program's Theory of Change and our corporate objectives.
- Build solid relationships with external partners.
- Drive strategic positioning and advocacy.
- Use digital tools to streamline their work

The present profiler must conduct the following tasks:

- Visiting external partners at their locations to keep a human relationship
- Data monitoring and analysis: monitoring efforts by ensuring the effective use of MEL tools and conducting quality analysis of data results. Lead in the compilation and analysis of all Strategic Partnership outcome and impact data to produce annual data-driven reports submitted to funder and for external-facing documentation, with a strong focus on reflection and learning. This also includes revisiting ToCs for alignment or adaptation based on emerging realities and MEL findings at country level.
- MEL steering and best practices: Coordinate the development and implementation of MEL approaches, methodologies and tools to monitor, evaluate and steer the Strategic Partnership's impact in close coordination with our internal advisors.
- Business development: Supports Strategic Partnership proposal development efforts by helping design and write high-quality ToCs that align with overall programme framework and approach.
- Positioning: Support the production of high-quality documents for external publication by providing relevant support evidence and data.
- Capacity building: Enhance the capabilities of Strategic Partnership Programme and partners, assuring the collection and analysis of high-quality data.

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The present profile must be characterized by the following points:

Acting adopting an analytical, detail-oriented, and data-driven professional with extensive experience in MEL tools and methodologies, guaranteeing the ability to analyse both quantitative and qualitative data, communicate complex concepts clearly, and utilize digital tools for data collection and analysis sets you apart, including:

- A post-graduate degree in Social Sciences, Development Studies, International Relations and/or other relevant field, including coursework in monitoring and evaluation (M&E), research methodologies, and statistical analysis.
- +5 years of experience in MEL, in a lead or advisory role together with sector knowledge in corporate thematic areas.
- Good proficiency in data analysis software and the ability to design and implement MEL frameworks across different context, ensuring quality assurance across country programs.
- You possess strong interpersonal skills, allowing you to collaborate effectively with diverse teams and build trust (in various cultural and operational contexts)
- Excellent English communication skills

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46. BANKING RELATIOSHIPS (BAR)

A **Banking Relationship Executive's** mission, as part of the investment department, is to build and maintain strong banking relationships within the financial sector and major investment banking institutions, with the goal of seeking and obtaining customised investment products into which our organization's equities can be invested to generate profit. The present profile function has a direct impact on our activities' precision, trust, prestige, and dependability, particularly with the planned investment program we are executing, in which diverse services are necessary to support each individual activity component of the entire group.

The present profile's specific purpose is to manage the investments bank accounts established with all selected external banks, funds, and financial institutions worldwide, with the goal of generating significant profits from the investments made to cover the organization's expenses while also increasing the overall wealth value of the group.

The Bank Relationship Executive must increase the organization's investment capability through strategic relationship building. This includes understanding our specific financial needs and providing bespoke banking solutions to any of the group's global firms, as well as improving banking relationships to drive business growth through greater transactions and cross-selling opportunities, creating the essential banking solutions to satisfy any needs expressed by any firm or activity related to any company that makes up the entire organisation globally.

The present profile daily activities include meeting members of the major selected banking institutions to assess solution necessary to satisfy our organization financial needs, along with discussing new products or services. Staying informed about financial products and market trends ensures managers provide relevant advice, exchange strategies with trusted advisors to fosters long-term stability and profit.

The present profile must manage our organization's investment portfolios using planned strategies and attention to detail, focussing on each market evolution, monitoring our bank account performance, adjusting to optimise returns and mitigate risks, exchanging programs, products, and markets, liquidating and purchasing products with performance that meets our corporate and financial needs.

The Bank Relationship Executive must cooperate with other bank departments ensures comprehensive financial services, reinforcing our corporate trust and demonstrating commitment to their financial well-being.

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The present profile must satisfy the following educational Requirements:

- A bachelor's degree in finance, business administration, or a related field, supported by a specific knowledge in financial principles, banking operations, and economic trends, empowered by financial management, marketing, and strategic planning experience.
- Certifications like the Certified Financial Planner (CFP) or Chartered Financial Analyst (CFA) with expertise in financial planning and analysis, supported by practical experience through internships or advanced banking roles bridges theoretical knowledge with real-world application, offering valuable insights into banking operations and our organization interactions.
- A Bank Relationship Executive must excel in interpersonal skills, as effective communication is key to building trust and fostering strong banking relationships. Active listening and empathetic responses, tailoring solutions to our organization needs, enhancing our overall financial capacity.
- Negotiation skills are critical, enabling industry actors to balance the bank's offerings with our organization requirements, with particular importance when discussing loan terms, interest rates, credit tools solutions or investment opportunities, ensuring rapid and solid solution in benefit of our activities.
- Analytical skills are indispensable for assessing financial statements, identifying market trends, and interpreting data. These abilities allow banking operators to provide informed recommendations, helping our organization to optimize our portfolios and maximize value.

The present profile must satisfy the following Responsibilities:

- Executes the bank's risk culture and strives for operational excellence before entering in business with any financial institutions
- Builds relationships with financial institutions to meet financial needs
- Follows established processes and guidelines in daily activities to do what is right for our organization needs, adhering to all applicable laws and regulations
- Grows business knowledge and network by partnering with experts in small business, lending, and investments
- Manages financial centre traffic, appointments, and outbound calls effectively
- Drives our organization experience
- Inventing, proposing and delivering customized solutions to satisfy our single companies financial needs and activities managing cash responsibilities

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The present profile must be characterized by the following qualifications:

- Be an enthusiastic, highly motivated self-starter with a strong work ethic and intense focus on results, acting in the best interest of the organization.
- Collaborates effectively to get things done, building and nurturing strong relationships.
- Displays passion, commitment and drive to deliver an experience that improves our organization financial lives.
- Be confident in identifying solutions for new and existing organization needs based on their needs.
- Communicates effectively and confidently and is comfortable engaging all banking representatives.
- Has the ability to learn and adapt to new information and technology platforms.
- Be confident in educating banking representatives on how to conduct simple banking transactions through self-service technologies.
- Applies strong critical thinking and problem-solving skills to meet banking representatives to satisfy our corporate needs.
- Follow established processes and guidelines in daily activities to do what is right for our corporate needs, adhering to all applicable laws and regulations.
- Efficiently manages time and capacity.
- Focuses on results, while acting in the best interest of our corporate needs.
- Can be flexible to work weekends and/or extended hours as needed.
- Experience in financial services and knowledge of financial services industry, products and solutions.
- One year of demonstrated successful sales experience in a salary plus incentive environment with individual and corporate goals.

The present profile must be characterized by the following skills:

- Adaptability
- Business Acumen
- Oral Communications
- Problem Solving
- Account Management
- Corporate Management
- Corporate Solutions Advisory
- Relationship Building
- Business Development
- Pipeline Management
- Prospecting

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47. MARKETS SCREENING (MAS)

The **Markets Screening Executive** is responsible for tracking a company's financial performance, along with the whole financial markets worldwide, analyzing business performance and market conditions to create forecasts, and helping the investment team make tactical and strategic decisions by providing periodic reports supporting our organization to perform successfully investments, measuring the effectiveness of various marketing campaigns relative to cost and results.

A present profile plays a pivotal role in the financial sector by conducting thorough research and analysis of financial data to provide insightful investment recommendations. On a daily basis, Markets Screening Executive are engaged in evaluating economic trends, scrutinizing financial statements, and monitoring market conditions, gathering data from a myriad of sources, including corporate financial statements, market reports, industry news, and economic forecasts, to formulate an accurate picture of market dynamics.

The present department must be composed by different types of Markets Screening Executive, each with distinct roles and responsibilities. **Equity** analysts focus on evaluating the stocks of public companies, providing buy, hold, or sell recommendations based on their research. **Credit** analysts, on the other hand, assess the creditworthiness of businesses and issuers of debt securities, determining the likelihood of default and the potential risks involved. Additionally, analysts can be categorized as **buy-side or sell-side**. Buy-side analysts work with institutional investors, such as mutual funds and pension funds, setting the primary goal to make investment decisions that will benefit the portfolio under management. Sell-side analysts, having the mission to provide research reports and recommendations to our investment team to facilitate trading activities.

The Markets Screening Executive to excel in this precise mission must have a solid educational background and relevant certifications, considering the role of a stock market analyst is multifaceted and demands a deep understanding of financial markets, economic indicators, and industry trends to guiding investment decisions and driving financial success for our organization investment plans.

The Markets Screening Executive, being an effective stock market analyst, requires a well-rounded skill set and familiarity with various tools. One of the most critical skills is analytical thinking. Analysts must dissect financial statements, perform ratio analysis, and interpret economic indicators to forecast market trends. Attention to detail is equally essential, as slight discrepancies in data can significantly affect investment decisions.

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The present profile must show proficiency in financial modelling and valuation techniques being another cornerstone of stock market analysis, using these methods to estimate the intrinsic value of companies, allowing them to identify undervalued or overvalued stocks creating detailed spreadsheets that forecast a company's future financial performance, which requires a solid understanding of accounting principles and statistical methods.

The present profile must be able to convey intricate financial information clearly and concisely to each internal department, management and financial institutions preparing comprehensive reports, presenting findings, and making actionable recommendations based on their analyses.

Technological proficiency is also non-negotiable for modern analysts. Tools such as Bloomberg terminals provide real-time market data, news, and analytics, making them indispensable for informed decision-making. Financial modelling software or specialized applications, helps in building complex models efficiently. Data analytics tools, such as Python or R, are increasingly used for more advanced statistical analysis and forecasting.

Lastly, the ever-evolving nature of financial markets necessitates continuous learning, imposing the Markets Screening Executive to stay abreast of market trends, economic developments, and new financial regulations to maintain their competitive edge. Subscribing to financial news, attending industry conferences, and participating in professional development courses are ways to ensure they remain up to date.

The present profile must be characterized by the following responsibilities:

- Provide analytical, forecasting, reporting, and project support to senior management
- Produce monthly reports, which include key metrics, financial results, and variance reporting
- Spearhead the annual and quarterly budgeting and forecasting processes
- Identify opportunities for performance improvement across the organization
- Maintain knowledge and keep abreast of new investment regulations or policies
- Develop models that help with decision-making

The present profile must be characterized by the following qualifications:

- Bachelor's degree in finance, Accounting, or related field; CPA or CMA a plus.
- 2-4 years of relevant experience in corporate finance, financial planning & analysis, investment banking, or other related fields.
- Excellent analytical, decision-making, and problem-solving skills

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48. INVESTMENT ANALYST (INA)

The **Investment Analyst Executive** is a person in charge of primary overseeing and analysing the investments executed through any of the companies incorporated worldwide forming our organisation, to make sure the products managed by our trading department and all external selected financial partners are complying with our expectations, performances, and results, informing the **CIO** as soon as one of our investments express signs of underperformance or not in respect of our criteria.

The present profile is vigilant with the mission to promptly raise a warning to the **CIO** in case of underperformance of any of the products and investments forming our whole portfolio, acting to prepare a strategic solution to limit any possible loss having the goal to recover the lack of performance suffered.

The Investment Analyst Executive's daily mission is to monitor the investment programs performed by the trading and banking teams, assisting the entire investment department in obtaining precise information required to modify, adapt, and review the investment strategies adopted, without requiring the banking or trading team to divert their attention away from the ongoing live trading programs to understand the situation suddenly expressed by the other investments.

Furthermore, the present profile goal requires him to provide his investment advice (buy, sell, or hold) to our investment department and individual portfolio managers after completing a complete financial analysis, developing financial models, and determining the influence of economic conditions on the relevant.

The Investment Analyst Executive's must be formed by skills and qualifications required to understand and complete investment analyst, analyzing financial figures along the ability to assess positions is what helps our internal traders understand the potential of an investment.

The present profile must refer to the CIO and the related internal members providing investment advice (buy, sell, hold) after performing a complete financial analysis, preparing financial models, and comparing the related economic conditions' influences, concentrating on determining financial and economic information concerning a given company, market and creating recommendations on buying, selling, or holding related financial programs.

The Investment Analyst Executive must operate under pressure, coordinating with teams, working on holidays or overnight if markets are exceptionally sensitive, or if our strategy plans demand customised market analysis at any time of day or night.

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The present profile must focus as well on evaluating financial and economic information related to a given company and generating recommendations on whether to buy, sell or hold.

- **Buy-Side:** Mutual funds and advisory firms appoint buy-side analysts to identify investment opportunities in the market.
- **Sell-Side:** Investment banks and research firms appoint sell-side analysts to understand investment risk and investment and generate reports on specific companies.

Between the daily mission the present profile must execute all necessary professional research to create economic models, deliver results and recommendations to our trading and banking teams, in charge of managing specific investments in securities, including investment analysts in niche terms, comparing financial results of previous analysis focusing on various financial aspects and research related to available investment categories and presents their recommendations. Analyzing economic data, understanding the financials of a given investment, meeting with managers, and presenting data to support the solutions proposed.

The present profile must be characterized by the following qualifications:

- **Understanding of Financials and Economics:** The most important skill set is understanding the company's financials and economics since these two components decide the business approach and future in the market.
- **Analytical:** It must be analytical and can create and analyse the given data.
- **Updated Knowledge:** The analyst position continuously requires updates on current affairs, bank rates, corporate actions, government announcements, tax policies, company management, etc.
- **Basic IT Skills:** Although an analyst does not require an IT background, some skills will help investment analysts generate reports and efficiently work under work pressure.
- **Team Efforts:** An analyst position is not a single-person job but requires a team, which generates data, updates information in systems, analysis, and provides reports. An analyst needs to work and sync with the team to become more efficient.
- **Communications:** They might have to attend meetings with the company's management, brokers, and traders. The analysts provide data and information generated, which requires a high level of communication skills.

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The present profile must concentrate on economic events and conditions and their impact on investment. For example, bank rates, unemployment rates, inflation rates, industry-wise performance, and company financial data.

The present profile must equally concentrate on the process by creating research reports by company, sector industry, economic data, etc. In this approach, priority is focused on the company's financials and then approaching other factors affecting its business.

1. **Research on Company:** Research regarding its industry performance, significance, and status.
2. **Analysing:** Present analysis of company financials like profit and loss account, balance sheet, and cash flow statement.
3. **Generating Reports:** After analysing financial data and summarizing the company's financial condition, growth approach, and value.
4. **Updating Knowledge:** Meeting with company management, fund managers, and brokers to understand their views and business approach in the market.
5. **Industry/Sector and Economic Analysis:** analysing economic factors affecting the company's operations and overall business.
6. **Recommendation:** After generating and analysing the company's financials, management approach, and prospects, create recommendations based on reports.
7. **Update Knowledge:** Continuously updating information is the important responsibility of an investment analyst, which never ends.

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49. WEALTH VALUE MONITORING (WVM)

The Wealth Value Monitoring Executive must conduct research and analysis of trends and information in order to provide guidance to our Finance and Auditing departments including the Management on the volatility of our overall wealth value, including the evaluation of any asset, property, investment, and any other detail required to ensure that the entire management team is implementing the correct strategies to improve the overall organization's value, taking into account all single factors and elements.

The current profile must function as a wealth indicator, a kind of "clock hand" in charge of constantly monitoring not individual investments, but only the integrity of our organization's financial and economic value, which is formed by all incomes, expenses, depreciations, valuations, yields, and anything else part of the financial mechanism, ensuring that the general wealth value increases by at least 5% per year on year.

The Wealth Value Monitoring Executive must meet with our internal departments to clarify their financial needs and goals, aligning the management strategies to satisfy the single department's needs and goals without adopting strategies provoking wealth depreciation, keeping the only role to explore when the management methods or strategies provoked the diminishing of the general wealth performance, identifying the department, assets, property, investment products, or external partner responsible for the loss of value, and quickly implementing a customised solution or strategy to restore and reassess the wealth value, as well as any linked performances.

The current profile must examine business assets, earnings reports, and industry-related characteristics to determine how well our investments and enterprises in the global group perform individually and collectively considering any possible details that could modify and affect the general wealth value of the entire organization.

The current profile must be empowered by complete experience in finance or a related discipline, such as business or economics, as well as chartered financial analyst certification or another financial certification required to conduct a precise wealth evaluation of an heritage consisting of various types of investments, assets, properties, and financial products invested in various markets and jurisdictions around the world.

The Wealth Value Monitoring Executive must report to the CIO and CFO to examine the financials expressed in the reports, identify the risks involved in each transaction, and implement customised solutions to increase wealth value.

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The present profile must be characterized by the following responsibilities:

- Conduct thorough analysis of the Financial Statements and assessment of the portfolio composed by each asset, property and anything else composing the wealth.
- Perform in depth assessment of credit worthiness of counterparties and provide recommendations in relation to the analysis to the Management.
- Maintain updated documentation in all credit and debt, through follow up of financial statements and financial performance.
- Apply and update the internal credit rating to all files.
- Review and validate major counterparty, broker and insurance accreditation requests.
- Provide credit risk assessment and recommendations on one-off transactions presented by each department.
- Maintain regular contact with each department and support Relationship Managers (RMs) in the initial structuring phase of transactions and managing our wealth injected into each portfolio.
- Participate to related meetings together with Management, whenever required.

The present profile must be characterized by the following profile:

- University degree in Economics or Finance or any other related field.
- At least 2-3 years' experience as a Credit Officer/Analyst with banks active in commodity trade finance, and/or experience with an audit firm managing a portfolio of commodity trading clients.
- Comprehensive understanding of Commodity Trade Finance activities and instruments.
- Excellent quantitative and qualitative analytical skills.
- Ability to draft financial statement analysis in a structured, concise and confident manner.
- Strong attention to detail.
- Ability to multitask and to prioritize duties.
- Excellent interpersonal and communication skills.
- Ability to work independently.
- Excellent written and verbal communication skills in English, other languages are considered a plus.
- Proficient computer skills with excellent command of MS Office applications.

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50. STRATEGIES GROWTH (STG)

The **Strategic Growth Executive** mission is concentrated in deploying all necessary knowledge, data, analysis, reports and markets screening produced by all other internal departments, including any external source to extract the most appropriate information's on driving the company's growth strategy and executing marketing, business and financial campaigns to acquire new business sectors with the purpose to improve the wealth value of our whole organization worldwide.

The daily goal of the present profile is to empower our business areas through a strategic growth plan of actions by providing the ideas, proposals, and solutions required to address any performance issues that may eventually arise in any part of the organisation.

The present profile is in charge of creating and implementing creative business strategies, collaborating closely with cross-functional teams to find opportunities, needs, and innovations for expansion, and maximising current efforts to achieve quantifiable business outcomes being at the forefront of propelling the company's growth.

The Strategic Growth Executive must report to the CIO to highlight and analyze market trends, identifying growth opportunities, and developing innovative strategies to increase business acquisition and retention, collaborating with cross-functional teams to optimize the business expansion necessary to achieve business objectives.

The present profile is a dynamic and results-driven one to lead and oversee the whole organisation's operations under all forms and departments supporting the Investment Division, which is the major source of income to cover operating costs and investment performance, having as a major responsibility driving and generating the growth and profitability of each department through strategic leadership, relationship management, and the optimisation of investment efforts.

The present profile must be characterized by the following responsibilities

- Develop and implement strategies to drive company growth and achieve revenue targets.
- Conduct market research and analysis to identify new business opportunities and target markets.

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- Build and maintain relationships with key partners to expand the company's business base.
- Collaborate with cross-functional teams to develop and execute customized business campaigns and partnership initiatives.
- Monitor and analyze market trends, competitor activities, and partners feedback to identify areas for improvement.
- Track and report on key performance indicators (KPIs) to measure the success of growth initiatives.
- Identify and evaluate potential mergers, acquisitions, and partnerships to support business expansion.
- Stay updated on industry developments and emerging trends to identify opportunities for innovation.
- Develop and deliver presentations and proposals to potential partners and stakeholders.
- Provide leadership and guidance to junior team members, fostering a culture of growth and continuous improvement.

Leadership and Strategy:

- Develop and execute a comprehensive investment and management strategy to drive revenue growth and profitability for the brokerage services division.
- Lead, mentor, and manage a team of managers and directors, ensuring high performance, accountability, and a collaborative work culture.
- Work closely with all internal departments to align business goals and ensure that each division meets or exceeds overall sales targets.

Investment Growth and Business Development:

- Drive business development efforts, identifying new opportunities and expanding relationships with existing partners – including providing focus on enterprise growth leveraging multiple services across the company.
- Collaborate with marketing, investment and operational teams to design and implement strategies that enhance market share and client satisfaction.
- Maintain an in-depth understanding of markets trends, competitor offerings, and the customer needs to continuously refine the division's offerings and approach.

Operational Oversight:

- Oversee the daily operations of the Investment and Operating teams, ensuring that managers/directors and teams are meeting performance standards.
- Ensure that investments processes, procedures, and workflows are efficient and aligned with corporate objectives.
- Track and analyse key performance indicators (KPIs) to assess team and individual performance, making data-driven decisions to optimize investment efforts.

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Partners Relationship Management:

- Develop and maintain relationships with key partners, including large accounts, to drive long-term business success.
- Serve as the primary point of escalation for high-level partners concerns or issues related to the truck brokerage services.
- Promote a customer-centric approach across the investment teams, ensuring that partners and single departments needs are met with the highest level of performance.

Collaboration and Reporting:

- Provide regular reports on investment performance, market conditions, and team progress to the CIO and Management.
- Collaborate with other divisions and departments to ensure seamless execution of investment initiatives and execution.
- Participate in executive-level meetings to provide insights and updates on the new opportunity necessary to support future direction and growth.
- Champion a company culture focused on Improving our Value and Performance.

The present profile must be characterized by the following qualifications:

- Bachelor's degree in finance, Economics, or related field; MBA or CFA preferred.
- 15+ years of experience in corporate FP&A, strategic finance, or related roles, including leadership positions in high-growth or technology-driven organizations.
- Expertise in financial modelling, scenario analysis, and KPI development.
- Proven track record of partnering with executive teams on strategic initiatives and GTM planning.
- Strong understanding of IPO readiness and public company reporting requirements.
- Experience leading global teams, financial planning systems, and process automation initiatives.
- Exceptional communication, leadership, and presentation skills with the ability to scale into a CFO role.
- Ability to travel up to 20% as needed for leadership engagements and strategic initiatives.

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51. FINANCIAL MARKET REPORTER (FMR)

The **Financial Market Reporter** is a professional responsible for providing in-depth coverage and analysis of financial markets and industries. This includes monitoring and reporting on market trends, economic indicators, and company performance, providing accurate and timely information to help our internal teams, traders, and other market participants make informed decisions.

The present profile must have a deep understanding of financial markets, economics, and business, having strong writing, research, and analytical skills, necessary for creating charts, graphs, and other visual aids to help explain complex financial concepts to a general audience.

The Financial Market Reporter must also be able to work under tight deadlines and often in a fast-paced and high-pressure environment, be able to think critically and quickly, as well as be able to adapt to changing market conditions, communicating effectively and clearly with a variety of audiences, including internal teams, external partners, investors, traders, and other market participants, acting to work independently, as well as part of a team.

The present profile is essential for providing accurate and timely information to all relevant internal departments, teams and members in charge of executing a proper investment strategy in line with our expenditure plans, guaranteeing in-depth coverage and analysis, informing decisions, which ultimately contributes to the overall efficiency of the financial markets.

The Financial Market Reporter will be responsible for delivering timely and accurate market insights, analysis, and breaking news to predict any market movement to precisely understand the financial landscape, ensuring high-quality analysis necessary to meet our investment policy, ensuring the accurate capacity of making precise market reporting.

The present profile must play a crucial role in supporting our trading and investment departments, ensuring precise market information to guarantee and support the relevant team to execute a seamless trade execution, and driving process improvements, acting as a key liaison between the trading department and any other internally involved teams, translating information and strategies into actionable operations, involving governance of trade fail activity, oversight of regulatory compliance, and collaboration with various external partners to support a successful trading execution.

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The present profile must be characterized by the following Responsibilities:

- Lead a team of market reporters to develop and publish real-time market news across various platforms.
- Conduct in-depth research and analysis on market trends, financial data, and economic indicators to produce insightful articles.
- Establish and maintain relationships with key financial stakeholders, analysts, and industry experts to gather exclusive insights.
- Ensure accuracy, clarity, and relevance in all published content, adhering to the highest editorial standards.
- Collaborate with editorial teams to develop strategies for improving news coverage and audience engagement.
- Monitor global financial markets and economic developments, providing context and analysis for breaking news stories.
- Develop well-researched, high-quality content focused on trending Global stocks, utilizing major data providers on retail sentiment and other market metrics.
- Craft eye-catching and innovative headlines to capture attention and drive engagement.
- Work with and crunch data (using internal as well as external data) to flesh out value adds for the articles.
- Manage writing schedules and follow the editorial calendar to ensure timely completion of content.
- Collaborate closely with content managers, editors, and web publishers to produce polished and cohesive output.
- Work alongside other content production team members to ensure consistency and quality across all platforms.
- Support the marketing team by creating impactful content for advertising campaigns.
- Identify gaps in current content, recommend new topics, and develop fresh ideas based on audience needs and market trends.
- Writing daily business reports and feature assignments. Topics of interest include earnings, M&A, IPOs, general interest etc.
- Analysing news that is integral to the investment case for a stock
- Pitching news items and feature story ideas.
- Utilizing traffic analytics to make informed decisions about news coverage and feature content.
- Engaging with Wall Street sources to uncover and publish exclusive and unique commentary on stocks and news items.

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The present profile must be characterized by the following Qualifications:

- 5+ years of experience in financial news reporting, with a proven track record of breaking market news.
- Strong understanding of financial markets, economic principles, and investment strategies.
- Excellent writing, editing, and communication skills, with the ability to convey complex information clearly and concisely.
- Experience in leading a team of journalists in a dynamic news environment.
- Proficiency with data visualization tools and quantitative analysis.
- A degree in journalism, finance, economics, or a related field.
- Proficient in digital content management systems and social media platforms.
- Familiarity with financial data platforms such as Bloomberg, Reuters, or similar.
- Experience with analytics tools to track audience engagement and content performance.
- Exceptional leadership skills with a track record of mentoring and developing junior reporters.
- Strong analytical mindset with the ability to thrive in fast-paced, high-pressure situations.
- Passionate about journalism and committed to ethical reporting standards.
- Ability to work collaboratively across departments and foster a positive team environment.

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52. INVESTMENT MANAGER (INM)

The **Investment Manager Executive** is in charge of managing all investments, composing our portfolio, and not only a specific product as instead of the stock trading team. Is responsible for the financial planning and execution of investments, activating all necessary strategies to combine all the various types of investments into one single vision to determine the whole investment goals and objectives, creating a unified and synchronised plan to unify all single performances expressed by the individual programs and products to reach our organisation goals, offering the maximum attention to the general performance of each investment, and providing reports to the CIO on their daily progress.

The present profile is responsible for the financial planning and execution of investments for all products forming our organisation's portfolio, communicating with other members of the investment department, driving them to perform the portfolio under their individual management to make our organisation more profitable, and positively influencing, advising, and supervising the whole investment portfolio performance.

The Investment Manager Executive delivers and performs a comprehensive suite of traditional investment management solutions including credit, treasury management, capital markets and advisory solutions, including a full complement of sales, trading and research capabilities, to corporate, government and institutional clients.

The present profile major tasks is identify as control investment management, as a front-line group, delivers risk and control programs, routines, and expertise to Business Groups and Enterprise Functions (BG/EF) across the organization focusing on the investments composing our portfolio, collaborating with the head of the all others members composing the investment departments and in charge of single products or investment plan, acting to develop and maintain a strong control of the single investment performances to generate profit, identifying a sustainable mitigation of operational risk.

The present profile must also ensure internal controls, processes, and procedures are adequate and effective, and executive management understands the risks, exposures, and trends that impact the business, adopting the most appropriate solution to manage the whole investment portfolio to generate the expected profit without exposing the organisation to major and not recoverable risks.

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The Investment Manager Executive must deliver a dedicated control management attitude and policy, overseen by a CIO who is in charge of driving the investment department, having the goal to generate profit throughout the investment portfolio the management will set available.

The present profile reports to the CIO and will serve as the key strategic partner to synchronise all single investment department operating tasks and strategies. The position will provide end-to-end thought leadership across the businesses and lead a team responsible for front-line control of the portfolio's general performance.

The present profile must adopt all necessary investment methods and strategies to enables the development and maintenance of a strong control od each single investment performance, early identification and sustainable mitigation of operational risk, control transformation and optimization as part of the wider performance strategy, and thought leadership with respect to industry best practices, regulatory expectations, and a culture that supports exceptional risk management.

The Investment Manager Executive will also serve as an important member of the organization and contribute to the evolution of front line control across the organization in protection of any risk, empowering the financial growth through the performances.

The present profile must be characterized by the following responsibilities:

- Lead a global team with employees in all investment departments.
- Be a key contributor to the general portfolio's investment performance.
- Provides guidance and works closely with the members part of the organization and key partners in second line and Audit organization in the establishment of controls in alignment with Enterprise and functional policies and standards.
- Proactively counsels Investment department leadership on new and emerging risks, issue management, and remediation and provides reporting on risks/controls/issues to the CIO.
- Regularly attend and contribute to meetings with the CIO and related members if the investment department.
- Supports the development of a strong risk and control culture within the group.
- Escalates concerns and issues to senior leadership and the Board as appropriate, following established protocols.
- Provides Front Line input to the establishment of enterprise risk programs to ensure risk factors are identified, monitored and considered.
- Maintains a high-performing risk management and control organization.

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- Ensures proper risk management staffing and expertise exists in the group and builds capabilities, processes and teams that meet heightened risk management expectations.
- Provide vision and set direction for multiple, high risk and high impact initiatives and teams to achieve long term strategic objectives with broad and companywide impact by sharing key insights that align to both the investment department and CIO strategy and mindset, activating that vision with supporting capabilities, frameworks, and technology.
- Provide strategic, long-term, risk compliant solutions to the most complex, companywide business challenges.
- Partner with leaders and other executives on the development of high risk, multi-year projects, strategies, goals, and business ventures.
- Develop and guide a culture of talent development to meet objectives and strategy.

The present profile must also work closely with all related external financial and banking partners having a relationship with any company that is part of the group to develop and execute company risk management strategies, obtaining any critical success factors necessary to include the ability to develop partnerships with many functional areas, provide insight into the regulatory climate, and identify trends that may present opportunities or reflect gaps in our organisation's strategic execution and direction, setting the improvement, growth, and expansion as the first point of interest.

The present profile must be characterized by the following qualifications:

- 10+ years of Risk Management or Business Controls experience, or equivalent.
- 5+ years of Management experience.
- Outstanding executive communication skills, both written and verbal, with a track record of presenting to senior leaders and to management committees.
- Deep working knowledge of financial and investment businesses, including investment banking; sales, trading, financing and research; and commercial real estate banking to corporate, institutional and government clients.
- Substantial experience executing risk management programs, particularly operational risk programs (e.g., issue management and RCSA) and managing compliance and conduct risks.
- Understanding of best-practice risk management techniques across financial services industry.
- Knowledge of relevant financial regulations and understanding of how they are implemented, managed and enforced.
- Strong interpersonal, influencing, and communications skills with an ability to interact effectively with stakeholders and regulators, to include virtual, matrixed leadership experience and the ability to effectively manage and build relationships within the business and enterprise Risk functions.

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- Proven leadership and project management skills to drive alignment across stakeholder groups to develop and deliver repeatable end to end risk management solutions and controls aligned with business/customer processes.
- Deep understanding of risk framework, corporate/business policies, and programs to translate into plans for the business, function and/or risk type.
- Ethical integrity and demonstrated ability to assess and determine when to raise concerns and escalate.
- Proven ability to build and lead a high performing risk management organization in a matrixed environment, ensure proper staffing and expertise exists and can coach and enable others in risk management and risk ownership.
- Strong analytical ability used to identify risks and confidently raise issues, escalate early and engage in constructive credible challenge and will do so independently.
- Ability to transition previous issue management, remediation, compliance assessment, governance, and other risk-aligned and support activities to the dedicated team to allow focus on the business process and control gaps impacting customers and the business
- Meaningful knowledge across the enterprise risk management framework, including risk identification, risk appetite and strategy, risk-related decisions, processes and controls, risk analytics and governance.
- Ability to analyse, problem solve with demonstrated excellence at identifying stakeholders, understanding needs, and driving decision- making/resolution through a consensus building approach.
- Implement solutions through written action plans, procedures and change management.
- Understand the impacts/benefits of emerging technologies (automation/machine learning/etc.) on the operating and control environment.
- Deep understanding of ever-evolving governance processes and regulatory environments.
- Bachelor's degree required and advanced degree preferred.

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53. HEAD OF TRADING (HOT)

The **Stocks Trader Executive** is responsible for buying and selling stocks, securities, and other financial instruments, ensuring total compliance with all regulations, industry standards, and other requirements, working in close collaboration with advisors, asset managers, and other financial professionals composing our internal organisation departments, having the goal to perform daily profits using and manipulating the stocks investments portfolio appointed by the management of the related investment department, using trading platforms and investment software programs supporting trade structures and enhance operational efficiency.

The present profile must be characterized by the following tasks:

- Execute purchases and sales of investment products in a timely and efficient manner"
- Implementing and driving the Single Stock derivatives trading hub platform
- Implementing and driving the Single Stock derivatives trading hub platform Market Maker for single stock volatility
- Market Maker for single stock volatility
- Responsibility for delivery of new trading strategies
- Contribution to optimize trading models and to develop new trading applications
- Frequent client interaction and partnership with distribution to grow the franchise
- Execute stocks trades in accordance with established trading and hedging strategies approved by the Management
- Continuous generation of trade ideas and presentation to clients
- Research and resolve issues in trading area
- Create new market making strategies for electronically traded products
- Maintain and document activity
- Build quality relationships with industry participants
- Conduct market research and analysis to identify stocks trading opportunities
- Make informed trades based on market trends and analysis
- Manage and monitor a portfolio of investments to ensure optimal returns
- Collaborate with other traders and investment professionals to share market insights
- Stay up to date on current market conditions and adjust trading strategies accordingly
- Executing trading strategies on all major's world's stock markets adopting different trading plans varying the risk from a lower to higher allocating different amount of equities to achieve the best performance.

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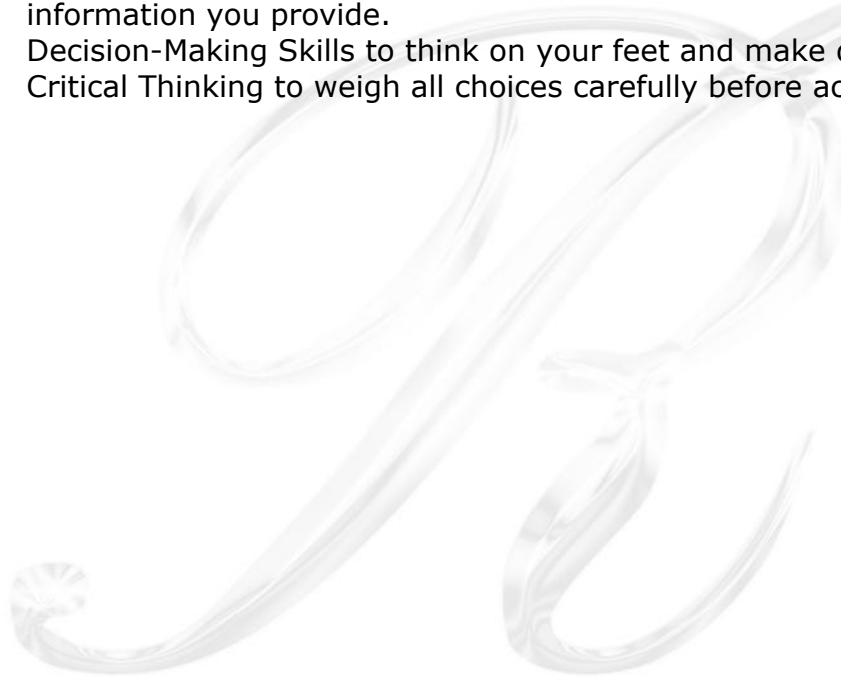
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The present profile must be characterized by the following qualifications:

- MBA or advanced degree in finance
- 5+ years of experience in stock trading
- Certification in Financial Risk Management (FRM) or Chartered Financial Analyst (CFA)
- Bachelor's degree in finance, economics, or a related field
- 3+ years of experience in stock trading
- Excellent analytical and critical thinking skills
- Strong knowledge of financial markets and investment strategies
- Ability to work well under pressure and in a fast-paced environment
- Excellent communication and interpersonal skills
- Listening Skills
- Verbal Communication Skills to make important decisions based on the information you provide.
- Decision-Making Skills to think on your feet and make decision swiftly.
- Critical Thinking to weigh all choices carefully before acting.



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54. EQUITY TRADING EXECUTIVE (ETE)

The **Equity Trader Executive** is responsible for executing and performing all trading activities exclusively related to trading products belonging to the equity category but not the stocks, focusing on the financial instruments, indexes, FX, commodities, ETFs, and anything else but not corporate shares, which are exclusively concentrated with the Stock Traders Executive, focusing instead on prioritising risk management, market analysis, timely trades, and effective communication in the financial market.

The present profile must perform an outstanding technical analysis, risk management, adaptability, and strong analytical skills to obtain perfect trading results, developing trading strategies, managing risk, monitoring portfolio performance, and detecting market trends, reacting to the live evolution status of all related financial markets to predict volatilities, avoiding loss, and transforming a risk into an opportunity to realise a profit.

The present profile's primary responsibilities are risk management, involving evaluating and managing the risks associated with trading activities to safeguard the interests of our organisation; having a sharp eye for market analysis to make informed decisions on when to buy or sell equity products; staying vigilant on market trends, economic indicators, and company performance to anticipate price movements; and optimising trading strategies.

The present profile must guarantee timely and accurate execution of trades to capitalise on market opportunities, applying strong analytical skills to interpret financial data, identify patterns, and make appropriate trading decisions in line with policy risks, keep exploring equity trading opportunities to remain align with our trading and organization needs and goals.

The Equity Trader Executive must communicate with external partners, colleagues, and other market participants to conveying trading strategies and ensuring smooth execution of orders, combining financial acumen, strategic thinking, and quick decision-making skills.

The present profile must be driven by a proficiency in financial analysis techniques and a keen understanding of market dynamics to generate the expected success in equity trading.

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The present profile must be characterized by the following tasks:

- Execute buy and sell orders for equity products and financial instruments accurately and timely.
- Utilize technical analysis for market trends identification and risk management strategies.
- Stay updated on market trends, news, and economic indicators for informed trading decisions.
- Possess strong analytical skills and adaptability to capitalize on opportunities and navigate challenges.
- Strong educational background in finance, economics, or related field with industry experience highly valued.
- Technical Analysis mastering technical analysis to identify patterns, trends, and potential entry/exit points in the market utilizing technical indicators and charting tools to make informed trading decisions.
- Risk Management to protect capital and maximize returns, assessing and mitigate risks associated with market volatility, position sizing, and portfolio diversification, implementing risk management strategies such as stop-loss orders and proper position sizing to safeguard against unexpected market movements.
- Adaptability to quickly adapt to changing market conditions and news developments is an invaluable skill for equity traders. Being flexible and agile in decision-making to capitalize on opportunities and navigate challenges effectively.
- Developing and implementing trading strategies for devising effective trading strategies based on market analysis and research to stay updated on market trends, company news, and economic indicators to make informed decisions.
- Risk management and decision-making managing risk to assess and mitigate risks associated with each trade, considering factors like market volatility, liquidity, and potential returns, adopting a quickly and rational decision-making skills are essential to capitalize on opportunities and limit losses.
- Monitoring portfolio performance to constantly monitoring the performance of our organization's portfolio, assessing the impact of market movements on their investments, evaluate the effectiveness of their strategies, and make adjustments as needed to achieve our expected financial goals.

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55. ASSETS TRADING EXECUTIVE (ATE)

The **Assets Trader Executive** is responsible for executing and performing all trading activities exclusively related to trading products belonging to the financial assets category but not the stocks, nor equity, focusing on all financial assets available on the markets and anything else part of the assets category but not corporate shares, ETF, FX which are exclusively concentrated with the Stock and Equity Traders Executives, focusing instead on prioritising risk management, market analysis, timely trades, and effective communication in the financial market.

The Assets Trader Executive mission is exclusively concentrated on managing our organization's financial assets as part of the investment portfolio, acting to regularly study and respond to market changes and to regularly communicate with the CIO about potential changes that may impact investment portfolios or other forms of assets, generating reports in a timely manner for the CIO and Management to support decisions necessary to improve the performance.

The present profile plays a crucial role in financial markets by buying, selling, and managing a portfolio of asset-backed securities, acting to structuring solutions considering finance, risk assessment, and market dynamics, enabling our organization to optimize our investment strategies and mitigate potential risks, maintaining the liquidity and stability of financial portfolios applying analytical prowess and market intuition.

The present profile must also oversee the financial performance of a company's assets, formulating and implementing investment and trading strategies that enable the organisation to meet our business objectives, applying the most comprehensive understanding of financial markets, regulations, and accounting principles, analysing market trends, and proposing strategies that will increase profitability while minimising risks, keeping up-to-date with investment products, asset performance, and market conditions to ensure optimal trading strategies.

The Assets Trader Executive is also tasked with cooperating with the internal team members comparing the investment department, managers and financial analysts to improve the trading capacity and profits to ensure financial stability and longevity.

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The present profile must be characterized by the following responsibilities:

- Executing trades of asset-backed securities across different markets.
- Analysing market trends and economic indicators that influence ABS performance.
- Developing and implementing effective trading strategies.
- Monitoring the credit quality and risk profiles of securities.
- Ensuring compliance with all regulatory requirements.
- Managing trading positions to optimize portfolio performance.
- Providing insightful market analysis and recommendations to senior management.
- Manage multiple client accounts and maintain effective communication with stakeholders
- Regularly research market trends and changes that may impact managed assets
- Identify important data insights and generate reports using business intelligence software
- Create impact analysis reports and deliver reports to the Management
- Communicate any needed account changes with CIO in a timely manner
- Analyse portfolio changes and identify any irregularities that may negatively impact our asset accounts
- Make needed changes to our portfolio as needed
- Organize and lead meetings with key CIO to review accounts

The present profile must be characterized by the following qualifications:

- Master's degree in business administration (MBA) may be preferred
- 0-5 years of experience for entry level positions
- 5 or more years of experience may be preferred for specialized industries
- Capable of handling multiple accounts simultaneously while working in a high-pressure environment
- Working knowledge of business and data intelligence software, such as Microsoft Power BI or Tableau
- Experience with and skill at using spreadsheet software, including Excel
- Comfort using Microsoft Office Suite, including Outlook and PowerPoint
- Highly trustworthy and dependable, particularly when handling sensitive materials
- Exceptional communication and writing skills, and capable of liaising with multiple levels within an organization

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56. POLICY CREATION (POC)

The present profile must be empowered by a prime mental logic capacity, considering the present department is in charge of regulating every single step of the entire organisation operating system from where prestige, precision, and perfect control will come from.

The Policy Creation Executive plays an integral role within organizations, steering the development, implementation, and review of policies that guide the actions and decisions of the entity. This position requires a deep understanding of the organization's goals, the regulatory environment, and the needs of the stakeholders it serves. By ensuring that policies are clear, comprehensive, and aligned with the organization's mission, the Policy Creation Executive supports consistent decision-making processes, legal compliance, and the advancement of strategic objectives. Through collaboration with various departments and analysis of relevant data and trends, this role contributes to the organization's adaptability and effectiveness in achieving its aims.

The profiles forming the present department are acting as "Educator," considering that each member part of the whole organization, forming all departments, will follow the procedures the present profiles will create. For this reason, the Policy Creation Executive, to create a perfect policy empowering the activities, reducing risk of mistakes, must consider the synchronism of various members between some departments, between various departments, and between two or more entire departments, but especially that each member's activities could be synchronised with various single members and departments at the same time but in a different role, step and execution.

The present profiles, to generate a perfect policy for each department, including the general overall policy, must consider the creation and regulation of various technical steps imposed by the single activities, acting as well, to synchronize all single operations between various mechanisms, formed by singular and group of actions.

The present profiles, before writing a policy for each desk, department, and sector, including the general policy rules, must consider each single detail part of any process, for example, from how and at which moment to switch on the light, offering a detailed description of the full process, specifying as well which finger to use and belonging to which hand, carrying on with a deeply detailed description, to describe until when and at which moment it must be switched off at the precise moment of the day. The present example is to show how the policy must be described under all single details, functions, processes, steps, restrictions, and anything else related to each single operation linked to all single desks.

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Between the major analysis to write a perfect policy, other tasks are:

Create the general policy according to the **ROSWEALTH BOOK**, which must be developed and included in all single department sub-policies in order to create an automatic synchronised internal system of works between all departments.

Prepare each single internal policy for each single department and sub-internal position present and forming the organisation, including all offices and assets located worldwide, in order to synchronise, first of all, each single operation inside each individual department, using logic and a chronologic method of thinking to regulate each single type of work, mission, task, and operating system forming the department. Developing the policy creation process, imaging the operations from the moment when each member, individually, will enter the office, sitting at their desk in the morning, until they will leave in the evening, thinking that each action and step performed by each of them must respect and protect their individual job, including the company performance but especially the operating progress when a single member is associated or enters into synchronism with other members, executing works within other departments.

The entire process must include all single steps that each department will have to carry out, according to the individual type of work that will be executed inside and by each department, synchronizing the technical steps generate by each desk.

The present department must create the department's policies to synchronise the work execution between all single departments; this step is totally different from what has been expressed so far.

The difference consists in the different policy rules, the **first**, ruling the operating process that each person must follow inside the department to create a successful division. The **second**, ruling how each works, including the involvement of more departments, will have to be executed as teamwork.

The **first** policy is related to member operations, and the **second** is how to synchronise the departments with each other to obtain a result involving the works executed by more and different departments.

The present department must create, as well, the members policy, including not only the classic and ordinary rules to respect inside the office, assets, cars, and anywhere else but also describe the dressing code, holiday terms, and the detailed organisations attitude to adopt, extending the description on how to have the pause for coffee, cigarettes, and breaks; how to use personal devices or mobiles inside the office; and anything else a member could require and do to be part of the team.

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Prepare each single policy related to each desk and position existing within the entire company, imagining yourself as a member seat at the desk, associating the operating steps required by the type of work that must be generated and produced by the single desks forming the internal office organisation with all other desks forming the rest of the department and the other corresponding divisions.

In addition, comparing the operations that must be conducted by each member in accordance with the general policy and then synchronising the single results in order to achieve the obligatory perfect work delivered.

The policy that will be presented to each member must include every possible answer to any question a member may have about the steps on which the operating process must be performed, detailing how to perform a single step, explaining its chronological order to be performed step-by-step, and including any possible answer to any eventual question, especially for someone who will be confronted with the mission for the first time.

Prepare the single-member desk policy, which includes a department policy and a general policy that includes the single member policy as well as the policy related to each department, in order to better understand the technical steps, they are facing at their individual position; this will allow and assist in the creation of a perfect working mode.

The points that general policy must control are the following:

- **Working time** (Monday to Friday, from 9 am to 1 pm, with a 1-hour pause for lunch, from 2 pm to 6 pm)
- **Summer holidays** (from 1st August until 31st August, fixing the first Friday of the first week of August with the first Monday of September)
- **Winter holidays** (from 20th December to 7th January around)

The Human Resource hiring criteria must express the following details:

- NOT allowed to hire a candidate with a tattoo that could be seen
- NOT allow hiring persons with any form of handicap,
- NOT allow hiring homosexuals, gays, and transgender people,
- NOT allow hiring anyone belonging to Arabs, Indians, Pakistanis, Africans, or any areas from the world that will represent a culture different from Europe
- NOT allowed to hire anyone of Muslim religion; only Christians are allowed to be part of the company.
- NOT allow hiring couples named or in a relationship; if a couple is born in the office, both must be fired immediately.

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- NOT allowed hiring a person with a coloured hairstyle and having an abnormal style.
- All members at the reception must wear the corporate uniform along with the waiters, hostess, barista, cleaning team, corporate drivers, jet, yacht, and helicopter crew.
- Staff inside each property, from housekeeping to chef and house director, must wear a different type of uniform for each level but keep unchanged the style and prestige of the company at the level.
- Create all single uniforms for each single member and related position.

The policy must regulate all single details:

- How and where to set the sticker and logo on each vehicle,
- How to arrange each chair at any desk after having terminated the meeting,
- How to leave the tools on each desk at the end of the day,
- Which font and size to use all over the documents, emails, and brochures,
- How to approve a contact, a payment, and an extraordinary holiday,
- How to book a hotel for a member or visitor,
- How a supplier must issue the invoices, and thousands of points more.
- Every single detail must be regulated by the policy, including the procedure a member must respect to obtain a laptop, mobile, and device from the IT Department.

Prepare as well a policy reserved for each supplier under any form, well reporting each term and condition to issue an invoice, the terms of payment, the day of each month reserved to execute all payments for suppliers, salaries, promotions, bonus, services, and various others, fixing a strict policy that anyone will have to sign to work and cooperate with any of the companies forming the group.

Prepare the payment policy considering that:

- a) Salaries** are paid on the **5th** of each month via bank transfer only to all members for the period of work executed in the company between the **1st** and **31st** of the previous month. Example: The salary related to the months of **January** for the work executed from the **1st** of **January** until the **31st** of **January** will be paid via bank transfer on the **5th** of February.
- b) Suppliers** of services like utilities, electricity, mobiles, landlines and similar are paid on the **10th** of each month, independent from when the invoice has been issued between the **1st** and the **20th** of each month. Example: The invoice related to the months of **January** and received by our Administration Department for the service received from the **1st** of **January** until the **31st** of **January** will be paid via bank transfer on the **10th** of February. This rule will not be valid in case there is a direct debit into the company account.

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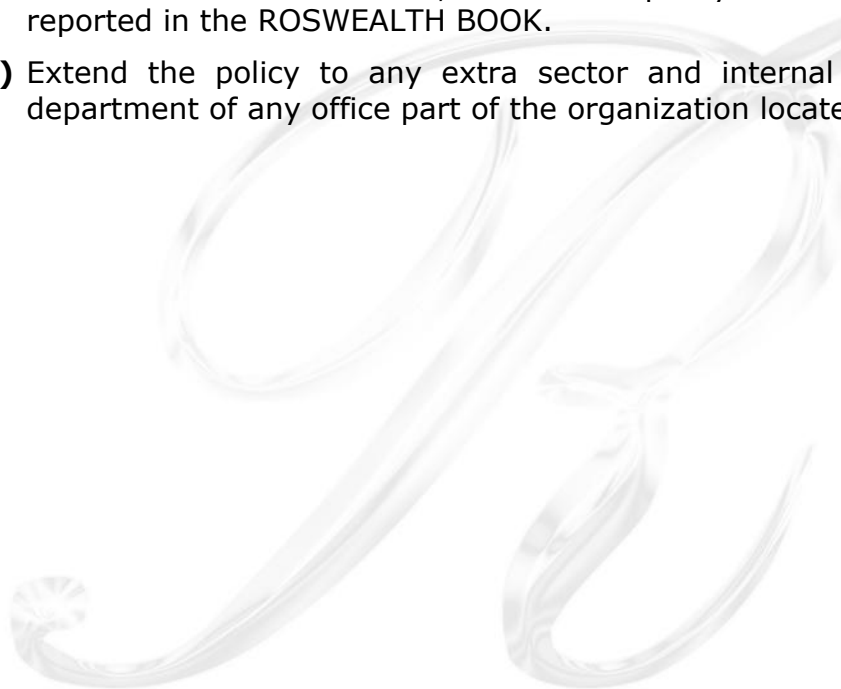
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Suppliers of products, along with legal, accounting, advising and any other services, classified as external suppliers are paid on the **15th** of each month for all invoices received and registered by our Administration Department between the **1st** and **20th** of the previous month. Example: The invoice related to the months of **January** and received by our Administration Department between the **1st** of **January** until the **20th** of **January** will be paid via bank transfer on the **15th** of February.

- c) All those technical points must be recognized, signed, and accepted by our supplier, partner and member before signing an agreement and working with us.
- d) The payment policy must also regulate urgent payments, from which bank accounts must be executed, the internal policy and the level of signatory as reported in the ROSWEALTH BOOK.
- e) Extend the policy to any extra sector and internal process forming any department of any office part of the organization located worldwide.



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57. **BUSINESS DEVELOPMENT EXECUTIVE (BDE)**

The **Business Development Executive** represents the external voice of our office, the only one authorised to entertain any type of relationship with external parties, suppliers, and professionals, in charge of evaluating and supervising external partners entering in contact with our organization at any level and for any reason for the first time.

The present profile must have experience in managing relationships with leaders' institutions operating in each industry involved in our activities, forming an international corporation such as banks, law firms, auditing firms, accountants, advisory, and any other relationship related to our corporate organisation activities.

The present profile will have the daily mission to supervise, investigate, and interrogate all single external partners, suppliers, and anyone else expressing the intention to be involved in any of our activities, including any company that is part of the group, at any level and for any department forming our entire organisation, accepting and satisfying the mission to constantly ensure that the person or institution or external party is entertaining cooperation with us, satisfying the criteria necessary to cooperate with any of our departments, members, companies, and businesses at any level and for any purpose.

The Business Development Executive's goal is to improve our corporate prestige and performance to offer rapidity, quality precision, and respect for the work executed by any of our members requiring an external partnership to accomplish his business mission, deploying as selection criteria the intention to apport performance to any of our activities, setting as the first vision that only good partners can empower our activities, focusing on the success of all our single departments, and offering to each member the most performing partner.

The present profile mission is to precisely understand which type of partner is necessary and requested by our single internal departments, acting to contact the most appropriate or handling the external partners expressing the intention to enter into contact with our organisation, selecting a precise cooperation or partnership, adopting the policy criteria to identify the correct matching partner, raising a complaint or lack of satisfaction in order to rectify our internal procedures, external people behaviour, and anything else that could affect or apport a non-suitable partnership with external actors.

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The Business Development Executive must recognise that relationships and partnerships are essential to any development, business, and expansion in order to achieve our expected corporate goals, consequently acting to safeguard our integrity, prevent the formation of any cooperation that does not fit our selection and operating criteria, reduce the possibility that our organisation will suffer from a lack of focus or misunderstanding between two parties, being a guarantor and supervisor of all our external contacts before accepting any kind of partnerships.

The present profile is responsible for overseeing the process of business development within our organization to promote any business activities longevity, any related duties, working closely with other company executives and management teams, meeting with potential business partners capable of offering the correct service or support required by our activities to success, improving market trends as well to come up with new business ventures.

The Business Development Executive must reach out and bring in new business adopting our approved criteria to select external business partners complying with the following daily responsibilities:

- Attracting new clients by innovating and overseeing the sales process for the business
- Working with senior team members to identify and manage company risks that might prevent growth
- Identifying and researching opportunities that come up in new and existing markets
- Preparing and delivering pitches and presentations to potential new clients
- Combining efforts and fostering a collaborative environment within the business as a whole
- Communicating with clients to understand their needs and offer solutions to their problems
- Creating positive, long-lasting relationships with current and potential clients
- Running outbound campaigns (phone calls, emails, etc.) to create sales opportunities
- Maintaining client activities in CRM
- Developing and presenting proposals customized for each client's specific business needs
- Ensuring excellent customer service through regular client follow up
- Developing rapport with key decision makers
- Translating proposals into ready-to-sign contracts
- Obtaining the approval from the Due Diligence department before implementing a business relationship
- Managing virtual and in-person sales meetings

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58. PROPERTIES MANAGEMENT (PRM)

The **Property Management Executive** is responsible for the overall financial and operational management of residential, commercial, and industrial properties part of our organization portfolio having the mission to minimize costs while keeping the properties in perfect conditions, addressing concerns, collecting all requests from the staff appointed at each property, making sure the maintenance process is perfectly respected, managing the budget according to the internal policy.

The present profile plays a crucial role in overseeing the daily operations of real estate properties to ensure they are managed effectively, remain in good condition, and are well equipped with all products, tools, and complementary articles required by the management in order to satisfy the level of comfort requested by the family members for the properties related to the private use.

The present profile must follow and direct the members appointed to operate each property privately used by the family members, deploying the Inspectors Department to keep under control the quality of the maintenance, but especially to make sure each property is kept equipped and furnished with any article, product, element, and service required by the family members, guaranteeing the member appointed to the single property will maintain it and keep the estate perfectly clean, in order, and hygienic as per the policy.

The present profile is in charge of receiving all requests from the director of any property that is part of the portfolio, related to groceries, missing products, tools, maintenance requests, and anything else necessary to keep the property totally equipped with any single element as required by the family members, making sure, through the inspectors, that even the small details, such as a shirt, are hung out and ironed as per the family member's instructions and wishes, without ignoring a single detail, instructing the director or the relevant responsible to immediately recover the missing part or reinstate the work wrongly executed.

The Property Management Executive is the only reference for all members operating the single properties part of our portfolio and for any needs related to the property, from a classic grocery list to requesting intervention for major and structural maintenance, but especially is the family member's referent in charge to convey all messages, coordinating all messages and instructions to prepare a property for the family member's arrival at any moment of the day and the year.

The present profile is as well in charge of maintaining and overseeing all properties part of the portfolio dedicated to rental income, for which the equal methods and strategies must be applied and respect as per the properties privately used by the family members.

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The Property Management Executive must act to verify the consumption level of products, track the costs, and determine the reason for a request from and related to any property, independently if for personal family members use or for renting, before approving the final list of products to send to the procurement department for the order that must be delivered at the property, independently from the location worldwide, even if executed from the office, as per the procurement department policy.

The present profile as well is responsible for managing properties that are part of the portfolio dedicated to rentals, for which they must negotiate and enforce leases, in addition to maintaining and securing the premises, offering the most appropriate maintenance program, and having the mission to reduce at the maximum the costs, improving the rental income to have a major yield at the end of the year for each estate.

The Property Management Executive must be effectively managing tenants and ensuring that properties are in compliance with all local, regional, state, and federal regulations to maintain the property's value and ensure it meets the financial goals planned for each property, activating due insurance policies, cooperating with our internal legal department to finalise all lease agreements, and, in case it will be necessary, finalising the lease with the local law firms cooperating with our organisation.

The present profile is in charge of managing each property as part of the portfolio, acting in cooperation with our internal departments to research external services, delivery, suppliers, and various partners to execute the necessary maintenance programs, applying the external partnerships selection process and criteria to select an external supplier before letting anyone enter and touching the property.

The Property Management Executive must adopt the most developed informatic system directly connected with the property, installing a device where members operating the property are able to complete all requests for products, grocery lists, tools, extraordinary maintenance, and any other requests in order to not commit a mistake but also avoid any delay generated by the different time zones, accepting to order only items that the family members approve of, such as wine, food and drink, and cleaning supplies, that reflect their preferences and pleasure, without changing the list of products, suppliers, or anything else at any time. In the event that a product or item is unavailable when needed, it will be replaced with one that is more comparable, adopting the present rules for any type of article present within the property.

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The present profile must ensure that the members assigned to the maintain any property in the portfolio will take care of all the internal and external details that make up the property, paying special attention to the flowers and decorations that must be kept fresh and regularly changed on their own independently from the presence of family members, as well, the swimming pool, which must always be kept clean, at the ideal temperature, and with the highest level of hygiene possible, as well as any vehicles assigned to the property, including any other facility, garden, or park composing and part of the property, to allow the family member to use the property at any time without notice.

The Property Manager must have the most appropriate type of professional designation or certification, such as a Certified Property Manager (CPM), Real Property Administrator (RPA), or Registered in Apartment Management (RAM) designation to be a member and perfect management service-orientated, showing interpersonal skills, along with the most precise organization capacity.

The present profile must be characterized by the following responsibilities:

- Oversee, maintain, and inspect all designated buildings and properties
- Coordinate ongoing maintenance and inspections to comply with all relevant laws, codes, and company policies
- Select eventual tenants through interviews and background checks
- Coordinate with the Administration department to collect rent, pay invoices, and analyse operating statements
- Prepare the annual budget and report on financial performance regularly
- Manage on-site staff, and vendor and contractor relationships
- Address tenant complaints, violations, and problems
- Prepare and maintain all records, correspondence, and files
- Establish and maintain relationships with tenants

The present profile must be characterized by the following qualifications:

- Bachelor's degree highly preferred; equivalent work experience in property management will be considered
- CPM, RPA, or RAM designation preferred
- 5 years of experience in property management
- Strong interpersonal skills
- Proven ability to comply with operational policies and procedures, codes, and regulations
- Must be able to read, write, and speak fluent English
- Exceptional organizational, problem-solving, and interpersonal skills
- Strong familiarity and working knowledge of affordable housing laws and anti-discrimination legislation

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59. ASSETS MANAGEMENT (ASM)

The **Assets Management Executive** is responsible for the overall financial and operational management of all single luxury movable assets composing our portfolio, such as **Yachts, Helicopters, Private Jets, Corporate Jets and similar** part of our organization portfolio having the mission to minimize costs while keeping the assets in perfect conditions, addressing concerns, collecting all requests from the staff appointed at each asset, making sure the maintenance process is perfectly respected, managing the budget according to the internal policy.

The present profile plays a crucial role in overseeing the daily operations of each single asset to ensure they are managed effectively, remain in good condition, and are well equipped with all products, tools, and complementary articles required by the management in order to satisfy the level of comfort requested by the family members for the assets related to the private and corporate use.

The present profile must follow and direct the members appointed to operate each asset privately used by the family members and for those used for corporate use by the members part of the organization, deploying the Inspectors Department to keep under control the quality of the maintenance, but especially to make sure each Asset is kept equipped and furnished with any article, product, element, and service required by the family members, guaranteeing the member appointed to the single asset will maintain it and keep the asset perfectly clean, in order, and hygienic as per the policy.

The present profile is in charge of receiving all requests from the captain of any asset that is part of the portfolio, related to groceries, missing products, tools, maintenance requests, and anything else necessary to keep the asset totally equipped with any single element as required by the family members, making sure, through the inspectors, that even the small details, such as a seat is cleaned and the equipment are kept as per the family member's instructions and wishes, without ignoring a single detail, instructing the captain or the relevant responsible to immediately recover the missing part or reinstate the work wrongly executed.

The Asset Management Executive is the only reference for all members operating the single assets part of our portfolio and for any needs related to the asset, from a classic grocery list to requesting intervention for major and structural maintenance, but especially is the family member's referent in charge to convey all messages, coordinating all messages and instructions to prepare the asset for the family member's arrival at any moment of the day and the year.

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The present profile is as well in charge of maintaining and overseeing all assets part of the portfolio dedicated to any eventual income generate by any chartering activities, for which the equal methods and strategies must be applied and respect as per the assets privately used by the family members.

The Asset Management Executive must act to verify the consumption level of products, fuel, cleaning and anything else supplied to each single assets, tracking the costs, and determine the reason for a request from and related to any asset, independently if for personal family members use or for renting, before approving the final list of products to send to the procurement department for the order that must be delivered at the asset, independently from the location worldwide, even if executed from the office, as per the procurement department policy.

The present profile as well is responsible for managing assets that are part of the portfolio dedicated to charters, for which they must negotiate and enforce prices, leases, in addition to maintaining and securing the asset, offering the most appropriate maintenance program, and having the mission to reduce at the maximum the costs, improving the charter income to have a major yield at the end of the year for each assets under management.

The Asset Management Executive must be effectively managing clients and ensuring that assets are in compliance with all local, regional, state, and federal regulations to maintain the asset's value and ensure it meets the financial goals planned for each asset, activating due insurance policies, cooperating with our internal legal department to finalise all charter agreements, and, in case it will be necessary, finalising the agreements with the local law firms cooperating with our organisation.

The present profile is in charge of managing each asset as part of the portfolio, acting in cooperation with our internal departments to research external services, delivery, suppliers, and various partners to execute the necessary maintenance programs, applying the external partnerships selection process and criteria to select an external supplier before letting anyone enter and touching the asset.

The Asset Management Executive must adopt the most developed informatic system directly connected with the asset, installing a device where members operating the asset are able to complete all requests for products, grocery lists, tools, extraordinary maintenance, and any other requests in order to not commit a mistake but also avoid any delay generated by the different time zones, accepting to order only items that the family members approve of, such as wine, food and drink, and cleaning supplies, that reflect their preferences and pleasure, without changing the list of products, suppliers, or anything else at any time. In the event that a product or item is unavailable when needed, it will be replaced with one that is more comparable, adopting the present rules for any type of article present within the asset.

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The present profile must ensure that the members assigned to the maintain any asset in the portfolio will take care of all the internal and external details that make up the asset, paying special attention to the flowers and decorations that must be kept fresh and regularly changed on their own independently from the presence of family members, as well, the swimming pool, which must always be kept clean, at the ideal temperature, and with the highest level of hygiene possible, as well as any vehicles assigned to the asset, including any other facility composing and part of the asset, to allow the family member to use the asset at any time without notice.

The Asset Manager must have the most appropriate type of professional designation or certification, such as a Certified Asset Manager (CAM), Real Asset Administrator (RAA), or Registered in Asset Management (RAM) designation to be a member and perfect management service-orientated, showing interpersonal skills, along with the most precise organization capacity.

The present profile must be characterized by the following responsibilities:

- Oversee, maintain, and inspect all designated Yachts, Planes and Helicopters
- Coordinate ongoing maintenance and inspections to comply with all relevant laws, codes, and company policies
- Select eventual clients through interviews and background checks
- Coordinate with the Administration department to collect charter payments, pay invoices, and analyse operating statements
- Prepare the annual budget and report on financial performance regularly
- Manage on-site staff, and vendor and contractor relationships
- Address clients and family members complaints, violations, and problems
- Prepare and maintain all records, correspondence, and files
- Establish and maintain relationships with clients and members

The present profile must be characterized by the following qualifications:

- Bachelor's degree highly preferred; equivalent work experience in Yachts, Planes and Helicopters management will be considered
- CAM, RAA, or RAM designation preferred
- 5 years of experience in Yachts, Planes and Helicopters management
- Strong interpersonal skills
- Proven ability to comply with operational policies and procedures, codes, and regulations
- Must be able to read, write, and speak fluent English
- Exceptional organizational, problem-solving, and interpersonal skills
- Strong familiarity and working knowledge of affordable housing laws and anti-discrimination legislation

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60. **VEHICLES MANAGEMENT (VEM)**

The **Vehicles Management Executive** is responsible for the overall financial and operational management of all single types of vehicles, auto, moto, bikes and anything else part of the same category composing our portfolio, such as **all types of cars, vans, trucks, motorbikes, racing cars, go-karts, bicycle and similar** part of our portfolio and **associated to any property, asset, office and company** composing the corporate organization, having the mission to minimize costs while keeping the vehicles in perfect conditions, addressing concerns, collecting all requests from the staff appointed at each vehicle, making sure the maintenance process is perfectly respected, managing the budget according to the internal policy.

The present profile plays a crucial role in overseeing the daily operations of each single vehicle to ensure they are managed effectively, remain in good condition, and are well equipped with all products, tools, and complementary articles required by the management in order to satisfy the level of comfort requested by the family members for the vehicles related to the private and corporate use.

The present profile must follow and direct the members appointed to operate each property, asset, office, company and business part of the whole organization privately used by the family members and for those used for corporate missions by the members part of the organization, deploying the Inspectors Department to keep under control the quality of the maintenance, but especially to make sure each vehicles kept equipped and equipped with any article, product, element, and service required by the family members, guaranteeing the member appointed to the single property, asset, office, company and business will maintain it and keep the vehicles perfectly clean, in order, and hygienic as per the policy.

The present profile is in charge of receiving all requests from the director, manager, captain of any property, asset, office, company and business that is part of the portfolio, related to missing products, tools, maintenance requests, and anything else necessary to keep the vehicles totally equipped with any single element as required by the family members, making sure, through the inspectors, that even the small details, such as a interior, seat and anything else is cleaned and the equipment are kept as per the family member's instructions and wishes, without ignoring a single detail, instructing the director, manager, captain or the relevant responsible to immediately recover the missing part or reinstate the work wrongly executed.

The Asset Management Executive is the only reference for all members operating the single vehicle part of our portfolio and for any needs related to the vehicle, from a classic cleaning process to requesting intervention for major and structural maintenance, but especially is the family member's referent in charge to convey all messages, coordinating all messages and instructions to prepare the vehicle for the family member's arrival at any moment of the day and the year.

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The present profile is as well in charge of maintaining and overseeing all vehicles part of the portfolio dedicated to any eventual income generate by any rental activities, for which the equal methods and strategies must be applied and respect as per the vehicles privately used by the family members.

The Vehicles Management Executive must act to verify the consumption level of products, fuel, cleaning and anything else supplied to each single vehicles, tracking the costs, and determine the reason for a request from and related to any vehicle, independently if for personal family members use, for corporate use or for renting, before approving the final list of products to send to the procurement department for the order that must be delivered at the vehicle, independently from the location worldwide, even if executed from the office, as per the procurement department policy.

The present profile as well is responsible for managing vehicles that are part of the portfolio dedicated and associated to assets, companies and rentals programs, for which they must negotiate and enforce prices, leases, in addition to maintaining and securing the vehicle, offering the most appropriate maintenance program, and having the mission to reduce at the maximum the costs, improving the rental income to have a major yield at the end of the year for each vehicle under management.

The Vehicles Management Executive must be effectively managing clients and ensuring that vehicles are in compliance with all local, regional, state, and federal regulations to maintain the vehicle's value and ensure it meets the financial goals planned for each vehicle, activating due insurance policies, cooperating with our internal legal department to finalise all charter agreements, and, in case it will be necessary, finalising the agreements with the local law firms cooperating with our organisation.

The present profile is in charge of managing each vehicle as part of the portfolio, acting in cooperation with our internal departments to research external services, delivery, suppliers, and various partners to execute the necessary maintenance programs, applying the external partnerships selection process and criteria to select an external supplier before letting anyone enter and touching the asset.

The Vehicles Management Executive must adopt the most developed informatic system directly connected with the asset, installing a device where members operating the vehicle are able to complete all requests for products, tools, extraordinary maintenance, and any other requests in order to not commit a mistake but also avoid any delay generated by the different time zones, accepting to order only items that the family members approve reflecting their preferences and pleasure, without changing the list of products, suppliers, or anything else at any time.

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The present profile must ensure that the members assigned to the maintain any vehicle in the portfolio will take care of all the internal and external details that make up the vehicle, paying special attention to the cleaning level that must be kept fresh and regularly executed independently from the presence of family members, and with the highest level of hygiene possible, as well as any vehicles assigned to the property, asset, office, company and business to allow the family and corporate members to use the vehicle at any time without notice.

The Vehicles Manager must have the most appropriate type of professional designation or certification, such as a Certified Fleet Manager (CFM), Fleet Administrator (FA), or Registered in Fleet Management (RFM) designation to be a member and perfect management service-orientated, showing interpersonal skills, along with the most precise organization capacity.

The present profile must be characterized by the following responsibilities:

- Oversee, maintain, and inspect all designated Vehicles
- Coordinate ongoing maintenance and inspections to comply with all relevant laws, codes, and company policies
- Select eventual clients through interviews and background checks
- Coordinate with the Administration department to collect rental payments, pay invoices, and analyse operating statements
- Prepare the annual budget and report on financial performance regularly
- Manage on-site staff, and vendor and contractor relationships
- Address clients and family members complaints, violations, and problems
- Prepare and maintain all records, correspondence, and files
- Establish and maintain relationships with clients and members

The present profile must be characterized by the following qualifications:

- Bachelor's degree highly preferred; equivalent work experience in Fleet management will be considered
- CFM, FA, or RFM designation preferred
- 5 years of experience in Fleet management
- Strong interpersonal skills
- Proven ability to comply with operational policies and procedures, codes, and regulations
- Must be able to read, write, and speak fluent English
- Exceptional organizational, problem-solving, and interpersonal skills
- Strong familiarity and working knowledge of affordable housing laws and anti-discrimination legislation

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61. **SERVER MANAGEMENT EXECUTIVE (SEM)**

The **Server Management Executive** is responsible for managing and optimizing our server environments, ensuring high availability and performance to meet the needs of our business operations, playing a critical role in the architecture, deployment, and monitoring of server systems, providing technical leadership for managing many complex technologies such as SAN based storage, backup, various databases, Active Directory, virtualization infrastructure, Outlook, as well as many other hardware and software-based solutions forming the IT corporate infrastructure.

The present profile must create and maintain comprehensive documentation as it relates to server and network topology, equipment, and configurations including providing infrastructure services in all areas needed and forming the whole IT infrastructure worldwide, such as storage networking, operating system, network security, directory services, server virtualization using system backup and restore, system and network monitoring, application installation and configuration

The present profile must execute troubleshooting end-user issues for assigned members and devices on a daily, identifying issues, diagnosing the single software and hardware, resolving network problems including network connectivity, traffic utilization, etc. using available network tools in a timely fashion.

The Server Management Executive must interface with third-party vendors as a liaison between all our internal and external members forming the single assets, properties, offices, businesses forming the whole organization and vendors, working on all assigned tickets and projects as needed until they are complete.

The present profile must communicate all necessary tasks with the members to schedule their completion at a time that is most convenient for them, and to oversee successful management of each member's expectations when targets cannot be met. Configure, test, and maintain LAN equipment and services, including switches, routers, firewalls, and VPN as well creating and maintaining SOPs for tasks that are performed daily, monthly, quarterly, and annually.

The Server Management Executive must participate in after-hours upgrades, troubleshooting, and/or on-call availability as needed, assisting with the annual budget by conducting high-level planning meetings with all members, providing advice as needed with members requests for hardware and software, acting to create requests, and present technical specifications and requirements for purchasing of new servers and networking equipment via quote procedure.

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The present profile must be characterized by the following qualifications:

- Bachelor's degree in computer science, Information Technology, or a related field (or equivalent experience).
- Minimum of 5 years of experience in server engineering or a similar role.
- Proven work experience as a System Administrator, preferably with experience in NIST.
- Extensive knowledge of server hardware, software, and operating systems.
- Experience with virtualization technologies and cloud services.
- Strong understanding of network protocols and services.
- Excellent problem-solving and troubleshooting skills.
- Ability to work independently and as part of a team.
- Relevant certifications (e.g., MCSE, RHCE, AWS Certified SysOps Administrator) are preferred.
- Proficient in Windows and/or Linux server administration. Familiarity with virtualization technologies (e.g., VMware, Hyper-V).
- Knowledge of networking protocols, including TCP/IP, DNS, DHCP, and VPN.
- Strong analytical and problem-solving skills with keen attention to detail.
- Excellent communication and interpersonal skills to collaborate effectively with cross-functional teams and end-users.

The present profile must be characterized by the following Responsibilities

- Design, implement, and maintain server infrastructure.
- Ensure high availability and disaster recovery of server systems.
- Monitor and optimize server performance and reliability.
- Develop and enforce security policies and procedures.
- Troubleshoot and resolve server-related issues.
- Collaborate with other IT teams to support integrated systems.
- Provide technical leadership and mentorship to junior engineers.
- Stay updated on emerging technology trends and best practices in server management.

The present profile must be characterized by the following Skills

- Windows Server
- Linux
- Azure
- PowerShell
- Python
- Bash
- Active Directory
- Firewall configuration
- System monitoring tools
- Backup and recovery solutions

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62. IT MANAGEMENT EXECUTIVE (ITE)

The **IT Management Executive** is part of the IT team, referring to **CIT** to ensure efficient and secure IT operations, planning, directing, and overseeing all IT functions, including software, hardware, networks, and security systems, with the mission to manage complex IT infrastructures and a strategic vision for technology alignment with business objectives.

The IT Management Executive is responsible for overseeing our organisation's information technology strategy and implementation, including managing IT resources, aligning technology with business goals, and ensuring the security and efficiency of IT systems, driving innovation, optimising processes, and enhancing the overall performance of the organisation through technology.

The IT Management Executive's mission is concentrating on managing daily the single devices that are part of the whole organisation, promptly intervening to repair each single device present on the desks composing each **property, asset, office, and company** composing the corporate organisation, and supporting the members in charge to use the devices, guaranteeing the most precise and appropriate technical support according to the deep understanding of both technology and business operations.

The IT Management Executive oversees the day-to-day operations of the IT department, coordinating the operations with the members composing the IT department, ensuring the reliability of IT systems, and implementing technological solutions that support business functions, reporting to the CIT in executing the strategic vision set by higher-level executives.

The present profile must as well managing hardware, software within the devices installed all over the organization, independently from the location worldwide, including each property, asset, office, and company composing the corporate organisation to ensure they operate efficiently and effectively, making sure the IT systems are reliable, scalable, and secure, which is crucial for maintaining business continuity, implementing IT service management (ITSM) frameworks, such as ITIL, to streamline operations and improve service delivery at each location, monitoring system performance and implement necessary upgrades or changes to meet evolving business needs.

The present profile must prepare all single corporate devices selected to be offered to members for corporate use, such as mobiles, Tablets, Laptops and anything else that could be required by any member located worldwide to carry on with the activities.

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The IT Management Executive must follow internal policy by fully setting up any device and software request from any family or business member, charging it, installing all necessary software's, Apps and related Contacts List using the cloud system service, such as Google Contacts, for each device and making it ready to use without allowing anybody to manipulate the device for any purpose.

The current profile must set up each device using the technical strategy and data contained in the file ROSWEALTH - Mobile Data; continue to use the same method to create future email addresses, passwords, pin's, and anything else required to make a device ready for usage.

The IT Management Executive must configure any single device, regardless of type, user, or purpose, to allow remote access in the event of a necessity, issue, or loss, particularly for uploading software updates, adjusting settings, and troubleshooting.

The current profile must keep a well-organised and constantly updated database in which to record all technical information, IMEI codes, serial numbers, SIM identification numbers, and everything else needed to block, replace, or modify any type of information on the device.

Because the majority of the units will be sent to members of the business who operate and move abroad, the IT Management Executive must setup each individual device. As a result, a policy must be developed to replace a device by sending a new one to a member by DHL, no matter where they are in the world, and requesting that the old or damaged item be returned to the IT Department.

The present profile must make it a policy to hand over any device with an approved branded cover, as well as coordinate any future purchases of permitted accessories for any current and future model.

The IT Management Executive must act to ensure that all individual devices within the organisation function properly, regardless of where they are located around the world, because the IT Department at the ROSWEALTH HQ is the only point of reference for the entire IT Structure, which includes any office, property, asset, or member located anywhere in the world.

The present profile must configure the single devices in the language of the country where the device is intended to be used, and the SIM network will be integrated into the single mobile or device to assist the end user.

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The present profile must be characterized by the following Responsibilities:

- Oversee the day-to-day operations of the IT department
- Develop and implement IT strategies and initiatives
- Ensure the security and integrity of IT systems and data
- Manage IT budgets and optimize technology resources
- Coordinate with other departments to understand and meet their IT needs
- Lead IT projects, including system upgrades and migrations
- Maintain and enhance network infrastructure and software applications
- Ensure regulatory compliance and data protection
- Provide leadership and guidance to IT staff
- Evaluate and implement new technologies to improve efficiency and effectiveness

The present profile must be characterized by the following Qualifications:

- Bachelor's degree in information technology, Computer Science, or related field
- Minimum of 5 years of experience in IT management or a similar role
- Strong understanding of IT infrastructure and network management
- Experience with IT budgeting and resource management
- Knowledge of cybersecurity and data protection regulations
- Experience in project management and implementation
- Excellent leadership and communication skills
- Ability to work under pressure and handle multiple priorities

The present profile must be characterized by the following Skills:

- Network Administration
- Cybersecurity
- Project Management
- ITIL
- Windows and Linux Administration
- Cloud Computing (AWS, Azure)
- Database Management
- VMware
- Network Security
- Budget Management

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63. SECURITY/CCTV SURVEILLANCE EXECUTIVE (SCM)

The Security CCTV Surveillance Executive is in charge of monitoring security cameras, reporting incidents, and maintaining surveillance equipment to ensure the safety and security of all single properties, assets, offices, vehicles, and anything else part of the organization's portfolio, including members, acting to implement all strategies to prevent any damage or lack of respect for our safety, duty, and policies.

The present profile must constantly watch the numerous displays that comprise the surveillance room at the ROSWEALTH's HQ, as well as every single camera present within all single properties, assets, offices, vehicles, and anything else that is part of the entire organisation, regardless of location worldwide.

The Security CCTV Surveillance Executive must detect any eventual policy violation that is eventually executed by the members in charge of maintaining the property, assets, or anything else, and promptly notify the violation or mistake to the related CSO, property or assets manager, allowing the responsible member to take all necessary actions to instruct the responsible member to immediately repair or execute the necessary actions to rectify the problem.

The current profile must constantly monitor and analyse footage from all single cameras installed within all properties, assets, and offices worldwide to detect violations, informing the director of the related property or asset, as well as the local authorities, if major actions are required to protect our interests, and involving the enforcement law if any of our members present at the property or assets are in danger.

The present profile must be as well constantly surveillant on members attitude, working time, punctuality, absence from their desks or place of works, use of vehicles associates at all single properties, visitors attitude and anything else possible making sure each member will be respectful of the properties and assets managed, considering the surveillance room located at the ROSWEALTH's HQ it will be the only security area within the whole organisation worldwide organized, structured and in charge of guarantee 24H the surveillance of any single element composing the organization.

The Security CCTV Surveillance Executive must constantly update the database of each member, property, asset, and anything else, reporting the attitude, lack of work, negligence, mistakes, reaction time, and everything else that is required to analyse and understand each member's attitude, but especially to keep a track record of all events involving any property, asset, or vehicle.

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The present profile must be characterized by the following Responsibilities:

- Monitor live and recorded video footage for suspicious activity.
- Report incidents and security breaches to appropriate personnel.
- Maintain and troubleshoot surveillance equipment.
- Ensure cameras are functioning correctly and recording properly.
- Prepare daily activity reports and logs.
- Coordinate with security and law enforcement as needed.

The present profile must be characterized by the following Qualifications:

- High school diploma or equivalent.
- Previous experience in security or surveillance is preferred.
- Strong attention to detail and observational skills.
- Ability to work in a fast-paced environment.
- Excellent communication and report-writing skills.
- Basic technical skills for equipment maintenance.

The present profile must be characterized by the following Skills:

- Surveillance system operation
- Incident reporting
- Technical troubleshooting
- Attention to detail
- Communication
- Report writing
- Basic IT skills

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64. CLEANING/ANCILLARY EXECUTIVE (CAS)

The Cleaning Ancillary Executive must be made up of professional members with extensive experience in cleaning and caring methods for luxury properties, assets, vehicles, such as hotels, restaurants, yachts, private jets and similar establishments associated to top luxury brands with strict cleaning and detailed policies capable of delivering accurate detailed service in the interest of each member's comfort, well-being, and prestige.

The present profile must be present and operate within all single property, asset, vehicle, yacht, private jet, and anything else part of the whole organisation portfolio, guaranteeing an interrupted service all over the daily hours, organising the operating hours starting at the same time of all other members but leaving the working place at least two hours later the ordinary office closure or assets utilization, with the mission to execute a deep daily clean of the entire property, asset or office acting to clean and contemplating the single millimetre forming the complete premise, headquarters or property, including phones, desks, chairs and everywhere else from the ceiling to the floor, a work that must be executed only if the office, property, yacht, private jet and any other asset will not be occupied by any member.

The Cleaning Ancillary Executive's mission is to keep the property, assets, yachts or office clean and well-maintained in every detail, acting to automatically entering any meeting room to clean the table, change glasses, bottles of water, tissues, and refresh the area as it was before the meeting, as soon as the occupants leave the room.

The current profile must take care of every aspect that makes up each room, from how each chair at every desk, conference, or boardroom is positioned to repositioning the chairs in their original and correct position after each meeting and only when the room is empty. The goal is to have a crew capable of managing a room and quickly refreshing and reorganising the entire area in accordance with policy, preparing the rooms for the next meeting or visit, and ensuring that each person entering any room, meeting, or board room finds a perfect area ready to be used independently from the time the meeting is held, adding and replacing all accessories, gadgets and stationery eventually used during the precious meeting.

The Cleaning Ancillary Executive's team must be comprised of the necessary number of individuals to accomplish the cleaning and refreshing procedure required to maintain the highest level of hygiene and disinfestation feasible across the area and on each individual component of any space. The current team must be totally directed by the Receptionist Assistant, who must coordinate all operations and synchronise the team to perform any actions in accordance with the occupancy agenda for each room.

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The Cleaning Ancillary Executive's team must satisfy the mission to consistently meet the cleaning level required by the policy while also providing a five-star service throughout the office in favour of the whole infrastructure, elements, members, visitors and anyone present within the office.

The present profile to ensure that the physical, psychological, emotional and spiritual well-being of all Service Users is maintained at the highest possible level in the pleasant, safe and harmonious environment of the office, property, assets, yachts and any place where has been appointed, must execute on daily basis the following cleaning tasks:

- To always maintain Confidentiality
- To be aware of their responsibilities in maintaining the Health & Safety of all and staff
- To care for the members, visitors and clients visit our premises.
- To take care of the clothes and personal belongings that must be with any visitor or part of the office, property, asset and yachts.
- To ensure that all single areas are completely and constantly cleaned all day long, regardless of the presence and occupation of all members.
- To tidy rooms and wardrobes ensure the rooms are always clean and tidy
- To ensure clothing and bed sheets are laundered every two days
- To take reasonable care to prevent damage to clothing and equipment
- To remove and dispose of clinical, office, food and other domestic or office wastes and place in the appropriate containers for disposal.
- To participate in the assessment and reviews to assess the needs of each area
- To monitor the needs of each area and report any change of needs to the Reception Assistant as appropriate.
- To learn new skills, take up new interests and activities and maintain those they already have when necessary.
- To assist other members in charge of different areas, such as the Chef and Barista, in cleaning the area of work during the preparation cooking
- To undertake simple cleaning duties in a single member or in a teamwork
- To undertake general kitchen and dining room duties (e.g. washing up, setting up and clearing away equipment and tables).
- To work with Cook as part of a team to meet quality cleaning standards
- Reporting of any defects with the equipment to Receptionist Assistant
- Restrooms must be cleaned and disinfect sinks, countertops, toilets, mirrors, floors, etc.
- Replenish bathroom supplies when needed and report to the Receptionist Assistant when they are low.
- Sending the order to the Procurement Department via the Receptionist Assistant or Director to refill the missing quality and unity of the necessary products

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- Metalwork should be polished, such as fixtures and fittings.
- Floors must be swept, moped, vacuumed, using a broom, mop and vacuum cleaner when necessary.
- Other work may be required such as scrubbing, waxing, polishing floors and shampooing of carpets.
- All kitchenettes must be cleaned and disinfect sinks, countertops, tables, chairs, desks, devices, refrigerators, etc.
- Furniture, equipment, partitions, etc. must be constantly dusted and especially, when necessary, in case a particular dirty level follows the usage.
- Wastebaskets must be emptied daily and moved to the disposal area.
- Other Duties include cleaning rugs, carpets, and upholstered furniture, using vacuum cleaner and sponge where necessary. Walls, windows, door panels, partitions, sills and woodwork must be washed regularly.
- Ensure the room and all areas in question are properly ventilated before commencing any cleaning.
- To wear appropriate protective clothing and aprons as instructed.
- Be familiar with and put into practice the cleaning policies and procedures
- Check all cleaning equipment etc. ready for use.
- Collect rubbish from rooms and lounges.
- Sweep and wash/vacuum corridors
- Clean lavatories and bathrooms with disinfectants in the water
- Replenish toilet rolls
- Wash hand basins with disinfectants and sanitizer
- Start cleaning rooms, windows, skirting boards, tops of wardrobes, under the beds, sofas, chairs, desks and any other furniture and objects present.
- Clean buckets, wash mop and clean clothes and dusters and store away.
- Put rubbish outside in the paladins. Suitable gloves must be worn to handle the present work.
- Carry out any other duties as instructed by the Receptionist Assistant in charge and the management team.
- To be fully aware of emergency fire exits and equipment
- To be able to use emergency equipment if necessary and be able to practice
- To know of and put into practice when required the drill for emergency evacuation in case of fire.
- To report all accidents and incidents, however minor to the Receptionist Assistant in charge of the cleaning team management.
- Reporting defects in equipment to the management and always complying to the policies of the property, office, assets and location in relation to Health & Safety policy at work.

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Responsibility and accountability:

- Whilst on duty, you are accountable to the Receptionist Assistant in charge and to the Quality Control Manager.
- All staff are responsible for his/her own actions or inactions.
- All staff must be in good health and must report to the Management of any sickness, infections, diseases and other condition which may affect their work.

Personal and Professional development:

- To maintain knowledge of current trends in the profession.
- To attend courses for your own professional development in your time and the time organized by the employer.
- To comply with the statutory requirements of the Health and Safety at Work Act in attending fire and safety instruction.

Personal Attitude:

- You must have a genuine interest in caring for the elderly. Being practical, flexible, and hardworking is always an advantage.
- All staff must be trustworthy, reliable and of good character.
- He/she should wear the corporate uniform during the performance at work.

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65. WAITER EXECUTIVE (WEA)

The Waiter Executive must be capable of delivering a five-stars service to offer comfort to any member, visitor, or guest acting as the link between a third party and the internal premise coffee shop, restaurant, or other facilities present within the office, property, assets, yacht, private jet, and similar, accepting the request of the drink or food selected by anyone, sending the order to the related facility, and then delivering the product requested at each person, independently of where could be at a desk, on a sofa, in a meeting room, or anyplace.

The present profile is managed by the Receptionist Assistant and must interact as first corporate member, offering a welcome to anyone entering any office, property, assets, yacht, private jet, and similar, acting to offer a drink, coffee, tea and anything else available at the menu.

In the case of an external guest, the current profile must provide a glass of Champagne (Crystal Roederer, Dom Perignon, and Krug are the only approved brands) and an invitation to stay at the Champagne Cocktail Bar placed within the reception area to provide a more glamorous welcome.

It is apparent that the current profile will remain behind the Champagne Cocktail Bar, which is located in the reception area and is only used when there are visitors to the office. The same approaches, with appropriate adaptations, must be used for all other types of properties, assets, yachts, private aircraft, and similar items in the corporate portfolio, replacing the 'Champagne Cocktail Bar placed within the reception area' with the bar present at the property, yacht, or simply bringing the glass of champagne at the chair or sofa directly from the kitchen in case of a Private Jet or other specific property.

The Waiter Executive must offer a welcome message to anyone greeting the visitor or guest, saying "Welcome at the **ROSWEALTH ORGANIZATION**, and thank you for visiting our family Sir/Madam, would you like a glass of champagne?", in the event of a refusal, the current profile must provide an open choice by saying, "Would you prefers something else to drink?" for then acting to satisfy the request, delivering the drinks with 2 minutes maximum, no more than 120 seconds.

The present profile must show the selected drink, regardless of the selection, in the most appropriate glass by placing the corporate under glass with the logo and associating a complementing cup of fresh fruits or an Italian delicacy known as "aperitivo" that matches the type of drink chosen, delivering the dishes on a Platinum Tray of the [Christofle](#) brand, as per the link.

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The Waiter Executive must be a member of a team made up of several equal members who adapt the necessary quantity to provide the same level of service while maintaining an equal timeframe and precision regardless of the size of the office, premise, asset, property, yachts, and private jet service, as well as the number of visitors or members present within the area.

The Waiter Executive is responsible for solely delivering any product, drink, food, or other item requested by a member directly from the coffee shop or kitchen to their desk, as well as overseeing the private lunch area where the Chairman and Management will be accommodated for lunches or dinners.

The present profile must be organised by the Receptionist Assistant and in case of a particular situation for example a Board Room or in-house event, by the hostess, who will have to supervise each single movement and organise the entire service, ensuring that each of them will consider the office, premise, asset, property, yachts, and private jet as a five-star restaurant, providing the most exclusive "white gloves" service to anyone, including visitors, family members, corporate members, and anyone who requires their service for any reason, delivering the products ordered within three minutes.

The Waiter Executive is solely responsible for accepting instructions from the Receptionist Assistant and the member managing the coffee shop, restaurants, and any other facility, and will cooperate in informing the current profile to collect and deliver the requested product once it is ready as requested.

The present profile must carry out single activities in accordance with extensive experience in public activities in order to meet multiple product requests at the same time, providing an exclusive service that begins one hour before the office opens and ends one hour after the member or visitor leaves.

The Waiter Executive must adopt a non-negotiable policy of visiting the room, area, office, meeting room, and anywhere else where he delivered any products every 15 minutes, checking from a distance if there are dirty glasses, dishes, forks, and anything else, entering the area, adopting the most respectful approach to immediately collect the filthy dishes and depart the area, without disrupting any conversation, but instead interrogating the members and visitors present, asking if they want anything more only if the conversation and setting allow it to be halted.

The present profile must be the front lines of the internal service, must interact directly with members, visitors and guests, take orders using the digital tablet linked to the various departments and ensure that all the members have a positive experience.

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The Waiter Executive must adopt precious attitude, attentiveness, and responsiveness remarkably impact members and visitors comfort, satisfying the following duties, responsibilities, and all the other requirements.

- Greets all guests, provides eye contact, and warm greeting, engage in pleasant hospitality during every interaction, and provide a thank you for each transaction
- Taking food and drink orders and engaging with members to enhance their experience.
- Making recommendations by providing information about menu items, specials, and beverage options and using an upselling technique
- Deliver orders to the kitchen and ensure accurate and timely preparation.
- Serve food and drinks to customers in a professional and courteous manner.
- Handling customer inquiries and complaints professionally and in a good manner.
- Periodically check on guests to ensure satisfaction with the meal.
- Present bills and process customer payments accurately.
- Set tables with appropriate utensils, glassware, and napkins.
- Clear tables efficiently after guests leave and reset for the next visitors.
- Managing tabs for members who open accounts related to each desk.
- Organizing and maintaining a tidy work environment.
- Collaborating with other staff members, such as servers, kitchen staff, and management, to ensure efficient operations.
- Communicating any issues or special requests from customers to relevant team members.
- Managing a fast-paced environment, multitasking, and adapting to changing customer needs.
- Keep the dining area clean and well-maintained throughout the shift.
- Assist in general cleaning tasks, such as sweeping and mopping.
- Follow hygiene and safety standards in food handling and service.
- Ensure compliance with health and safety regulations.

The present profile must be empowered by the following skills:

- Must be physically fit and able to stand for long periods, carry trays, and move around the restaurant.
- Some establishments may have age restrictions for serving alcohol, so waiters must meet the legal age requirement for handling and serving alcoholic beverages.
- Understanding the restaurant's policies, procedures, and menu rotation is essential for smooth operations.

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- Knowledge of food safety and hygiene regulations to maintain a clean and safe dining environment.
- Excellent customer service skills, including attentiveness, patience, and the ability to handle members concerns professionally.
- Must have a positive attitude, clear and effective communication with members, kitchen staff, and fellow waitstaff is crucial.
- Must have the ability to handle multiple tables and tasks simultaneously while maintaining a high level of service.
- Must have basic math skills for handling bills, making changes, and processing payments accurately.
- Teamwork – Collaboration with kitchen and other restaurant staff to ensure smooth service.
- Attention to detail – accurate order taking, attention to customer preferences, and ensuring the correct placement of utensils and glassware.
- Must have the ability to adapt to a fast-paced and dynamic work environment, especially during peak hours.
- Problem solving – quick thinking and the ability to resolve issues or address customer concerns promptly.
- Upselling – the ability to effectively suggest and promote additional menu items.
- Time management – efficient organization of tasks and time to ensure timely service to members.
- Deliver food and drinks to members on the rooftop or terrace while they pause for a cigarette, which must be smoked only in open areas.

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66. COFFEE BARISTA (COB)

The Coffee Barista is in charge of preparing and serving coffee and other beverages to customers in a coffee house or café located within an office, property, premise, asset, yacht, private jet, or similar location, as well as collaborating with other Baristas to prepare beverages and providing timely service to hand over the products to the Waiter Executive for delivery at the related desk, table, sofa, or area where the members and visitors requesting the products are situated.

The present profile must be solely responsible for operating the coffee shop built within the office, property, premise, asset, yacht, private jet, or similar location, creating any drink and food products on the menu at various times of the day, adopting Italian culture, and managing the entire operation in accordance with the Italian coffee shop quality and criteria.

The Coffee Barista must prepare breakfast from 8 a.m. to 11 a.m. on each working day, offering fresh croissants, cookies, cakes, and anything else strictly related to the Italian breakfast culture, and setting 11 a.m. as the time limit for accepting cappuccino orders, informing everyone that after 11 a.m., no cappuccino orders will be accepted for any reason.

The present profile must regard the internal coffee shop as the most exclusive Italian coffee shop capable of producing products of Italian quality and authenticity, forbidding anyone and for any reason from drinking or eating any product in a glass or dish made of paper, or in any way that contradicts Italian culinary culture. Offering variety by exposing different products throughout the year, representing unique Italian regions and traditions, with the goal of providing a journey through Italy's diverse gastronomic heritage.

The Coffee Barista must adopt the policy to never and for any reason serve to any members part of the office, property, premise, asset, yacht, private jet, or similar location, any type of drink containing alcohol, which is strictly allowed only for external visitors and guests but forbidden for any colleague member and part of the internal team.

The present profile during working hours must wear the right corporate uniform, changing it promptly if it becomes contaminated with coffee, food, or drink, and ensuring that it is always as clean as possible, especially if the contamination it will impact the region where the business logo is shown.

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The present profile must be characterized by the following Responsibilities:

- Craft exceptional Italian espresso-based coffee, drinks and brew specialty coffee with precision.
- Engage customers in conversations about our coffee offerings, including origin and flavour profiles.
- Maintain high standards of cleanliness and organization in both customer and back-of-house areas.
- Participate in and contribute to our ongoing coffee education and tasting sessions.
- Help manage coffee bean inventory and suggest orders based on trends and customer preferences.
- Rapidly prepare and serve coffee and other beverages, maintaining high-quality standards.
- Work efficiently to manage long lines and high customer volume, especially during rush hours.
- Operate and maintain espresso machines and other coffee equipment.
- Ensure the cleanliness of the service and seating areas throughout the day.
- Assist in inventory management and restocking supplies as needed.

The present profile must be characterized by the following Qualifications:

- Be an Italian barista with at least 5 years of experience as a barista, preferably in a specialty coffee setting.
- Excellent understanding of espresso machinery and coffee brewing techniques.
- Passionate about coffee, with a desire to constantly learn and educate others.
- Strong interpersonal skills and a talent for creating a welcoming atmosphere.
- Ability to work in a fast-paced, dynamic environment.
- Experience working as a barista in a high-volume setting is strongly preferred.
- Excellent time-management skills and the ability to work quickly under pressure.
- A positive attitude and resilience in a fast-paced work environment.
- Strong communication skills and a customer-focused approach.
- Availability to work early mornings, late evenings, and weekends.

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67. CHEF EXECUTIVE (CHE)

The Chef Executive is solely responsible for managing the kitchen present within the office, property, premise, asset, yacht, private jet, or similar location, preparing any type of dish part of the menu and requested by any member, visitor or guest and cooking dedicated dishes for the Chairman and Management lunches organised inside the office, property, premise, asset, yacht, private jet, or similar location, with family members, friends, or partners, as well as satisfying the Chairman's Italian cuisine tastes.

The present profile must be exclusively an Italian born and raised in the north of Italy, where the food is consistent with the Chairman's culture and taste characterized by a culinary professional with specialized knowledge of Italian cuisine and responsible for creating and preparing authentic Italian dishes, developing recipes, managing kitchen staff, and ensuring the quality and consistency of the food served, possessing strong culinary skills, creativity, attention to detail, and a passion for Italian cuisine.

The present profile must regard the internal kitchen as the most exclusive Italian restaurant capable of producing products of Italian quality and authenticity, forbidding anyone and for any reason from drinking or eating any product in any way that contradicts Italian culinary culture. Offering variety by exposing different products throughout the year, representing unique Italian regions and traditions, with the goal of providing a journey through Italy's diverse gastronomic heritage.

The Chef Executive must organise the lunch area present within the office, property, premise, asset, yacht, private jet, or similar location in order to accommodate and serve the lunch to all members who have decided to book the in-house lunch between 1.00 pm and 2.00pm, organizing swifts of 30 minutes each in case it is not possible to accommodate the entire membership in one swift.

The present profile must obtain by 12.00 as a maximum limit the confirmation by any member who decides to have his lunch in-house, to know in advance the number of members present at the restaurant from 1.00pm and which one will be served at 1.30pm, and to set the software to refuse or not allow member to book the place from 12.01.

The Chef Executive must visit food suppliers, markets, and grocery stores every morning from 8 a.m. to 10 a.m. with the mission of ordering the most authentic food while respecting the most authentic Italian quality, requesting that large quantities of products be delivered to the office, and bringing otherwise the daily needs immediately with the corporate car to ensure that the fresh products can be cooked right away.

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The Chef Executive must prepare ingredients for cooking, including portioning, chopping, and storing food so that they are ready for service. Continue preparation work between meal services. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Monitor food quality while preparing food. Weigh, measure, and mix ingredients according to recipes or personal judgment.

The present profile must test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils. Ensure proper portion, arrangement, and food garnish to be served. Serve food in proper portions onto proper receptacle. Anticipate and communicate any assistance needed during busy periods.

The present profile must be aware of food and labor costs and monitor food levels to minimize waste and maintain controls to meet forecasted food costs and identify instances of shortages when items may run out.

The Chef Executive must direct and assist stewards to maximize clean-up efficiency. Provide new ideas to and run the department in the absence of the Chef Assistant and Sous Chef. Use kitchen tools safely and appropriately. Wash and disinfect kitchen area, tables, tools, knives, and equipment. Check and ensure the correctness of the temperature of appliances and food.

The Chef Executive must follow all company and safety and security policies and procedures; report maintenance needs, accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Ensure uniform and personal appearance are clean and professional.

Welcome and acknowledge all guests and members according to company standards. Speak with others using clear and professional language. Support team to reach common goals; listen and respond appropriately to the concerns of other members. Ensure adherence to quality expectations and standards.

Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 20 kg without assistance. Perform other reasonable job duties as requested.

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The present profile must be characterized by the following Responsibilities:

- Create menus and develop new recipes that showcase Italian cuisine
- Prepare and cook Italian dishes, such as pasta, pizza, antipasti, and seafood using traditional and modern methods
- Supervise kitchen staff and manage food inventory
- Ensure food quality and presentation meet high standards
- Monitor food costs and maintain budget
- Adhere to food safety and sanitation regulations
- Collaborate with restaurant management to develop marketing strategies and promotions
- Stay current with industry trends and incorporate new techniques and ingredients into menu offerings
- Prepare in advance food, beverage, material and equipment needed for the service.
- Cook and serve dishes according to the restaurant's menu.
- Provide direction to the Kitchen helpers, including Commis, Cooks, Kitchen Attendants and Stewards.
- Clean and re-set their working area.
- Work with Waiter Executive and other members to ensure the departmental performance of staff is productive.
- Conduct on the job training in accordance with the departmental standards and procedures and maintain a record of progress for each staff member.
- Provide input for probation and formal performance appraisal discussions in line with company guideline.
- Ensure new staff attends Corporate Orientation within first month of hire and departmental orientation is completed within first two weeks.
- Coach, counsel and discipline staff in breach of hotel policies and departmental procedures, providing constructive feedback to enhance performance.
- Work with superior in the preparation and management of the department's budget and be aware of financial targets.
- Recycle where-ever possible and enforce cost saving measures to staff.
- Log security incidents and accidents in accordance with hotel requirements.
- Communicate to their superior any difficulties, guest or internal customer comment on and other relevant information.

The present profile must be characterized by the following Requirements:

- Culinary Degree or equivalent certification
- Minimum of 5 years of experience working as an Italian Chef in a high-end restaurant
- Expertise in preparing various Italian dishes including pasta, risotto, pizza, and seafood
- Ability to manage a kitchen and supervise kitchen staff

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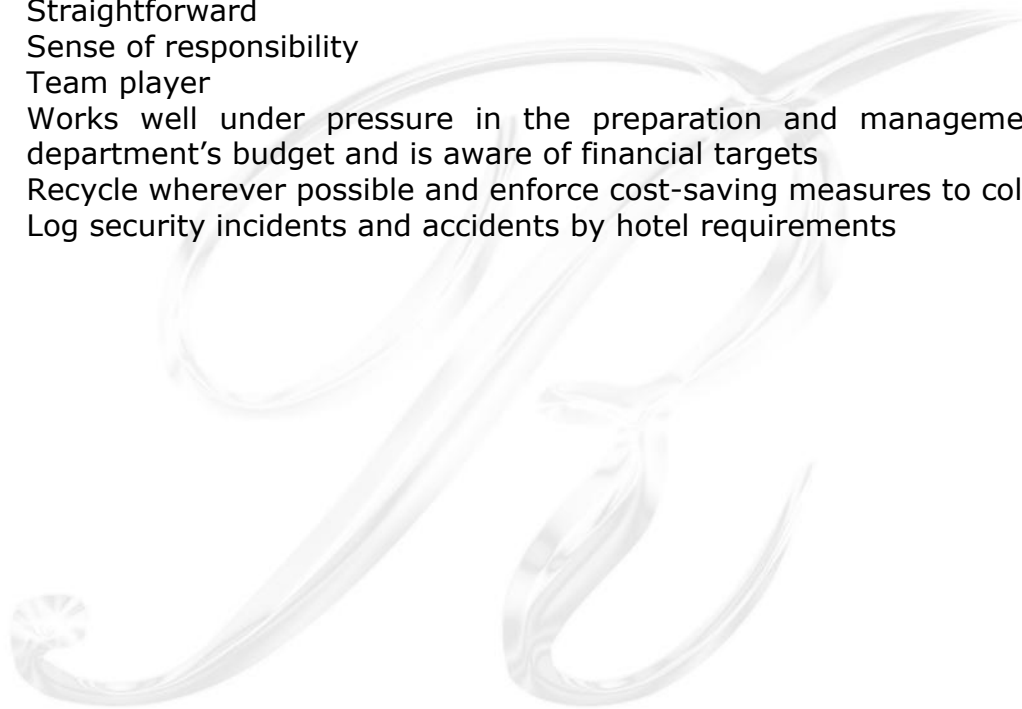
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- Knowledge of food safety and sanitation regulations
- Creativity and ability to develop new and innovative Italian dishes
- Excellent time management and organizational skills
- Passion for Italian cuisine and commitment to delivering high-quality dishes to customers
- English – excellent oral and written skills
- Ability to work as part of a team, thrive under pressure in challenging circumstances, and come up with proactive, rational solutions
- Excellent organizational and time management skills
- Applying a professional, confidential, and ethical approach at all times
- Working in a safe, prudent, and organized manner
- Proficiency in Excel and Word is beneficial
- Passionate for Food & Beverage
- Straightforward
- Sense of responsibility
- Team player
- Works well under pressure in the preparation and management of the department's budget and is aware of financial targets
- Recycle wherever possible and enforce cost-saving measures to colleagues
- Log security incidents and accidents by hotel requirements



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68. HOSTESS EXECUTIVE (HOE)

The Hostess Executive must greet guests by announcing their name, taking off jackets and clothes and keeping the custodian of each element within our wardrobe present at the Reception Area, leaving the guest to terminate the Glass of Champagne offered by the Waiter Executive at the welcoming moment, and then providing accurate wait times and escorting visitors, guests, or external members to the concerned area within the office, property, premise, asset, yacht, private jet, or similar location such as meeting, office, room, eating and bar areas, while walking, providing information about the location, indicating how to get to the toilet if necessary, and any other facts that may be of interest.

The present profile must be coordinated by the Reception Assistant, who is aware of the agenda, who and when will visit the office, property, premise, asset, yacht, private jet, or similar location, as well as the coordination required for the Hostess Executive to know the correct time when encountering visitors, guests, or external members with the objective of returning the coats and items left in the wardrobe during their stay before leaving the location.

The Hostess Executive must have solid organizational and people skills to make sure our visitors, guests, or external members have a positive experience from the moment they arrive till their departure, acting to offer as well during working hours the necessary support to all single members operating within the office, property, premise, asset, yacht, private jet, or similar location to accomplish their single activities needs.

The present profile is the only one in charge of walking around the office, between all areas, delivering all documents printed from the main printer machine located at the reception desk, distributing documents, stationery, packages, and anything else present or received within the premise that is required or referred to any desk, area, room composing the entire office, property, premise, asset, yacht, private jet, or similar location.

The Hostess Executive must be instructed by the Receptionist Assistant and is in charge of receiving all calls, messages, and other communications between the outside world and the internal operating teams that comprise the entire office, property, premise, asset, yacht, private jet, or similar place, acting to execute the tasks adopting the chronologic order of priority and importance.

The present profile must work in shifts, wearing the corporate uniform appointed for that specific role and position, guarantee the make-up imposed corporate style.

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The current profile must work in shifts, wearing the corporate uniform designated for that specific task and position, and ensuring the make-up enforced corporate style.

The present profile must be characterized by the following Responsibilities:

- Welcome guests to the venue
- Provide accurate wait times and monitor waiting lists
- Manage reservations
- Escort customers to assigned areas
- Provide menus and announce Waiter/Waitress's name
- Greet customers upon their departure
- Coordinate with wait staff about available seating options
- Maintain a clean reception area
- Cater to guests who require extra attention (e.g. children, elderly)
- Assists wait staff as needed
- Warmly welcome visitors and guests as they arrive, creating a positive first impression and setting the tone for their experience.
- Assigning guests to the correct area.
- Keep an accurate communication to guests and ensuring they are informed throughout the process.
- Offer guests information about the location, daily specials, and policies, enhancing their visit experience and helping them make informed choices.
- Collaborate with waiter executives, kitchen staff, and management to ensure smooth operations and timely service, contributing to a cohesive team environment.
- Address guest inquiries and concerns promptly and professionally, ensuring a high level of satisfaction.
- Keep an eye on the area, office and rooms to assess guest needs to optimize service.
- Provide guidance and coordination with other hostesses or front desk staff, sharing best practices for guest interaction and operational procedures.
- Collect and relay guest feedback to management, helping to identify areas for improvement and enhance overall service quality.
- Foster a friendly and inviting atmosphere through positive interactions and attentiveness, making guests feel valued and appreciated.
- Navigate challenging guest interactions with professionalism and tact, working to resolve issues and maintain a positive experience.
- Support the takeout process by coordinating orders and ensuring that guests receive their drink promptly and accurately.
- Attend regular staff meetings to stay informed about changes, service protocols, and any updates relevant to the hostess role.

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- Adhere to the corporate's dress code and standards, representing the establishment positively to guests.
- Assist servers and bartenders during peak times by helping with drink order promoting teamwork and efficiency.
- Stay flexible and adaptable to changing circumstances, such as unexpected rushes or staffing shortages, while maintaining a calm demeanour.
- Contribute to a positive workplace culture by supporting colleagues and fostering teamwork, enhancing overall service quality.
- Stay informed about industry trends and best practices in hospitality, seeking opportunities for professional development and skill enhancement.
- Keep track of guest preferences and special requests in a systematic manner, ensuring that repeat visits are personalized and memorable.
- Actively seek feedback from guests and staff to identify areas for improvement in service and operations, demonstrating a commitment to excellence.
- Perform general clerical duties, such as photocopying, scanning, and filing
- Maintain office supply inventory and place stationery orders as needed.
- Prepare and distribute documents, reports, and office communications.

The present profile must be characterized by the following Requirements:

- Previous work experience as a Host/Hostess
- Understanding of luxury palace etiquette
- Familiarity with health and safety regulations
- Experience in managing reservations
- Demonstrable customer-service skills
- Excellent communication skills (via phone and in-person)
- Strong organizational skills with the ability to monitor the entire area
- Availability to work in shifts as needed
- Good physical condition to walk and stand during an entire shift
- High school diploma: hospitality certification is a plus

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69. RECEPTION MANAGER (REM)

The present profile must meet the same qualifications as the **Chief Reception Officer**, with the main distinction being that they are appointed in the local office. They can simply speak English, French, or Italian, as they will engage with external folks in the country where they operate.

A Receptionist Manager must be the first point of contact for clients, visitors, and any external figure having contact with our organisation, managing the technical and organisational aspects of all communication between the external world and the internal operation team, being in charge of managing the front desk, coordinating administrative tasks, and ensuring a smooth flow of operations by answering phone calls and scheduling appointments for all single members assigned to the office, premises, property, assets, yacht, or anywhere else they are needed.

The present profile is critical to making a good first impression and preserving office efficiency, but it also serves as the primary point of contact between the exterior and single desks that make up the internal office organisation, being exclusively in charge of managing communication between different departments, handling queries, and offering clerical support where needed.

The Receptionist Manager is in charge of managing all incoming and outgoing calls, because the single members present at each desk are not authorised to make outgoing calls from the phone device installed on the desk, forcing each member to contact the current profile via the internal chat and phone booking system, asking to contact the external person on his behalf, and then switching the call to the internal member once the external party answers.

The present profile must serve as the voice and filter for all members of the internal organization in charge of operations, with the goal of providing the most precise and immediate response to anyone phoning the office, premise, assets, yacht, or similar location number. In fact, as the Receptionist Manager is the only person authorised to call everyone outside the office and on behalf of each member, if the person called does not answer the phone, the current profile will know immediately to which internal member to transfer the incoming call, and if the external party calls back due to a missed call on his phone, offering precision and professionalism.

The Receptionist Manager extends to being a gatekeeper for the office, ensuring that only authorised personnel and visitors gain access. In addition to their administrative responsibilities, the present profile plays a key role in creating a welcoming and professional atmosphere that reflects the company's brand values.

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The present profile must be characterized by the following Duties:

- Greet and welcome visitors, clients, and employees with a professional and friendly manner.
- Manage the front desk area to ensure it remains clean, organised, and presentable.
- Maintain visitor logs and issue visitor badges as required.
- Answer, screen, and forward incoming phone calls professionally and promptly.
- Respond to general enquiries via phone, email, or in person.
- Take accurate messages and ensure timely delivery.
- Handle correspondence, including letters, emails, and packages.
- Schedule and confirm appointments.
- Maintain and update calendars for office meeting rooms.
- Coordinate meeting room bookings and prepare meeting spaces.
- Assist with data entry and record-keeping tasks.
- Serve as the primary point of contact for customer enquiries, resolving issues promptly.
- Provide basic information about services, office hours, and company policies.
- Receive, sort, and distribute incoming mail and deliveries.
- Prepare and send outgoing mail and courier packages.
- Assist with the onboarding of new employees by providing access cards and front-desk orientation.
- Keep track of office maintenance requests and liaise with service providers.
- Provide logistical support for office events and employee functions.
- Manage petty cash and tracking of office expenses.
- Skills Required

The present profile must be characterized by the following Skills:

- Strong customer service skills
- Excellent verbal and written communication
- Proficiency in Microsoft Office and other relevant software
- Attention to detail
- Ability to multitask and prioritise tasks
- Excellent time management skills
- Problem-solving and critical thinking
- Professional demeanour and appearance
- Desirable Skills:
- Knowledge of office administration procedures
- Conflict resolution skills
- Experience handling office security protocols

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The present profile must be characterized by the following Qualifications:

- GCSE level or equivalent
- Proficiency in office software such as Microsoft Office
- Certificate or diploma in office administration or customer service
- Experience Required
- Previous experience as a front desk receptionist in a corporate environment
- Previous customer service experience
- Handling calls, and greeting visitors
- Managing administrative or clerical tasks



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70. RECEPTION ASSISTANTS (REA)

The present profile must meet the same qualifications as the **Chief Reception Officer**, with the main distinction being that they are appointed in the local office. They can simply speak English, French, or Italian, as they will engage with external folks in the country where they operate.

Their current position will be that of Receptionist, in charge of exclusively managing the reception desk at the local office extending the operations to all related tasks, providing support to the **Chief Reception Officer**, as well as to every single member present in the office, receiving and welcoming all visitors, directing them to the appropriate room, office, or meeting room, and assisting that member with any needs during the meeting with the Hostess and Waiters.

The current profile would be in charge of managing all incoming and outgoing calls, greeting visitors, organising the distribution of printed documents from the reception printer, documents or shipments received at the reception desk by couriers, delivering stationery supplies, and responding to any internal office requests raised by each member. The present profile is in charge of managing the internal office operations as well with the assistance and direction of the **Hostess, Waitress, and Cleaning Team**, who report to the **Reception Assistant**.

The present profile must be the internal office point of reference in charge of managing all teams, ensuring that each office is clean, adhering to the policy ruling the organisation, making sure the teams in charge of keeping the plants, flags, and anything else in a perfect manner execute each task necessary to guarantee the perfection, ensuring that the entire office is perfectly kept as a luxury boutique.

The current profile must organise the work for the **hostess**, assigning the mission of walking throughout the office as the internal order supervisor in charge of overseeing the office condition, level of cleanliness, and internal single office status before instructing the cleaning team to repair and reinstate the level imposed by the policy.

The **Hostess** is a profile that works in support of the **Reception Assistant**, with a desk position next to the same Reception Assistant, who is also the primary point of contact for any problems or needs in the workplace.

The **Hostess** is a profile that works alongside the **Reception Assistant**, supervising the barista, waitress, and cleaning team for all jobs required to ensure maximum comfort, as well as all technological operators, to ensure that they all adhere to and implement the necessary office policy in terms of standard and precision for each service supplied and requested by anyone in the office.

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RECEPTIONIST ASSISTANT mission:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Greet and welcome guests as soon as they arrive at the office
- Invite the hostess to direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office stationery and material used by all members
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and similar with the support of the Hostess for the delivery
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Set up conference rooms, including AV equipment and refreshments as needed
- Operate office equipment, such as printers, fax machines, and phone systems.
- Coordinate with building maintenance, facilities and contractors.
- Ensure compliance with company procedures and health and safety standards.
- Assist with travel arrangements and itinerary planning for executives.
- Prepare and send outgoing mail and courier packages
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. copy machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree: additional certification in Office Management is a plus

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71. DRIVER EXECUTIVE (DRE)

The Driver Executive must have professional experience driving high-class people while working for limousine or private driving companies dealing with businesspeople and institutional profiles, as well as knowledge and application of the ethnic code required to provide the best service to a client. Furthermore, each driver must be able to drive a luxury automobile in a gentle and comfortable manner, allowing passengers to feel protected especially on the long distance and turbulent roads, while avoiding an aggressive mode that may cause sick passengers.

The present profile must have extensive driving experience in the country where the office, premises, property, assets, yacht, private jet, or similar location is located, as well as a thorough understanding of the city's roads and sites, in order to transport people for any reason, including family, pleasure, vacation, or business.

The Driver Executive must have a specific car to drive for a specific reason, will be required to wear the corporate business uniform, shave every day, have a perfect appearance with a well-combed hair, technical knowledge in relation to the car driven, and will be solely responsible for keeping the car clean, well-equipped, and in excellent working order, especially since it will be used at any time of day or night without notice.

The present profile must ensure a perfectly clear car, interior and exterior, by washing it at least twice a week, on Tuesdays and Fridays, and whenever the car becomes dirty due to a trip or bad weather. The car must always be washed by hand; it is not permitted to use a traditional car wash roller system or water jet tunnel.

The Driver Executive must always be exceptionally punctual, arriving at the pick-up location five minutes early and consulting the most appropriate route to take to reach the destination ahead of the specified time, calculating the time for a break that the passenger may eventually request, and informing the passenger of the time limit allowed to be out of the car.

The present profile must drop off the passenger at the nearest point of access to the destination without requiring the transported member to walk a lengthy distance, especially if there will be languages or specific boxes to carry.

The Driver Executive must wait for the passenger for the entire time required by the member to complete the meeting or mission subject of the trip, parking the car at the closed point of exit, positioned correctly, and ready to move without having to manoeuvre the vehicle to bring the car on the right path, allowing the member to enter into the car without having to walk.

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The present profile cannot participate in any meeting, lunch, or dinner with passengers or members of the organisation, especially if seat the table with other people, being requires waiting outside the restaurant for the entire time the passengers are still busy, being strictly prohibited from leaving a member at the restaurant, and requires moving the car to another location for a separate personal meal.

The Driver Executive is responsible for the vehicle and must not allow anyone, including the member, customer, or passenger to eat, smoke, or do anything else that could harm the car's leather and interior quality, instead providing only drinking water as a complimentary service.

The present profile must enforce the current rule even if a passenger decides to purchase any type of food at the petrol station; in this instance, the Driver Executive must invite the passenger to terminate the food outside the car or bring it into the car without allowing him to eat.

The Driver Executive before initiate any trip, must be sure the vehicle is equipped with the necessary accessories like:

- 1) Dedicated Petrol Card to pay the petrol,
- 2) Toll Electric Payment,
- 3) Charging Cables necessary to recharge any type of electronic device like mobile phone, tablet, laptop and similar,
- 4) Box of tissue in case of needs,
- 5) Box of wet napkins,
- 6) Two Fresh bottles of sparkling water of 50 ml, branded San Pellegrino
- 7) Two Fresh bottles of still water of 50 ml, branded Acqua Panna
- 8) One pack of fresh candy eucalyptus,
- 9) One umbrella of large size
- 10) Headache and paracetamol tablets

The Driver Executive must be affiliated with the Receptionist Manager, who will serve as their point of contact for all directions and information relating to the passenger's demands, time, journey, and destinations, including car availability and the order in which each trip is executed.

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72. COUNTRY DIRECTOR ITALIA (CDI)

The Country Director Officer is an on-the-ground leader who represents a company and is responsible for everything that exists around the organisation, from acquiring the vision to setting goals and managing members to achieve the mission while adhering to and respecting the organization's principles, morals, and values, as well as its determination and methods.

The present profile is responsible for supervising our organization's programs, projects, and operations in the assigned country, responding quickly to identify solutions without relying on or waiting for anyone's help, but rather being a problem solver and source of ideas, innovations, and direction, acting in line with the Founder's vision and ability to successfully reach the next step.

The Country Director Officer in our organisation is the person who works more and enjoys less than anyone else in the same country, the one who does not have the right to turn off his brain even for a single day, the reference of a large number of members considering him the source of answer, where all solutions are stored, and must constantly deliver guidance in all forms, from simple advice to psychological reinforcement, but essentially be a deal-maker to support the activities carried out by all members, signifying the game-changer character capable of achieving any goal when everyone else abandoned the solutions, leaving the scenario incomplete.

The present profile represents the management in one person, who is the only one authorised to travel to the headquarters to attend meetings with the management, where he analyses the single issues present within the operations performed in the appointed country before acting to instruct the members under his supervision, ensuring that each party adopts the solutions part of the decisions made by the management at the headquarters meetings.

The Country Director Officer is the reference and in charge of entertaining all key relationships created and necessary at the organisation to develop and execute the activities within the country, having the mission to meet professionals, lawyers, accountants, and anyone else when required, guaranteeing the maximum level of confidentiality reporting any conversation, details, and request directly with the **COO** located at the headquarters, being a point of reference for any type of demand or concern.

The present profile must ensure that the operational and strategic plans of the organization are met and demonstrate progress in achieving the measures of the country's results framework, having the responsibility to manage and supervise a team of members, assist in the screening and hiring of new staff, provide training for members, and prepare progress reports for management.

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The Country Director Officer, as the point of reference, must motivate and promote our organization's ideals while acting as internationally orientated, trustworthy, and respectful of whatever may be the subject of his intervention in favour of any member or circumstance present in the country where he has been appointed, demonstrating that he is empowered by the extra touch that the members under his control lack.

The present profile must be comfortable working in start-up mode and will need to exercise entrepreneurial skills and drive in-growth strategies, bringing the mindset of a strategist, marketer, operations leader, risk manager, regulatory and licensing expert, and a business champion, but most importantly, be hungry for success and capable of dreaming big, being a source of brave and limitless motivation in favour of other members.

The Country Director Officer is responsible for the overall success of the build and roll-out of our organisation entities in charge of performing the related mission part of the development strategy, acting as a general manager, working with key in-market groups and businesses to understand members, partners, and market's needs, reaching target groups, and bringing together group and member functions to ensure that the proposition and its delivery meet those requirements.

The present profile must have the ability to manage and communicate with stakeholders at various levels internally and externally while having excellent verbal and written business English skills, acting as team player with the ability to prioritize workload in line with tight deadlines and under pressure, and with organizational and project management skills with the ability to break large tasks into smaller tasks that can be monitored and tracked.

The Country Director Officer must be well-versed in every policy, from the General Policy to the most recent individual details, as well as constantly updated on the organization's rules, improvements, and development, reporting updates and instructing the relevant members directly concerned with the topic, and visiting the offices, departments, and any eventual company part of the organisation present or participating in the country where he or she is appointed.

The current profile must always be dressed in a tie and an elegant business suit, clean shaven, and extremely punctual at each meeting, as he represents an organisation, a brand, and a legacy of values and morals that must be implemented and respected, primarily by the member representing the corporate identity.

The Country Director Officer has the authority to use the corporate driver, mobile phone, corporate credit card, and any other advantages associated with the position.

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73. OFFICE MANAGER (OFM)

The Office Manager is dedicate to subsidiaries offices only, different from the Headquarters, the present profile is in charge to organize and coordinate administration duties and office procedures, creating and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety, coordinating tasks and works with every internal and headquarter department to make sure the activities are empowered by support and maximum performance to achieve the goals in the manner and timeline imposed by the policy.

The present profile duties and responsibilities include scheduling meetings and appointments, organising office supplies, greeting visitors, and providing general administrative support to our members, as well as interacting with the **CRO** at headquarters being the direct point of contact for any request, issue, or guidance, as well for being in charge of coordinating any request involving all related departments that comprise the headquarters.

The Office Manager at the subsidiary office, acting as the equivalent of the Receptionist Manager at the headquarters, focusing on the operational task involving the external world and the internal office, concentrating to support and empower the tasks related to the office subsidiary purpose without acting outside the main mission and purpose of the branch where has been appointed.

The current profile must have experience with a variety of office software (email tools, spreadsheets, and databases) and be able to accurately handle administrative duties, exchanging local activities with all procedures imposed by the headquarters, ensuring the smooth operation of the office and contributing to the improvement of company procedures and day-to-day operations.

Office Manager Duties & Responsibilities:

- Oversees general office operations and gives reports to the management
- Coordinates appointments and schedules and manages staff calendars
- Manages filing systems and office supplies, maintains IT infrastructure and keeps inventory of orders
- Oversees staff interactions and responds to their queries on office management issues
- Monitors office management and designs innovative work systems
- Works with the Human Resources team to update office policies and onboard new hires
- Oversees guest experience, sorts of mail and answers direct phone calls
- Plans all in-house or off-site activities of the organization
- Arranges travel processes, including flight and hotel booking, and car rentals

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The present profile must be characterized by the following Qualifications:

- Bachelor's degree in business administration, communications or any related field
- Two to four years of experience as an administrative or office manager

The present profile must be characterized by the following Qualifications:

- Additional qualification or certification as an Administrative Officer or Secretary

The present profile must be characterized by the following Skills:

- Organizational and time-management skills
- Analytical abilities
- Exceptional attention to detail
- Interpersonal skills
- Advanced computer skills, with an aptitude to learn new systems and procedures
- Hands-on experience with office machines and equipment
- Experience developing internal systems

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74. OFFICE ASSISTANT (OFA)

Their Office Assistant will be that of Receptionist, in charge of exclusively managing the reception desk at the subsidiary office extending the operations to all related tasks, providing support to the **Office Manager**, as well as to every single member present in the office, receiving and welcoming all visitors, directing them to the appropriate room, office, or meeting room, and assisting that member with any needs during the meeting with the Hostess and Waiters.

The current profile would be in charge of managing all internal subsidiary tasks, greeting visitors, organising the distribution of printed documents from the reception printer, documents or shipments received at the reception desk by couriers, delivering stationery supplies, and responding to any internal office requests raised by each member. The present profile is in charge of managing the internal office operations as well with the assistance and direction of the **Hostess, Waitress**, and **Cleaning Team**, reporting to the **Office Manager**.

The present profile must be the internal office point of reference in charge of managing all teams, ensuring that each office is clean, adhering to the policy ruling the organisation, making sure the teams in charge of keeping the plants, flags, and anything else in a perfect manner execute each task necessary to guarantee the perfection, ensuring that the entire office is perfectly kept as a luxury boutique.

The current profile must organise the work for the internal teams, having the mission of walking throughout the office as the internal order supervisor in charge of overseeing the office condition, level of cleanliness, and internal single office status before instructing the cleaning team to repair and reinstate the level imposed by the policy.

The **Office Assistant** is a profile that works in support of the **Office Manager**, with a desk position next to the same **Office Manager**, who is also the primary point of contact for any problems or needs in the workplace.

The **Office Assistant** is a profile that works alongside the **Reception Manager**, supervising the barista, waitress, and cleaning team for all jobs required to ensure maximum comfort, as well as all technological operators, to ensure that they all adhere to and implement the necessary office policy in terms of standard and precision for each service supplied and requested by anyone in the office.

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OFFICE ASSISTANT mission:

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Answering screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Greet and welcome guests as soon as they arrive at the office
- Invite the hostess to direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office stationery and material used by all members
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and similar with the support of the Hostess for the delivery
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Set up conference rooms, including AV equipment and refreshments as needed
- Operate office equipment, such as printers, fax machines, and phone systems.
- Coordinate with building maintenance, facilities and contractors.
- Ensure compliance with company procedures and health and safety standards.
- Assist with travel arrangements and itinerary planning for executives.
- Prepare and send outgoing mail and courier packages
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. copy machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree: additional certification in Office Management is a plus

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75. EVENTS EXECUTIVE (EVE)

The Event Executive is the organization's spotlight, representing each individual and firm in the group by displaying any of our brands, goods, achievements, and results to the outside world. It is a department where any type of idea, action, or mission must be created, originated, and promoted, as well as the source of valorisation and public presentation of our initiatives to every external person and organisation on the planet, and where any event, regardless of form, must be created to advance our company's development and reputation.

The current profile must organise indoor and outdoor events in public or private areas for members, corporate presentations, close or international guests, as well as in collaboration with major multinational external partners operating in a sector related to our industries, deploying all necessary knowledge and vision to create events generating strong impacts on external parties adopting best solutions empowered by a significant budget necessary to capture the maximum attention from each guest, worldwide press, media and business sectors, while also elevating the class, elegance, and prestige of our firm and brands.

The Event Executive must be entirely independent and capable of organising events ranging from an indoor birthday party to an international corporate event oversea to celebrate or present a key result, achievement, project or product, including external local partners in any location to fulfil our purpose and development strategy.

The present profile must be executing the following major tasks:

Create a list of carefully chosen and reputable event firms in any location where we aim to organise and execute an event for any individual or corporation, for any cause.

Select top destinations across the world and assign each location to a sort of event that might be used at any time, considering the time of year, season, and event category.

Create a list of event projects to highlight a certain feature of the company, a new creation, projects, collaborations, company results, new product developments, accomplishments, or anything else that could be a simple occasion to plan an event, such as the annual corporate or foundation event.

Create a list of birthday dates for each member of any firm part of the whole organization, including members working as well at any office, property, assets, yachts, private jet and anywhere else, and arrange a corporate event to commemorate each person's birthday.

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Create a list of dates that symbolise the year within the firm, in order to commemorate and express gratitude to each member who spent the entire year with the organisation. This applies to everybody, regardless of whether they are in the office, property, assets, yachts, private jet and anywhere else.

Create a list of events to present and announce each firm composing the whole organization, as well as any future creations, to describe the activities, investments, mission, and primary goals, to support the event with video, and to exhibit the corporate representation details continuously during the event.

Create a schedule of events to present and announce a new purchase or acquisition for each firm in the group.

Create a large business event to inaugurate and publicly announce each new office, headquarters, restaurant, or branch that will open around the world.

Create a major ceremony to launch and publicly announce ROSWEALTH and FINSOR's new worldwide headquarters, inviting key firms, personalities, and business profiles from around the world who are involved in our activities.

Create an agreement with major agencies around the world with the mission of obtaining the presence of famous celebrities and business personalities, in exchange for payment, at events inviting actions, singers, and anyone else who is needed for a specific event in line with the industry or message we want to express or represent.

Create a list of catering providers and anyone else necessary at the various destinations to support any requirements for creating and successfully managing the events keeping the satisfaction of the guests at the first place.

Create a list of partners and sign a partnership agreement with all of the world's major events agencies with the goal of having a prime show performance artist, DS's, devises, lights effects, stages, professional hostesses, PR's, and any other profile that will be required to make a glamorous and prime event at any chosen location and destination on the planet.

Create an arrangement with all major world's advertising and media companies with the goal of involving each of them at any event.

Create an internal strategy to collaborate with all departments in the office to manage events and promotions such as marketing, online management, invoicing and payment administration, as well as logistical support if necessary.

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Create all relevant agreements with the cooperation and support of our legal and procurement departments, with the goal of implementing all branded gadgets chosen for each event.

Organise and include our video and picture departments to create videos and photobooks for each event, as well as important local and international media, TV channels, business reporters, and prime newspapers, to publicise the event, along with the cause and description expressing the details and the main message we want to convey to everyone who will watch and attend the event.

The present profile must be executing the following Responsibilities:

- Conducts short- and long-term planning and management for events and sales.
- Develops and recommend the budget, marketing plans, and objectives and manages within those approved plans.
- Maintains or exceeds budgeted sales and profits in all event areas.
- Recommends, develops, and implements effective marketing plans for generating event revenues.
- Evaluates each piece of event business to ensure business can be properly serviced.
- Assembles creative and innovative event attractions based on internal capabilities or outsources to qualified vendors.
- Trains, supervises, and works with event staff, to solicit and book banquet and catering functions, as well as the planning, merchandising and execution of the functions.
- Leads event team to build long-term, value-based customer relationships that enable achievement of sales objectives.
- Administers all phases of the event department, including but not limited to sales, planning, marketing, servicing, and administrative procedures.
- Coaches and counsel's members to reflect company service standards and procedures.

The present profile must be executing the following Qualifications / Skills:

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural and ethnic backgrounds
- Service oriented style with professional presentations skills
- High energy
- Entrepreneurial spirit
- Motivational leader
- Effective in providing exceptional customer service
- Ability to improve the bottom line
- Clear concise written and verbal communication skills
- Excellent organizational, interpersonal, and administrative skills

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76. PHOTO EXECUTIVE (PHE)

The Photo Executive must be a professional and passionate photographers and profiles capable of managing the equipment and software required to execute, elaborate, and create professional photos, books, illustrations, and representation of individuals' products, objects, concepts, and anything else that could be related to express and valorise a person, company, or project, with the mission of valorising and promoting our corporation and individuals in all forms.

The present department must be considered the photo production department, in charge of photographing individuals, moments, events, products, offices, properties, assets, vehicles, yachts, private jets, and projects in order to express our message through photography, with a focus on producing material to support the related departments' graphic, video, and marketing operations, as well as any other that requires assistance for a specific mission, event, or anything else.

The present profile must be executing the following tasks:

Create a professional team capable of carrying out all of the work required to create all single corporate, individual, property, and asset identities as part of the overall organisation, including professional photo shooting, from photographing an object to photographing an entire event, and producing a perfect final result to be used throughout our promotions and marketing missions.

Purchase all of the essential equipment, tools, materials, software, and equipment to execute photo shoots indoors and outdoors at the highest professional level, necessary to be independent and fully operational for any type of business or activity under any condition, location and purpose.

Generate a photobook for each individual member of the organisation, selecting an official profile photo as well as nine more photos for a total of ten photos for each member that will be utilised to generate additional profile and corporate movies, video, presentation or marketing campaign.

Create a corporate book for each area of the office headquarters, subsidiary, property, asset, car, yacht, private jet, helicopter, or anything else that will be part of the company, in order to have a large quality of illustrative materials required to create professional descriptions, illustrations, and marketing products capable of valuing our corporate portfolio and each asset and investment.

Create a photo book for each division and individual member of each firm part of the organisation that will be used to produce magazines, press releases, and media products on printed paper and video via any channel worldwide.

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Create a photo book for each branded gadget, including any single object, such as a pen on a table, showing all details, as well as the pen in a person's hands while writing our logo, on a foulard worn by a woman around her neck, and any other photo creation that could be useful and necessary to valorise any single detail of our company in all aspects. These are merely a few examples of the inventiveness required for the current purpose.

The Photo Executive must develop an operation policy with the goal of driving the entire photo department, coordinating individual activities both inside and outside the department, but particularly with all other connected departments inside the office in charge to use the photos to produce videos and marketing campaigns.

The present profile is the decision maker, in charge of closing and accepting all files containing images, retouches, and books made by the photo team, acting to select the final version of each file showing the best quality of representation under all aspects for then uploading the approved files onto the cloud, sharing the single files with the Graphic and Video departments, who will independently be in charge of using the selected files to produce the rest of the work, video, logos, brochures, and other mission-related materials. As a result, knowing which approved files will be used by other departments and serve as the foundation for the next working step requires the Photo Executive to be extremely confident before authorising, uploading, and sharing a file.

The Photo Executive is at the forefront of creating visually appealing materials for both print and digital platforms working and coordinating closely with all concerned members, including the marketing and events departments to produce high-quality images, brochures, advertisements, and more, while maintaining brand consistency and adhering to specifications.

The present profile is also in charge of the overall creative vision and concept development for shoots, acting as the team's conductor, orchestrating each element to create a harmonious final visual product that has the greatest impact on external people while adhering to and applying our corporation's prestige and elegance.

The Photo Executive is responsible for proposing the scenario, inventing the stories and themes that the final product must represent to external people, organising the stage and scene, and deciding on the best vantage point for capturing the shots required to achieve the result, and elaborating any ideas with all members involved in the work, particularly those from different departments.

The present profile must receive the list of works requested and necessary by each single department and member of the organisation to prepare a chronologic agenda representing the order and date in which each work is completed, allowing each department to schedule its own agenda.

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The present department must be formed by the following profiles:

- a. **N.1 - The Photographer** must be the official corporate photographer in charge of handling the cameras and controlling all essential additional devices while organising operations, operators, gadgets, and personnel during the picture session independently of where the task must be completed.
- b. **N.1 - Photo Assistant** in charge of assisting with the production of each picture shoot by preparing the place or setting where the setting will be installed, as well as assisting all single partners in the department.
- c. **N.3 - Photo Editor** in charge of receiving selected photos, editing them, and creating final images with the best quality, light, and effect to highlight each shooting moment, area, individual, asset, or object. The current position requires a strong understanding of all software's adopted by the photo industry and other related applications, as well as extensive experience in photo illustration and representation.

The present department must be formed by the following Responsibilities:

- Develop and edit visual content using Adobe Photoshop and all required software's.
- Collaborate with related departments to produce high-quality visuals.
- Ensure all designs align with brand guidelines and specifications.
- Prepare images and graphics for print and digital media.
- Maintain organized project files and manage versions.
- Meet deadlines and handle multiple projects simultaneously.
- Stay updated with the latest design trends and Photoshop techniques.

The present department must be formed by the following Qualifications:

- Bachelor's degree in graphic design, Visual Arts, or a related field.
- Minimum of 5 years of experience in a similar role.
- Strong portfolio showcasing expertise in Photoshop.
- Attention to detail and a keen eye for aesthetics.
- Excellent communication and teamwork skills.
- Ability to work in a fast-paced, deadline-driven environment.

The present department must be formed by the following Skills:

- Adobe Photoshop
- Graphic Design
- Photo Editing
- Typography
- Colour Theory
- Attention to Detail
- Project Management

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77. **VIDEO EXECUTIVE (VIE)**

The Video Executive must be a professional and passionate video maker and profiles capable of managing the equipment and software required to execute, elaborate, and create professional video, animated logos, books, illustrations, and representation of individuals' products, objects, concepts, and anything else that could be related to express and valorise a person, company, or project, with the mission of valorising and promoting our corporation and individuals in all forms.

The present department must be considered the video production department, in charge of filming individuals, moments, events, products, offices, properties, assets, vehicles, yachts, private jets, and projects in order to express our message through video illustration, interviews, animations and anything else possible in video with a focus on producing material to support the related departments' graphic, photo, events and marketing operations, as well as any other that requires assistance for a specific mission, event, or anything else.

The Video Executive is responsible for creating and coordinating a team capable of producing any type of video to support individual and corporate representations, performances, achievements, products, properties, assets, descriptions, events, yacht, jet, helicopter, car, and member illustrations, as well as business interviews in a variety of scenarios, and then broadcasting the videos on the selected platforms and through external media and marketing partners.

The present department should be formed by the following profiles

- a. **Video Production Executive** must be the official corporate video maker in charge of handling the cameras and controlling all essential additional devices while organising operations, operators, gadgets, and personnel during the picture session independently of where the task must be completed.
- b. **Video Graphic Executive** in charge of ensuring that each video created yields the best possible quality outcomes.
- c. **Video Editor Executive** in charge of composing the final outcome of each video and setting all of the specifics for a prime production release.
- d. **Video Coordinator** in charge of coordinating, organising, and assembling all single operators indoors and outdoors required to technically realise a film involving all external and third parties together, synchronising each participation with the primary program.

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- e. **Video Assistant** in charge of creating, adjusting, and perfecting each sound part of each video, adding sound tracks, effects, and customised melodies to realise a customised movie with the capacity to express the meaning of the concept, emotion, happiness, and anything else expressed on the video using the most appropriate music, effect, or melody introducing the right note at the best and most significant frame of each video, with the objective of producing a sensation by magnifying what has been orally expressed or depicted in the video, ensuring that the entire video ambiance is strongly received by the audience, and empowering the meaning of a message or image by the addition of a specific sound, melody, or music.

Execute the measure for the task:

Create a professional team capable of carrying out all of the work required to create all single corporate, individual, property, and asset identities as part of the overall organisation, including professional video shooting, from filming an object to an entire event, and producing a perfect final result to be used throughout our promotions and marketing missions.

Purchase all of the essential equipment, tools, materials, software, and equipment to execute video animations, videos, interviews and corporate movies indoors and outdoors at the highest professional level, necessary to be independent and fully operational for any type of business or activity under any condition, location and purpose.

Generate a video presentation for each individual member of the organisation, selecting an official profile video presentation as well as nine more videos for a total of ten videos for each member that will be utilised to generate additional profile and corporate movies, video presentation or marketing campaign.

Create a corporate video book for each area of the office headquarters, subsidiary, property, asset, car, yacht, private jet, helicopter, or anything else that will be part of the company, in order to have a large quality of illustrative video materials required to create professional descriptions, illustrations, and marketing products capable of valuing our corporate portfolio and each asset and investment.

Create a video book for each division and individual member of each firm part of the organisation that will be used to produce media products and video via any media and digital channel worldwide.

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Create a video book for each branded gadget, including any single object, such as a pen on a table, showing all details, as well as the pen in a person's hands while writing our logo, on a foulard worn by a woman around her neck, and any other video creation that could be useful and necessary to valorise any single detail of our company in all aspects. These are merely a few examples of the inventiveness required for the current purpose.

The Video Executive must develop an operation policy with the goal of driving the entire video department, coordinating individual activities both inside and outside the department, but particularly with all other connected departments inside the office in charge to use the video to produce marketing campaigns and events.

The present profile is the decision maker, in charge of closing and accepting all files containing images, retouches, and frames made by the video team, acting to select the final version of each file showing the best quality of representation under all aspects for then uploading the approved files onto the cloud, sharing the single files with the Graphic and Video departments, who will independently be in charge of using the selected files to produce the rest of the work, video, presentations, brochures, and other mission-related materials. As a result, knowing which approved files will be used by other departments and serve as the foundation for the next working step requires the Video Executive to be extremely confident before authorising, uploading, and sharing a file.

The Video Executive is at the forefront of creating visually appealing materials for both media and digital platforms working and coordinating closely with all concerned members, including the marketing and events departments, to produce high-quality videos, brochures, advertisements, and more, while maintaining brand consistency and adhering to specifications.

The present profile is also in charge of the overall creative vision and concept development for video production, acting as the team's conductor, orchestrating each element to create a harmonious final visual product that has the greatest impact on external people while adhering to and applying our corporation's prestige and elegance.

The Video Executive is responsible for proposing the scenario, inventing the stories and themes that the final product must represent to external people, organising the stage and scene, and deciding on the best vantage point for capturing the video shots required to achieve the result, and elaborating any ideas with all members involved in the work, particularly those from different departments.

The present profile must receive the list of works requested and necessary by each single department and member of the organisation to prepare a chronologic agenda representing the order and date in which each work is completed, allowing each department to schedule its own agenda.

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The Video Executive must following and develop **the already made 12 months working plan**, updating the delivery dates, being with the current schedule already expired, keeping the same chronologic order and adding in between the new videos and related video creations for all new video presentations related to all new projects, logos, companies, concepts, properties, assets, investment yacht, jet, helicopters, cars and anything else part of our developing projects like ROSWEALTH SCUDERIA, FINPHARMA, KINTECH, AMBROGIO, FINSOR FUND, MANUEL'S three new books, IDENTITA ITALIANA, REGGIA ROSWEALTH, MANUELAND and all others reported and expressed on the video working plan uploaded to the cloud under the VIDEO DEPARTMENT Folder, while adhering to the mission of creating videos for logos and product animations for the presentation and launch of each individual project in accordance with all new creations as part of the investment and strategy.

Uploads all 50 remaining videos belonging to the personal interview called "100 Domande" created by Manuel in Italian, publishing the single files all over the same existing social media profiles, websites and YouTube channel where are already present the previous 53 videos, following the same setup and scheduled single video release. It is important to consider that the "100 Domande" interview is completely in Italian; each file is a video representing a single question with its related answer, which, the Video Team in collaboration with the editor department, must find a solution to add the option to have the subtitles in n.6 different languages, if possible, otherwise only in English. This option should only be considered on YouTube; however, we must discover a mechanism to add subtitles in several languages to all videos that are currently published and running on Facebook, Instagram, and Twitter without removing any of them, if possible.

Posting and uploading all single videos representing all new products, logos, projects, identities, and anything else related to the whole organisation and single company image, such as Manuel's book, animated logos, businesses, and corporate presentations, updating the current list of work with the new creations, and positioning each new project in the correct position and chronologic order on the list, even if should be placed between existing works. Keeping the same working time for each project, rescheduling delivery dates using the approach used to build the existing list, with the sole goal of generating a complete list of works comprised of both old and new works and simply updating all expiration dates in accordance with the new chronological order.

Organise the Video Team ensuring that each member is capable of acting and working completely independently to create videos, corporate presentations, personal videos, interviews, product animations, presentations, assets and properties graphics, and anything else on the calendar job list.

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Acquire the best equipment on the market to build a top professional team, from classic software to the most professional tools, such as a camera, light, microphone, effect lasers, or anything else possible to produce videos, animation interviews, and whatever else is on the list of works, in order to produce the best videos in all forms with the goal of valorising anything that will be placed in front of a camera.

Create a single movie to illustrate the company profile and brochure for each firm, product, asset, investment, and any other aspect of each company forming the entire organization, transforming traditional paper marketing into video with sounds, effects, and music.

Create a video presentation for each individual section of the organisation, including each subsidiary, each financial details, key parts of a single corporation, with the mission to create a king of digital company brochure including all single details, a sort of corporate CVs, extending the concept to describe all personal profiles part of the organisation and single subsidiary companies, with the goal of setting the digital presentation online in support of the future due diligence that third parties will want to conduct on each company in the group and on a single individual.

Create numerous single-end, large-scale video presentations for each company and project that include all detailed financial, structural, description, forecast, legal, and policy information, including results. Given that the current files will not be made public, they will be uploaded to our private corporate channel, where the links will only be shared with specified partners participating in selected investment projects, allowing only the concerned user to watch the videos and understand the entire illustrations in order to obtain due diligence clearance from our partners as needed.

The present department should create the following video productions:

- a. Manuel's business interview based on the script uploaded to the cloud.
- b. Members' individual brief presentations, a video that will be uploaded on the company website to introduce each member. Each video should express and focus on the personal profile highlighting each member particular talent, setting the video as part of a new corporate creation vision valorising all single member, their individual position, along with describing the office desk composition to allow any external party to understand the complete corporate organisation.
- c. Key Member's unique profile expressing personal background, story, and experience through a video description is required to give our partners with the most accurate information during any due diligence procedure they may desire to conduct on any section of our entire organisation. The film must explain the individual's biography, accomplishments, work, worth, and any other legal, financial, or societal facts that is relevant to the individual.

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- d. The video represents and to present the private residential property called **REGGINA ROSWEALTH** in 3D that must be created to show each individual detail of the project using animated video rendering effects, creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process.
- e. The video represents and to present the motorsport campus called **ROSWEALTH SCUDERIA** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process.
- f. The video represents and to present the super-mega yacht called **ROSWEALTH SEAONE** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process.
- g. The video represents and to present the private jet called **ROSWEALTH AIR PRIVATE** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process.
- h. The video represents and to present the family jet called **ROSWEALTH AIR FAMILY** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process
- i. The video represents and to present the business jet called **ROSWEALTH AIR BUSINESS** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process.

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- j.** The video represents and to present the corporate jet called **ROSWEALTH AIR CORPORATE** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process
- k.** The video represents and to present the real estate complex called **MANUELAND** in 3D that must be created to show each individual detail of the project using animated video rendering effects creating the authentic film, sending the video team on-site to capture the construction processes, and interviewing operators, workers, and everyone else involved in the construction process
- l.** The video represents and to present the various single company's assets, such as cars, yachts, and jets, to shown and described the whole portfolio in individual advertising videos.
- m.** The video represents and to present the ROSWEALTH's Headquarter and subsidiary offices, including all other related to subsidiary companies such as FINSOR, REMAR, WOMANIZER and all others.
- n.** The video represents and to present the ROSWEALTH's Corporate structure.
- o.** A powerful corporate video presentation that highlights the company's worth, history, and heritage, as well as any other aspects of the organisation, such as its members.
- p.** The video represents and presents each indoor and outdoor event prepared for the corporation or any individual or member of the organisation.
- q.** The video represents, presents, and, most importantly, promotes Manuel's books by creating a dedicated film for each book, which will be transmitted upon its presentation at each location where will be held the event.
- r.** The video shows and presents each project, including the related new logos or identities associate at each project.
- s.** The video to represent Manuel's wedding event that includes every step of the event, from preparation to the final minutes of the celebration, as well as interviews with each guest and everyone participating in the event, with a focus on doing interviews with each attendee.

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- t. Prepare the entire program, equipment list, and names of the team that will accompany Manuel on his worldwide trip for over 12 months without returning home. The team must always record Manuel on camera during the trip with the intention of creating a global movie, a life event involving each moment of the day. Manuel will have to live with a camera, lighting, microphone, and anything else during the adventure to represent the daily living during the international voyage.
- u. A dedicated external team must be formed in collaboration with the main team back in the office to receive the daily video shooting files and create the videos movie step by step, in order to have the video or movie in various episodes ready for the broadcasting program during the travel and the last episode online at the same time. After 12 months, Manuel and his crew will return to the ROSWEALTH Headquarters.
- v. Prepare the worldwide trip whole program and organise the team to shoot and video record each stage of the Manuel celebration event, which will be held in Monte Carlo at "La Salle des Etoiles" at the return to commemorate the life achievement with key business partners, members, bankers, lawyers, and anyone else who contributes to success.

The present department must be formed by the following Responsibilities:

- Develop and edit visual content using all required software's.
- Collaborate with related departments to produce high-quality visuals.
- Ensure all videos align with brand and projects guidelines and specifications.
- Prepare videos and animations for media and digital media.
- Maintain organized project files and manage versions.
- Meet deadlines and handle multiple projects simultaneously.
- Stay updated with the latest video producer trends and techniques.

The present department must be formed by the following Qualifications:

- Bachelor's degree in video production and animation or a related field.
- Minimum of 5 years of experience in a similar role.
- Strong portfolio showcasing expertise in video maker.
- Attention to detail and a keen eye for aesthetics.
- Excellent communication and teamwork skills.
- Ability to work in a fast-paced, deadline-driven environment.

The present department must be formed by the following Skills:

- Colour Theory
- Attention to Detail
- Project Management

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78. **GRAPHICS EXECUTIVE (GRE)**

The Graphic Executive must have experience, skills, and talent in graphic design in all forms, including the ability to create exclusive graphic logos, identities, business cards, and any other graphic representation related to any graphic creation in all forms required to realise an individual or corporate identity in support of a single mission, product, event, or developments.

The present profile must act to be the source of each invention, including a corporate identity, a product, a partnership or project, and anything else, such a message, representation or description that may be conveyed through or with graphic representation.

The Graphic Executive is in charge of developing and coordinating a team capable of producing any type of graphic work to support individual and corporate representations, performances, achievements, products, properties, assets, descriptions, events, yacht, jet, helicopter, car, and single member illustrations, as well as creating logos and graphic files to produce business interviews within a variety of scenarios for then broadcasting the composed illustrations.

The present department should be formed by the following profiles:

- a. **Graphic Executive** in charge of producing the full graphic identity of an individual member, corporation, product, asset, business proposal or message, collecting the single files completed by other members of the department such as logos, symbols, brochures, catalogues, letterhead, profile descriptions, and anything else required to complete the commissioned work, creating the final file knowing it will be used to promote the related activities. Is the member in charge of receiving detailed requests and explanations from all concerned departments expressing a desire to create a graphic design.
- b. **Logo Executive** in charge of creating from a simple concept or description, each logo, brand, and icon that represents the company, individual members, projects, or identity we wish to build or promote. Must deliver a premier creativity along with the ability to produce different logo styles and graphic representations in accordance with the type of company, industry, clientele, and products represented while maintaining the high level of class, elegance, prestige and exclusivity expressed by our organization.
- c. **Stationary Executive** in charge of designing any type of element, product, or gadget that is completely branded, from a classic business card, letter pad and accessory to a branded letterhead or anything else linked to stationery, and marketing products representing each firm and activity composing the group.

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- d. **Identity Profile Executive** in charge of creating brochures, company profiles, product presentations and similar in digital and hardcopy, following the style and elegance represented by the entire company organisation, with the mission to produce branded documentation to represent not only personal individuals or companies but also offices, properties, assets, vehicles, yachts, jets, and anything else part of the entire portfolio, including any product proposed, traded, or belonging to the group.
- e. **Branding Executive** in charge of creating branded accessories, gadgets, uniforms, pens, tools, decoration sets for assets, yachts, or jets, and anything else that should be personalised and branded in favour of the company, individual members, or products, with the goal of valorising the image of any single part and image belonging to any company part of the group, including the stickers and logos to be added to the corporate vehicle.
- f. **Animations Executive** in charge of creating graphic animations, using all necessary software's, such as logos, icons, vehicles, pictures, and anything else created in the form of brochures, books, or corporate profiles, with the mission of representing our global corporate identity through a 3D and graphic animation to convey a message expressing marketing and business representation in order to generate more attention, visibility, prestige, and marketing impact for any related company part of our organization.

The present department must carry out the following tasks:

The Graphic Executive must follow and develop **the already made 12 months working plan**, revising delivery dates, maintaining the same chronological order, and adding new logos to realize new representations for each companies, and projects part of the developing strategy, such as AMBROGIO, KINGTECH, FINPHARM, MANUEL's two new books, IDENTITÀ ITALIANA and all other new works and projects generated, that must be added at the list in case are not listed yet.

Add to the new list of works the creation of the new identities for KINGTECH, FINPHARMA, ROSWEALTH SCUDERIA, AMBROGIO, IDENTITÀ ITALIANA, FINSOR FUND, the two new MANUEL's book covers, called L'INFERNO VESTITO DI BIANCO and the second, DAL CENTESIMO AL MILIARDO, making the book covers translated into English, French, Spanish, Russian, and Chinese, as well as publishing the new single works in the proper, logical, and chronological order, synchronised the action with the other departments while respecting and aligning the current and existing list of works created for each desk and department.

Create a cover for the existing book, LA VERITÀ ASSOLUTA, which has been translated into Italian, English, French, Russian, Chinese, and Spanish. Include photographs within the books.

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Create single files for corporate business cards for each member that adhere to the approved current model, style, material, design, quality, and product while contacting the same vendors using the information from our database.

Create all stationary kits composed by various articles from letterhead to letter pad, block notes, and anything else part of the policy and necessary for each single company part of the group and ROSWEALTH project expressed all over the ROSWEALTH book, adopting the approved current model, style, material, design, quality, and product, following the existing working plan, updating the present delivery dates that have already expired, keeping the same order and scheduling the frame as it is, without changing the intermediate execution time decided and expressed between two works. Also, place the new works related to the new logos and companies in the appropriate position, following the correct chronological execution order and in synchrony with other desks, ensuring that all departments are synchronised to deliver the same work in support of a specific mission at the same time.

Create all gadgets, pens, cups, tea sets, glasses, battles of water, Montblanc kits, wallets, suitcases, letter pad holders, foulards, uniforms, gloves, tissue, and anything else needed in the office, including any external company, property or asset, such as a yacht, helicopter, jet's hostess and crew, yacht's crew, housekeeping, chefs, drivers, captain, pilot, and anyone else who will be entitled to wear any type of branded gadget and cloth, including dress and work uniform.

Create all single corporate vehicles designs to indicate where and in which exact position a single corporate and logo sticker must be placed on the car to obtain the approved image for each business vehicle, including cars, trucks, planes, bikes, racing cars, karting, and anything else that will be part of the vehicle's portfolio.

Create all brochures, corporate and personal profiles for each individual member, and business identities for any company part of the group; produce each file, representation, and graphic texts in all N.6 languages imposed and approved by the policy; and keep each file ready to be printed for all single brochures in soft and hard copy.

Create all corporate stamps, email signatures, and digital profiles while modifying the existing work plan, adapting the list to the immediate needs represented by the arrival of a new member, and keeping the files ready to be modified if a company or a member's contact information, location, and address change.

Create company icons and symbols in various graphic representations using an artistic style rather than a traditional corporate style, then upload the final files to each website with the goal of creating one-of-a-kind glamour websites that stand out from the crowd of internet.

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Acquire and purchase the most up-to-date, modern, and technological professional equipment to complete any work, from software to a high-quality graphic tool, digital pens, plotters, printers and anything else to guarantee the independence

Organise the Graphic Team ensuring that each member is capable of acting and working completely independently to create graphic representation, corporate identity, personal graphic identity, graphic animations, presentations, assets and properties graphics, and anything else on the calendar job list.

Create a single graphic presentation to illustrate the company profile and brochure for each firm, product, asset, investment, and any other aspect of each company forming the entire organization, transforming traditional paper marketing into graphic effects and colours.

Create a graphic presentation for each individual section of the organisation, including each subsidiary, each financial details, key parts of a single corporation, with the mission to create a king of graphic company brochure including all single details, a sort of corporate CVs, extending the concept to describe all personal profiles part of the organisation and single subsidiary companies, with the goal of setting the graphic presentation online in support of the future due diligence that third parties will want to conduct on each company in the group and on a single individual.

Create numerous single-end, large-scale graphic presentations for each company and project that include all detailed financial, structural, description, forecast, legal, and policy information, including results. Given that the current files will not be made public, they will be uploaded to our private corporate channel, where the links will only be shared with specified partners participating in selected investment projects, allowing only the concerned user to watch the graphic illustrations in order to obtain due diligence clearance from our partners as needed.

The present department should create the following graphics productions:

- a. Manuel's business interview based on the script uploaded to the cloud.
- b. Members' individual brief presentations, a graphic illustration that will be uploaded on the company website to introduce each member. Each graphic should express and focus on the personal profile highlighting each member particular talent, setting the illustration as part of a new corporate creation vision, valorising all single member, their individual position, along with describing the office desk composition to allow any external party to understand the complete corporate organisation.

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- c. Key Member's unique profile expressing personal background, story, and experience through a graphic description is required to give our partners with the most accurate information during any due diligence procedure they may desire to conduct on any section of our entire organisation. The illustration must explain the individual's biography, accomplishments, work, worth, and any other legal, financial, or societal facts that is relevant to the individual.
- d. The graphic illustration depicts and portrays the private residential property called **REGGINA ROSWEALTH** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects, creating the authentic graphic, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- e. The graphic illustration depicts and portrays the motorsport campus called **ROSWEALTH SCUDERIA** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- f. The graphic illustration depicts and portrays the super-mega yacht called **ROSWEALTH SEAONE** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- g. The graphic illustration depicts and portrays the private jet called **ROSWEALTH AIR PRIVATE** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- h. The graphic illustration depicts and portrays the family jet called **ROSWEALTH AIR FAMILY** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- i. The graphic illustration depicts and portrays the business jet called **ROSWEALTH AIR BUSINESS** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.

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- j.** The graphic illustration depicts and portrays the corporate jet called **ROSWEALTH AIR CORPORATE** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic film, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- k.** The graphic illustration depicts and portrays the real estate complex called **MANUELAND** in 3D that must be created to show each individual detail of the project using animated graphic rendering effects creating the authentic vision, sending the graphic team on-site to capture the construction processes for then create the related illustrations.
- l.** The graphic illustration depicts and portrays the various single company's assets, such as cars, yachts, and jets, to shown and described the whole portfolio in individual advertising graphics.
- m.** The graphic illustration depicts and portrays the ROSWEALTH's Headquarter and subsidiary offices, including all other related to subsidiary companies such as FINSOR, REMAR, WOMANIZER and all others.
- n.** The graphic illustration depicts and portrays the ROSWEALTH's Corporate structure.
- o.** A powerful corporate graphic illustration presentation that highlights the company's worth, history, and heritage, as well as any other aspects of the organisation, such as its members.
- p.** The graphic illustration represents and presents each indoor and outdoor event prepared for the corporation or any individual or member of the organisation.
- q.** The graphic illustration represents, presents, and, most importantly, promotes Manuel's books by creating a dedicated illustration for each book, which will be transmitted upon its presentation at each location where will be held the event.
- r.** The graphic illustration shows and presents each project, including the related new logos or identities associate at each project.
- s.** The graphic illustration to represent Manuel's wedding event that includes every step of the event, from preparation to the final minutes of the celebration, as well as interviews with each guest and everyone participating in the event, with a focus on doing interviews with each attendee.

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- t. Prepare the worldwide trip whole program and organise the team to create the necessary graphic files for each stage of the Manuel celebration event, which will be held in Monte Carlo at "La Salle des Etoiles" at the return to commemorate the life achievement with key business partners, members, bankers, lawyers, and anyone else who contributes to success.

The present department must be formed by the following Responsibilities:

- Develop and edit visual content using all required software's.
- Collaborate with related departments to produce high-quality visuals.
- Ensure all graphics align with brand and projects guidelines and specifications.
- Prepare graphics and animations for media and digital media.
- Maintain organized project files and manage versions.
- Meet deadlines and handle multiple projects simultaneously.
- Stay updated with the latest graphic producer trends and techniques.

The present department must be formed by the following Qualifications:

- Bachelor's degree in graphic production and animation or a related field.
- Minimum of 5 years of experience in a similar role.
- Strong portfolio showcasing expertise in graphic maker.
- Attention to detail and a keen eye for aesthetics.
- Excellent communication and teamwork skills.
- Ability to work in a fast-paced, deadline-driven environment.

The present department must be formed by the following Skills:

- Colour Theory
- Attention to Detail
- Project Management

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79. EDITOR EXECUTIVE (EDI)

The Editor Executive organizes, supervises and participates in the management and development of all copy submitted for publication, working with editors and designers on the development of the editorial calendar, and set and enforce deadlines for a copy, having the responsibility to consult with editors, designers and publishing managers on content for each issue, provide evaluations of manuscripts to editors, supervise the submission process and tracking system, maintain liaisons between the author, associate editor and copy editor, compare editorial changes to the author's changes, keep the author up to date on schedules, revisions and related matters, and prepare operational reports and analysis.

The Editor Executive in order to strengthen our company's image, prestige, and vision, must serve as a communication source, acting to develop texts that promote the kinds of messages we wish to publish, which must automatically originate in **English** by the relevant native speakers and then be translated into all of the different and single languages of **Italian, French, Spanish, Russian, and Chinese** before being simultaneously published on the various campaigns.

The present profile must act to empower the communication and marketing objective of building an impact using the most appropriate communication in order to gain recognition throughout the key industries in which we conduct business, creating a variety of texts, ranging from simple press releases, company brochures, company website texts, company profiles, and anything else required by our activities. The operations also include typing, editing, and revisiting major works like books, projects, subtitles, texts for video interviews, posts on social media, corporate website text, and anything else that is required by all other departments.

In addition to being the head of the department, the Editor Executive is also responsible for coordinating all other members of the same division. This includes creating and developing any necessary texts that will be published on all relevant websites, marketing materials, press agencies, and anywhere else that is required by the activities of all other departments and members producing any kind of text in all six mandatory languages along with any other eventual local language, such as German or Japanese, present in the countries where we choose to operate under any activity promoted by any company in the group, as well as signing a number of agreements with professional translation services.

The present profile to ensure a flawless outcome in terms of lexicon and professional expression, must adopt the expression level often naturally used by individuals with a high level of education, writing proficiency in both their native tongue and English, and the ability to translate any content while maintaining the original text's meaning unchanged.

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The present profile must execute the following tasks:

Purchase and install specialized software that can translate any text across the major languages. It should also be able to recommend suitable legal, business, and technical terms for any kind of speech and context to ensure that professional texts are understood by all sectors, especially by those part of the industry in which we wish to express a message, article, or communication campaign.

Typing Manuel's first book in Italian, **LA VERITÀ ASSOLUTA**, which is already finished but requires editing in a Word document. Once the main Italian version is complete, proceed to translate the entire book into English, French, Spanish, Russian, and Chinese. Then, send the individual files to the Procurement Department, which will work with our chosen suppliers to produce the individual books. The Marketing Department will be responsible for coordinating the publication in all language versions across the chosen platform and partners.

Following the same procedure as for the previous book, type Manuel's **second** book in Italian using the letter pad handwriting, titled **L'INFERNO VESTITO DI BIANCO**, and distribute the finished product to the marketing, graphic design, and other departments to complete the second publication across the same or more appropriated channels.

Following the same procedure as for the previous book, type Manuel's **third** book in Italian using the letter pad handwriting, titled **DAL CENTESIMO AL MILIARDO**, and distribute the finished product to the marketing, graphic design, and other departments to complete the second publication across the same or more appropriated channels.

Typing Manuel's new project in Italian using the handwritten letter pad known as **AMBROGIO**, once completed, translating it into **English**, once it's finished, saving the two final versions on the ROSWEALTH letterhead, and adding the English version file to the main ROSWEALTH book as part of the project. Additionally, once the editing process is finished, a file containing AMBROGIO's identity should be sent to the internal Coordinator in charge of adding it to the existing creation program, which it will declare a specific date for the creation of a logo, letterhead, website, text, animation, video promotions, and any other materials related to the creation program and policy reserved for new projects.

Typing Manuel's **BUSINESS INTERVIEW** in English only using the handwritten letter pad, once completed, past the text on the ROSWEALTH letterhead, and send the file to the Video Department to initiate all operations necessary to set the location, stage and anything else as expressed with the letter pad to organize and proceed with the creations, in cooperation with the coordinator involving all related departments.

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Transcribing Manuel's Villa project in Milan **REGGIA ROSWEALTH** in Italian and translating it solely into English, then pasting and save the two versions of the text onto the ROSWEALTH letterhead and forwarding the file to the Coordinator which it will involve the Asset Department, which will start all the necessary procedures for its completion.

Editing and revise the texts, actually on the word file, related to Manuel's political project **IDENTITÀ ITALIANA**, actually published on the related website and blog in Italian. The edited version should be saved on the actual IDENTITÀ ITALIANA letterhead instead of the ROSWEALTH letterhead once it is finished, without translation, keeping only in Italian. The file should be sent to the Coordinator, who will then distribute the activities among all related departments, with the aim of updating the published texts on the website, social media, video promotion, and anything else to promote the program online and over the concerned media.

Typing Manuel's wedding organization plan and program in English, Russian and Italian and when terminated send the file to the Event Department for the implementation with the support of the internal coordinator, setting all documents and text on ROSWEALTH letterhead from the letter pad handwrite.

Typing the list of different business contacts on a traditional word document and not on ROSWEALTH letterhead, once completed, sending the open file to the Coordinator will allow the Legal Department to convert the contact into a legal version, incorporating every detail to produce the final approved template that we can use for our relevant business operations.

Revise, modernize, and refresh all text present on all existing corporate websites forming the entire corporate display in order to update the image of the whole corporation, as well as update pictures, contacts, contract details, and anything else necessary to create a more modern and technological image. When terminated, send each file to the Coordinator, with it will involve the Web Department for the online implementation.

Create various texts and descriptions to build corporate profiles, brochures, and product promotions in several languages, once completed, give the files to the Marketing, Graphic, and Web departments allowing them to create and publish each element accordingly our approved campaign.

The ability to effectively communicate is one of the most important skills to have in any setting. Communication allows individuals to express their thoughts and feelings, as well as create a meaningful dialogue between multiple parties. In the workplace, communication is vital for leadership, collaboration, and problem-solving.

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The present profile must execute the following tasks:

1. Oversee the content production process of the editorial team.
2. Create and maintain editorial calendars and content production schedules.
3. Liaise with stakeholders to ensure content meets their requirements.
4. Develop and implement editorial guidelines and standards.
5. Track and analyse performance of published content.
6. Manage budgets and resources for the editorial team.
7. Track and report on competitors content strategies.
8. Stay up to date with industry trends and developments.
9. Supervise and mentor editorial staff, including writers, editors, and interns.
10. Act as a liaison between the editorial team and other departments.

The present profile must have the following Competencies:

1. Demonstrated editorial management experience
2. Extensive knowledge of the publishing industry
3. Excellent communication and interpersonal skills
4. Proven ability to develop and execute content strategies
5. Creative problem-solving skills
6. Strong organizational and multi-tasking abilities
7. Ability to work collaboratively with writers, editors, and other stakeholders
8. Expertise in copyediting and proofreading techniques
9. Proficiency in using publishing software and related applications
10. Experience with scheduling, and project management

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80. WEB EXECUTIVE (WEE)

The Web Executive must oversee the end-to-end management of our website, working closely with cross-functional teams to ensure the site is up-to-date, user-friendly, and aligned with our brand's objectives in maintaining our digital presence and optimizing the user experience.

The present profile must have extensive experience managing any type of website created on any major platform, as well as the ability to modify, add, and remove any part of each website, such as text, images, graphics, videos, and anything else composing the website, with the sole mission of keeping up to date each single page, section, and content forming an existing and future creation website.

The Web Executive will be in charge of receiving from all other concerned departments texts, images, logos, links, press releases, and everything else that will be included in our website publications, as well as adding, modifying, removing, and updating all of our individual websites made for each existing and upcoming company.

Must be an expert on the website's performance, presence, and visibility online; understand all necessary technical changes to localize where and why a website it failed in certain areas; understand why the website is not at the top of the list on each search engine; and act accordingly to correct the technical setup with the sole goal of bringing the website to the top of the list among all results at each online search. Must also construct the website image in order to improve the company, brand, prestige, and trust, providing, as well as create an image that is consistent with our vision and level of collaboration.

The current profile must perform the present work in order to be one of the most significant in the organization, as it is the only window through which anyone can learn about who we are and what we do. This is the initial channel, the real first business card, source of sensation, image, and step that a third party will consider before physically approaching our firm. Each website must be created in order to stimulate all single points necessary to generate in a third party the intention, curiosity, and comfort to work, cooperate, and approach us. Each website must be created in order to release all various sensations like trust, prestige, solidity, reliability, exclusivity, and seriousness in order to stimulate in each viewer the feeling and intention to deal with us while attracting the external party by the elegance, exclusivity, and value of our style and stability, making them feel like they are about to deal with a prime corporation. This is the mission to build every and any website of any of our companies.

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The present profile must execute the following tasks:

Proceed to update all the websites that are currently online, representing each company in the group, by adding new texts, information's, images, logos, material, pages, videos, sections, and styles to refresh the overall image, moving, if necessary and advisable, the existing websites, running on WIX platform onto another advanced, modern and appropriated platform.

In the event that it is necessary to migrate existing websites from WIX to the new selected platform, ensure that the current website is not suspended, and that the domain is not disconnected, and that the website remains online without affecting the related company's image or online presence.

Create a new website for AMBROGIO, KINGTECH, Manuel Books Store, FINPHARMA, FINSOR FUND, and IDENTITA ITALIANA, as well as all others that are already scheduled and planned, with a landing page that includes AUTOMAT, AUTOMAT CASINO, WOMANIZER, BILLIOMAR, ITASON, PASTAFLY, THE ASCENDER, and all others featured in the ROSWEALTH book, and set it up on the WIX platform or any more appropriate and advanced one.

Add several languages to all existing and future websites, such as English, Italian, French, Spanish, Russian, and Chinese, to create a single website that is multilingual.

Set the default language for each website based on where the company is headquartered or where the main project is being developed. For example, Manuel's personal website should have the default language in Italian and the option to read the texts in all five other languages, whereas FINSOR, ROSWEALTH, and any company with multiple locations around the world, including restaurants, should have the default language in English as well as the contents in the local language of the country where they are open. This means that FINSOR and ROSWEALTH, WOMANIZER, PASTAFLY, REMAR and all other comparable company website must display all texts and contents in all single languages spoken in each of the 12 or more approved nations throughout the world where they will be located. The IDENTITA ITALIANA only in Italian.

Update all existing single social media profiles and create new ones for all new companies and project ad concepts approved, using the same style, creation, and setup method from the name, email address, password, picture profile, logos, and contact information already expressed throughout the existing profile.

If necessary, alter or transfer all existing websites that are already running and developed on wix.com to more professional platforms such as wordpress.com or similar, more advanced websites that can be easily accessed on Google or any research platform.

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Managing Wealth...

Create a strong SEO structure for each website and social profile with the goal of appearing on the first page of each desktop and mobile engine search. Conduct research by excluding the direct company name and typing only any personal name part of the company, industry, type of business, category, or brief description.

Create each website to be easy to manage and visible from a PC, laptop, iPad, mobile, and TV, offering logical, practical, and fast navigation options to reach the main information the majority of the users usually are looking for during research.

Create a dedicate website for AMBROGIO, ITASON, Manuel Books Store, and AUTOMAT CASINO developing an e-commerce website with the majority of its activities focused on selling products and services, accepting all types of digital, credit card payments, and forming partnerships with various external service providers such as DHL, FedEx and any other most appropriate to ship the goods and articles purchased by clients. The whole connection to our website with DHL, FedEx, or UPS must be established in order for each customer to immediately receive a tracking code, order number, and a schedule for the time and date of products pick-up and delivery.

Add the "OUR REFERENCES" page to each profile webpage, where you can upload all sorts of corporate, financial, partnership, bank, and third-party reference letters or statements issued by any of our partners, suppliers, or anyone else who comes into contact with any of our company's members of the group.

Keep updating the "NEWS" section of each website to announce all single departments, events, and any other news linked to any firm or individual member of the group, sharing the information with all relevant social media profiles.

Create a web management team capable of planning, creating, running, and showing our published contents and information on the first page of each third search engine, parallel websites, social media, business newspaper profile, e-commerce page, and similar channels.

The Web Executive is in charge of managing the entire website, publishing and updating all content, and customizing each website to promote the related company or individual development.

The Web Executive team must include the following profile:

- a. **Web Designer** must have the mission of designing, structuring and developing the primary website structure, as well as modifying and upgrading all individual technological components.

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- b. **Web Analyst** is in charge of assessing each individual website and social media profile, including the performance of each individual post, with the goal of empowering the performance, as well as repairing and modifying the plan to achieve better outcomes in terms of exposure and presence in the public domain.
- c. **SEO Executive** in charge of performing all technical tasks on each website and social media profile or media channel such as YouTube in order to create a solid and prime technical structure necessary to boost the visibility of each website and social profile in a public area, but especially on how to attach customized followers, appear on dedicated business-related results, search engines, placing each website, social media account and profile on top of each page, along with providing precise arguments to convey online research executed by third parties.

When necessary, form a web management team comprised of any other profile capable of ensuring the highest online presence for all individual webpages and profiles, with the goal of having an internal autonomous team capable of producing a prime website department, which must include profiles capable of and specialized in developing "coders."

Managing e-commerce websites such as Manuel's book, AMBROGIO, ITASON, and others that sell a product or service in order to collaborate with the logistics and banking departments, as well as the administration, to ensure that each step is followed in accordance with their policies.

Performing a range of IT, marketing and website development tasks to ensure our organization has functional websites representing our image and interest allowing users to navigate easily, responding to security issues and troubleshooting and resolve a variety of website performance issues, ensuring each website has accurate and current domain and hosting information to prevent potential downtimes.

The present profile must execute the following tasks:

- While exact responsibilities may vary, common duties for a website manager include:
- Align the website with the organization's brand, strategy and standards
- Audit content and remove duplicate information
- Assist with social media campaigns and other marketing efforts
- Complete tests to ensure website efficiency and quality
- Create strategies to improve website traffic
- Develop website content to support organizational goals and strategies
- Ensure the website complies with the appropriate laws and regulations

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- Evaluate competitors' websites
- Follow industry best practices
- Identify ways to improve website user experience
- Implement security measures to protect websites
- Keep the website's domain and hosting registration current
- Manage pay-per-click and search engine optimization campaigns
- Monitor for website security breaches and respond to them as needed
- Plan, create, implement, manage, monitor and update websites for organizations
- Produce sitemaps that represent and visualize the website's structure and functions
- Reply to, troubleshoot and resolve website issues
- Update website coding frequently

The present profile must have the following skills:

- Content management systems (CMS)
- Copyright regulations
- CSS
- Firewalls
- HTML
- Intrusion detection systems (IDS)
- Intrusion prevention systems (IPS)
- JavaScript
- PPC campaigns
- SEO
- Security audits
- User experience (UX)
- Web-based proxy
- Website accessibility standards

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81. SOCIAL MEDIA EXECUTIVE (SME)

The Social Media Executive is in charge of maintaining our company's social media accounts and profiles to guarantee the presence our organization on the public domain and media, which includes all profiles and accounts for all companies' part of the group, created on current and future platforms, having the mission of creating and curating content, engaging with followers, monitoring social media channels, and analysing performance metrics, paying special attention to potential comments posted by anyone with the intention of defaming and harming the any member and company's image and reputation.

The Social Media Executive plays a crucial role in shaping our company's online presence and engaging with its audience across various platforms, being responsible for developing and implementing social media strategies that align with the overall business goals, helping to enhance brand awareness, drive traffic, and increase customer engagement. By effectively communicating the company's message and values, contributing to the organization's marketing efforts and overall success.

The Social Media Executive include managing daily social media operations, creating and curating content that resonates with the target audience, and analysing performance metrics to inform future strategies. They may also lead a team of content creators and community managers, ensuring that all social media activities are coordinated and consistent with the company's objectives. Additionally, the Social Media Executive often collaborates with other departments, such as Web, Graphic and Video departments, to enhance the customer experience and meet business targets.

The Social Media Executive is in charge of exclusively managing all single social media profiles, monitoring their online presence, posting new content, responding to each post, comment, or private message received by a follower, and working to acquire more dedicated followers, thereby increasing the visibility of their profiles.

Modify existing videos that have been updated and published on social media in Italian language, finding a way to add subtitles while keeping each video on the social media profile without removing and re-posting.

Upload all prior and future videos to the appropriate websites and social media pages, keeping in mind that certain videos may be released on several profiles since they involve or represent more different company elements within the group. At this point, it is necessary to establish and implement a publication scheduled plan. Each message, tweet, and post must have its own file published onto the proper social media network and account.

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Upload the videos following the publishing strategy to keep separate any video representing Manuel personal contents, which must be published only on his personal profiles, from business interviews, which must be uploaded on all his personal social media profiles, along with all other related business accounts, such as the YouTube channel and corporate websites like FINSOR, including all related companies web pages promoting activities in line with the contents expressed on each video.

Create a dedicated team to handle all single social media profiles created for each individual member, company, or product, with the mission of opening, managing, and developing a profile for each person or organization, ensuring that each company and selected member has multiple profiles on Twitter, Instagram, Facebook, TikTok, LinkedIn, and other major platforms, and combining them all. It is critical that every piece of information, image, or text is automatically posted across all social media platforms at the same time. As a result, all individual social profiles under each name should be linked to a single platform, such as "Hootsuite," which allows you to view all social media profiles while also controlling each piece of information and posting.

Set a policy requiring that all content—picture, video, document, sound, text, announcement, or idea—be published on each individual profile on a personal schedule of three times per week in order to keep all social media profiles active, inviting people and followers to get the most up-to-date information while also stimulating curiosity.

Create a weekly scheduled program to upload all single videos created for each profile, such as Manuel's "100 Domande" interviews, company business interviews, or anything else created and related onto all independent YouTube channels, and set the publishing date and time in accordance with the current policy, which requires setting online videos every two days at 10:00 a.m. in the related country time zone where the video is referred to for its content or language. If the video contains content in Italian or is relevant to Italy, it must be set to be online and visible at 10:00 a.m. Italian time, keeping the present method regardless of the country or time from which it is uploaded or maintained.

By default, upload all videos, enabling the function to select subtitles in Italian, French, Spanish, English, Russian, and Chinese, allowing everyone watching that video choosing the subtitles he prefers, in case the video is also uploaded on the related YouTube channel, enabling the option to have subtitles in all languages where the video is watched, including German if it is watched from Germany.

Modify all of Manuel's existing 100 videos forming the "100 Domande" interview, which are currently available on YouTube, and add the option to activate all subtitles for each video actually online for all six languages selected, working with the Editor Department to have the entire interview written using appropriate words rather than what the YouTube system automatically offers.

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Only each website, social media profile, and page dedicated to press articles should include a link to any press release that will be published on the Internet or by any media platform in the world in order to increase the number of references to each profile and website, as well as to value each company media page and account.

The person in charge of the social media profiles must be multilingual and fluent in at least Italian, French, Spanish, and English, especially while handling Manuel's personal profiles and communication channels.

A policy, strategy, and method for responding to any post, message, or comment must be developed and followed, including the limits and freedom of action that the profile in charge of this mission must have, as well as the fixed weekly meeting in at the office completely dedicated to reading all messages received to Manuel, which will decide the type of response to each message, particularly for all messages relating to personal answers and private life.

The Web Executive team must include the following profile:

- a. Junior Social Media Executive:** Focuses on basic tasks like content creation, scheduling posts, and community management. This role is often entry-level and may involve learning on the job.
- b. Senior Social Media Executive:** In addition to managing day-to-day tasks, this role involves strategic planning, campaign management, and performance analysis. Senior executives may also mentor junior team members.
- c. Social Media Assistant:** Oversees the entire social media strategy for a company. This role includes managing a team, setting goals, allocating budgets, and tracking return on investment (ROI).

They may also work with other departments to ensure that social media strategies align with overall business goals.

Some specific responsibilities of a social media executive include:

- Developing and implementing social media strategies
- Creating and scheduling posts across various platforms
- Monitoring social media channels for feedback and engagement
- Responding to comments, messages, and mentions in a timely manner
- Analysing social media performance using tools like Google Analytics
- Collaborating with marketing, sales, and customer service teams
- Staying updated on social media trends and best practices

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The present profile must have the following skills:

- To be creativity showing interpersonal abilities.
- Ability to write clear and engaging content for various platforms.
- Developing unique and compelling social media campaigns.
- Familiarity with social media management tools, analytics platforms, and content creation software.
- Ensuring that posts are error-free and align with the brand's voice.
- Ability to handle multiple tasks and deadlines simultaneously.
- Ability to interpret data and make informed decisions based on insights.
- Working effectively with team members and engaging with the online community.



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82. PRESS EXECUTIVE (PRE)

The Press Executive must deploy an extensive journalism expertise with a focus on business and personalities with the ability to write and create texts, descriptions, and reports to evidence and valorise the complete organization as well as the individual members composing the corporation. It must be retained as the source of our reputation, from which our partners, clients, and potential collaborators will obtain the information they require to decide whether or not to collaborate with us; it is the source from which the entire world of people and corporations will pass judgment on each of us.

The way each piece of information is created and published is critical to our future and serves as the foundation for individuals to construct their own opinions about us, both individually and for each firm part of the group. This is why the present profile in charge as well of the press department must be capable of not only elaborating and creating press contents, but also of expressing each point, concept, and description in order to provide value, solidity, reputation, trust, success, and reliability to each individual member and company object of the press release and the related topic publicly expressed.

The Press Executive must maintain ties with a wide range of significant newspapers, television channels, publishers, and journalists in order to distribute and spread its content, press releases, statements and announcements to the world's key agencies. The primary goal will be to shine a light on our organization and each individual members of the organization for every single achievement, decision, result, cooperation, partnership, project, and anything else that is part of our everyday business, performance, and progress with the mission to inundate the public source of information about us.

The present profile should be viewed as our private internal press office, in charge of developing and distributing any type of public announcement, from a simple post on a social media profile to a TV channel, for the benefit of each individual enterprise within the group, adopting a publish strategy to target precise moments, subjects and communication platforms necessary to strength our prestige and reputation for a general audience but especially for professionals operating within our industry.

The Press Executive role is vital in shaping and maintaining a positive public image for the organization, being responsible for developing and implementing communication strategies that align with the company's objectives, ensuring that the brand's message resonates with its target audience. By fostering strong relationships with the media, stakeholders, and the public to enhancing brand visibility and driving business growth.

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The present profile, on a daily basis, manages various operations, leads teams in executing public relations campaigns, and oversees specific areas such as media relations and event planning, creates press releases, coordinate promotional events, and analyse public sentiment to effectively adapt strategies to help the organization achieve its goals while improving the overall corporate media presence.

In addition to creating and managing content for press kits and social media, the Press Executive engages in direct communication with staff and customers to build rapport and address any concerns. They often oversee operations related to event planning, ensuring that promotional events run smoothly and effectively enhance the brand's visibility ensuring that the organization not only communicates effectively with its audience but also builds lasting relationships that contribute to its success.

The present profile executes the following tasks:

Publish all articles that have already been uploaded to the press release portal PRESSAT and revise the text before starting with publication.

Distribute all current and future press releases, announcements, and reports to key channels, media, newspapers, bloggers, influencers, radios, magazines, and anywhere else using global partnerships and approved languages.

Each press release, announcement, statement and piece of information must publish in six languages, as well as the language in which the event or object of the press release is linked. For example, if an event or business cooperation is signed in Sweden, the content is published in Swedish on all local major media.

Create an official partnership with all major, prime, and reliable press agencies, TV channels, magazines, business editors, radio, newspapers, bloggers, influencers, and business reporters associated with prime media platforms, with the agreement to share all content written by our department with the goal of being published on their channels worldwide.

Create a weekly schedule of posts, material, and messages to be published and shared on each relevant social media account for each firm and individual element of the organization.

Respond to all inquiries received by email at press@roswealth.com along with all others press email addresses related to all single company websites and profiles, with the objective of keeping the connection and communications established with various persons, agencies, corporations, and anyone else fully active with the mission to satisfying each query.

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Supervising and responding to every comment or post made by any follower on all of the social media accounts we currently have and will create in the future, as well as blogs, websites, videos, and anywhere else on each public profile, to ensure that no messages or questions go unanswered.

Sign agreements with newspapers, media, TV channels, business magazines, and other appropriate sources to report our news under specialized sections such as business, company profile, and events, as well as any other category suited to the type of material contained in the text.

Create a cooperation with prime media and journalists worldwide who send our content to be published in their area where the single newspaper is located to have a large visibility in many languages in the world.

Collaborate with top journalists from a major TV channel to organize tailored interviews to publish events, results, accomplishments, and information about individuals and organizations in our group. The goal is to be interviewed by prominent journalists and have the interview published or broadcast on their television network.

Create a collaboration with important business publications and newspapers with the objective of publishing Manuel's book in many languages, one for each linked country or continent, in conjunction with their monthly or weekly releases. The goal is to form a partnership with, say, Financial Times Weekend to associate Manuel's book with the weekly edition. Totally free of charge, allowing the consumer to purchase the FT weekend and receive it as a free supplement, Manuel's Books, or any other corporate publishing we will produce, such as the future FINSOR MAGAZINE.

Generate and respond with appropriate content to all major queries and requests from professional media operators, keeping in mind the idea of releasing the content in a proper manner with a strategy, making sure to deliver a message that cannot be manipulated using crystal-clear expression and words, knowing that journalists will use our information to rework the meaning before publishing the news under their single vision.

Create a fixed calendar for releasing all press releases promoting all individual events that will be held in support of each company in the group, with a focus on sharing event news with Glamour Magazine, Tv Channels, Luxurious Hotels and Private Jet companies and any other most prestigious platform.

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Create a variety of new press releases to support each news mission related to any single decision in the development, creation, and implementation of a project in order to gain strong and widespread visibility online and in the public domain for each company and individual member of the group, not just for ROSWEALTH, but for all single activities forming any company part of the group. Maintaining the policy of publishing each communication connected to a new event, development, investment, achievement, or agreement carried out by any member, company, or individual inside our organization. After finishing a text, email each file to the Coordinator, who will forward it to the Marketing, Web, and any other concerned departments, who will distribute the content across all media channels selected and in all languages permitted and required by our campaign strategy.

Revise all existing press releases in our Pressat account, delete any that have expired, pay the fee request, and publish all fresh press releases on the first Monday of each month.

Create a new agreement with major and prime media channels, TV, radio, and newspapers in each country where we have operations under any of the group's companies, but especially with business-dedicated financial and corporate newspapers and magazines, to distribute our press through customized and prime professional channels required to valorise identity and firms.

The present profile must execute the following tasks:

- Develop and implement effective public relations strategies to enhance the company's image.
- Supervise and coordinate the work of PR staff and interns to ensure smooth operations.
- Manage media relations by building and maintaining relationships with journalists and influencers.
- Craft compelling press releases, articles, and other communication materials to promote company initiatives.
- Monitor and analyse media coverage to gauge public perception and adjust strategies accordingly.
- Organize and coordinate press events, product launches, and promotional activities.
- Collaborate with marketing and sales teams to align PR efforts with overall business objectives.
- Manage the company's social media presence and online reputation through regular updates and engagement.
- Conduct market research to identify trends and opportunities for enhancing public relations efforts.
- Prepare reports on PR campaigns and initiatives to measure effectiveness and inform future strategies.

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The present profile must have the following skills:

- Strong verbal and written communication skills
- Proficiency in PR software and tools (e.g., Cision, Meltwater)
- Ability to craft compelling press releases and media content
- Excellent organizational and project management abilities
- Strong interpersonal and relationship-building skills
- Critical thinking and problem-solving capabilities
- Experience in social media management and digital marketing
- Leadership skills and the ability to work in a team environment



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83. MARKETING EXECUTIVE (MAE)

The Marketing Executive represents a sensitive region of the entire office, as it is the production wing for all messages, products, and images we will disclose to the outside world, which will serve as the basis for how we will be regarded, evaluated, and considered. As a result, a minor mistake in strategy, approach, or publication could have an impact on our value and consideration as a firm while also harming our growth goals.

The present profile must be adopting the most exclusive professional method, be capable of developing prime strategies necessary of generating success in terms of increasing consideration, prestige, trust, and value associated with each individual, company, project, or simple product proposed or linked to any firm part of the group.

The Marketing Executive must acquire primary talents based on extensive expertise in marketing companies, devising strategies for operating in certain areas such as banking, investment, finance, Moda, fashion, multinational corporations with a global presence, glamour, and luxury.

The Marketing Executive must develop and implement marketing strategies to promote products or services, conduct market research, analyzing trends, coordinate marketing campaigns, and collaborate with various teams to drive brand awareness, customer engagement, and corporate reputation growth.

The present position oversees supervising and managing the entire department, coordinating all individual operations to develop marketing strategies, solutions, and collaborations with external partners and media outlets all over the world.

The team must be formed the following profiles:

- a. **Publishing Executive** in charge of organizing a strategic program to spread and release our products, gadgets, marketing materials and anything else in a top-tier business magazine published all over the world, including partnerships with shops and commercial partners with visibility that matches our strategy, industries, and vision.
- b. **Digital Executive** is in charge of arranging and developing a marketing strategy to promote an individual, company, product, initiative, results, achievement and everything else on all selected digital channels, media, and partners with the objective of adhering to the same strategy imposed on the whole marketing program but dedicated to all digital platforms where our material will be published and distributed.

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The present profile must have the following tasks:

Create an internal team capable of carrying out any type of professional marketing mission in a variety of locations and languages, being very creative, deliver original concepts in line with our missions, and be able to value any area of our business.

Prepare all final marketing strategies in collaboration with the video, photo, editor, graphic, web and any other necessary departments, as well as procurement and logistics, to produce the final product or gadget to use throughout the marketing campaigns.

Contact and sign a collaboration agreement with major marketing agencies, newspapers, TV channels, radios, internet platforms, blogs, and similar entities in many countries throughout the world, particularly those where we will operate under any form or company name with the mission to associate our gadgets to their media platform.

Contact and sign a partnership agreement with a major newspaper, TV channel, radio stations, internet platforms, blogs and prime marketing agencies like WPG with presence in various countries and any other marketing distributor in order to be able to deliver, promote and publish our content on their individual channels.

Contact and sign a partnership agreement with a major newspaper, TV channels, radio, internet platforms, blogs, and prime marketing agencies with a global presence, such as WPG, as well as any other marketing distributor, in order to deliver, promote, and publish our content and campaigns on their respective channels.

Contact and sign a partnership agreement with major private jet, yacht, and concierge company operators, as well as hotels, limousine services, helicopter services, private exclusive business clubs, and airlines companies, with the intention of publishing our brands, content, and products among their existing magazines, already offered to their clients inside each vehicle, room, and for any service, but especially to distribute and position our logos and gadgets inside each vehicle, jet, yacht, hotel room and similar.

Produce any type of marketing product that is limitless and customized with the tailored style, design, shape, and message we wish to express, while adhering to the main strategy to promote the principles, values, or messages, which is to evidence with the mission to guarantee prestige, solidity, respect, consideration, class, luxury, and exclusivity to each and every aspect of the company.

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Create a marketing campaign for each firm, product, and project within the organization, as well as a separate marketing campaign for each major member part of the company's management team with the mission to raise the personal value and popularity.

Create numerous contracts with top modelling and fashion agencies worldwide with the goal of finding different profiles, both men and women, for each of our future campaigns, events, video promotions, corporate videos, interviews, product or company promotions, and anything else.

Create a line of boxes containing each Manuel's book to ship and deliver each book in a prestige and exclusive setup inside a luxury box folded of blue leather, with a white silk cover inside the box, with a bag of blue silk to insert the book and a pair of white gloves with the initials MR embraided at the top of the hands, setting the pair of gloves on top of the book before closing the box with a dedicated card, containing a personalized message written by hand to the receiver.

The present profile must have the following Responsibilities:

- Develop and execute strategic marketing plans to achieve business objectives.
- Conduct market research to identify trends, competitor activities, and customer preferences.
- Create engaging content for marketing materials, including advertisements, social media posts, and website content.
- Manage digital marketing campaigns across various platforms, including social media, email, and search engine marketing.
- Analyse marketing metrics and KPIs to evaluate campaign performance and optimize strategies.
- Coordinate with internal teams and external agencies to ensure consistent branding and messaging.
- Plan and coordinate marketing events, such as product launches, trade shows, and promotional activities.
- Stay updated on industry trends and best practices to recommend innovative marketing approaches.
- Collaborate with sales teams to develop integrated marketing and sales initiatives.

The present profile must have the following Qualifications:

- Bachelor's degree in marketing, communications, or a related field.
- Proven experience in marketing roles, with a focus on digital marketing preferred.

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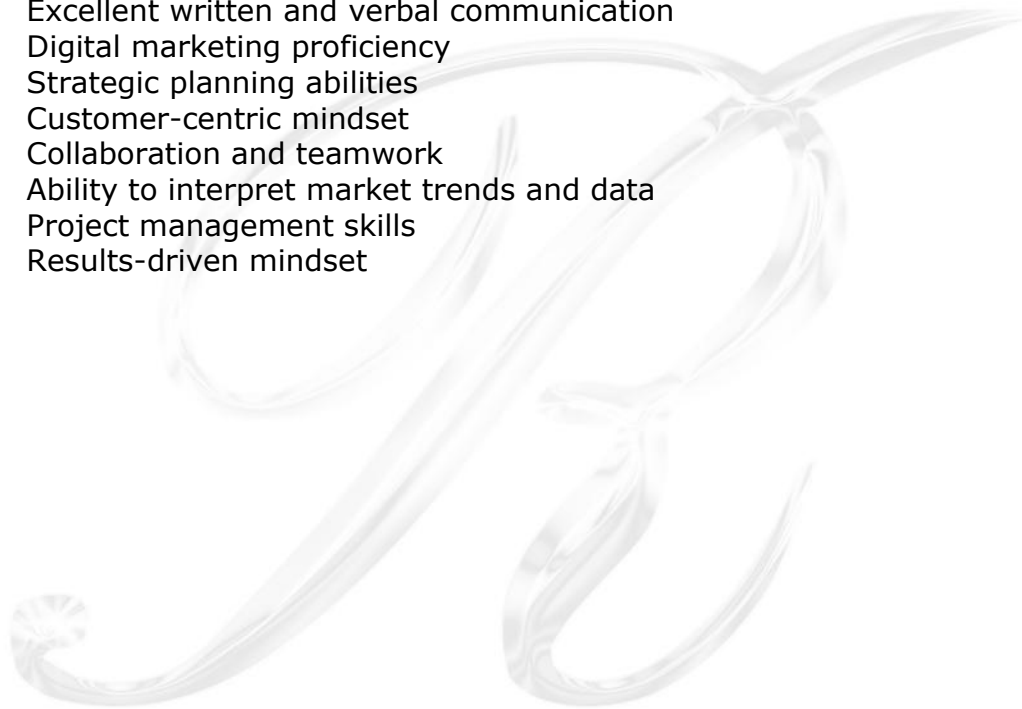
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- Strong written and verbal communication skills.
- Proficiency in digital marketing tools and platforms, such as Google Analytics, social media management tools, and email marketing software.
- Creative thinking and problem-solving abilities.
- Ability to work independently and as part of a team.
- Strong project management and organizational skills.
- Results-driven mindset with a focus on achieving targets and objectives.

The present profile must have the following Skills:

- Creative thinking and innovation
- Strong analytical and research skills
- Excellent written and verbal communication
- Digital marketing proficiency
- Strategic planning abilities
- Customer-centric mindset
- Collaboration and teamwork
- Ability to interpret market trends and data
- Project management skills
- Results-driven mindset



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84. LOGISTIC EXECUTIVE (LOE)

The Logistic Executive must oversee the full process of shipping a product, from preparation, packaging to delivery into the recipient's hands, arranging the complete mission, to handling any type of shipment from any location to any destination in the world.

The Logistics Executives must ensure that goods reach customers in a timely manner by overseeing storage and distribution processes, optimizing the flow of goods and materials, coordinating with various stakeholders to ensure seamless transportation and distribution, adopting any necessary decision to maintain efficiency and resolving any logistic-related issues promptly to support the company's supply chain objectives.

The present profile must adopt the strategy and methods adopted by the major shipment firms such as DHL, including the entire management process related to the shipping, preparing documents, customs requirements, and anything else necessary to move a single package, regardless of size, from the request to the deliver into the receiver's hands, developing each step to achieve the mission in favour of anyone located anywhere in the world, involving and coordinating all processes with all essential departments to receive all documentation and assistance needed to complete each shipment.

The Logistics Executives must look at the life cycles of the products, including the design, acquisition, storage, shipping and delivery, to make the process as efficient as possible, working with suppliers and the Procurement Department to improve the acquisition of materials to ensure the company meets their needs, coordinating internally with other departments to improve internal processes along with analyzing the current situation and measure improvement when changes are made.

The present profile ensuring compliance with the relevant safety and logistical regulations is another key responsibility for logistics executives, conducting frequent inspections on warehouse to ensure that our products are fully produced, functional and safe to use as per our instructions.

The Logistics Executives must coordinate the inventory of the warehouse and supplier factories to ensure that they maintain sufficient stock, keeping detailed records of newly arrived products, including the items that are going out to customers or beneficiaries, guaranteeing a perfect inventory management with all types of warehouse and suppliers, storing raw materials to ensure that there are enough supplies to send to production facilities, monitoring distribution

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The present profile must execute the following tasks:

Create a team capable of administering and developing the policies required to ship and supply any form of article, document, or gadget all over the world in favour of any member, partner, customer, or simply a follower.

Create all necessary agreements with major shipping companies around the world, such as DHL, FedEx, UPS, and others, linking corporate bank accounts to each related company, with the mission of shipping anything that may be required on behalf of any company part of the group, but especially to support the activities related to the projects AMBROGIO, Manuel's Book, ITASON, and any other company or future activities, setting the single agreement for being able to ship from a simple envelope to a major container.

Create the agreements to link the shipment company's system to our e-commerce websites, with the goal of having a system that will automatically generate a tracking number, pick-up and delivery dates, and share all communications directly and automatically with all parties involved via emails/SMS.

Create a database containing all forms of information about anyone who requests any of our articles, products, documents, gadgets, or services via any of our websites, with the goal of creating a uniform portfolio of clients that can be shared by all companies.

Creating a database with all individual information about persons who submit requests for Manuel's Book via the proper form on the related website, recording as much data and information as feasible in order to construct a consistent database.

Proceed promptly to ship and send any Manuel's book to anybody who requests a copy, following the permitted procedure that requires to execute a due diligence on the recipient before sending a book for their benefit.

Set up a logistical strategy and agreement that allows us to transport any type of object, from an envelope to a major piece of furniture, gadget, or equipment, for any asset, property, office, yacht, private aircraft, or car in our portfolio anywhere in the world.

Create a policy in collaboration with the administration department and management to understand the specifics of each order that must be dispatched, as well as the payment or invoicing status, informing and communicating with the client or receiver throughout the process, until he or she acknowledges receipt of the shipment and determines level of satisfaction.

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The present profile must have the following Responsibilities:

- Coordinate and oversee the transportation and distribution of goods.
- Manage inventory levels and ensure timely order fulfilment.
- Liaise with suppliers, manufacturers, and customers to ensure smooth operations.
- Resolve any logistical issues or delays promptly.
- Monitor and manage transportation costs and budgets.
- Implement and ensure compliance with logistics policies and regulations.
- Optimize logistics processes to improve efficiency and reduce costs.
- Prepare and analyse logistics reports and metrics.

The present profile must have the following Qualifications:

- Bachelor's degree in Logistics, Supply Chain Management, or a related field.
- Proven experience in logistics, supply chain, or transportation management.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in logistics software and tools.
- Ability to work under pressure and meet tight deadlines.
- Understanding of logistics and supply chain management principles.

The present profile must have the following Skills:

- Logistics Management
- Supply Chain Management
- Inventory Control
- Transportation Coordination
- Logistics Software (e.g., SAP, Oracle)
- Data Analysis
- Problem-solving
- Budget Management
- Microsoft Office Suite
- Communication

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85. PROCUREMENT EXECUTIVE (PRE)

The Procurement Executive is in charge of acquiring goods and services required by our organization and related members, extending operations in favour of all single companies within the group, with the mission of securing high-quality products at the best possible prices, ensuring cost-efficiency without sacrificing value.

The present profile must negotiate with suppliers and carefully evaluating proposals to identify opportunities for favourable pricing and terms, building strong supplier relationships and recognize value-added options to secure advantageous deals, which align with the organization's strategic goals and financial objectives.

The present profile is responsible for sourcing materials, both direct and indirect, based on the needs of different departments, properties, assets, offices, yachts, private jets, and anything else part of the portfolio, ensuring that the organization and all related services have the necessary supplies to function smoothly but are especially capable of satisfying the members and guests needs and wishes.

The Procurement Executive must oversee delivery schedules, ensuring timely arrivals and coordinating purchases to avoid issues like shortages, damages, or overcharges; implement and optimize procurement practices to enhance efficiency and support the organization and member's broader operational strategy and needs; manage and streamline procurement operations at the highest level; oversee the procurement process; and also develop and execute sourcing strategies to maintain quality standards, ensure timely deliveries, and optimize the supply chain, which will help the firm succeed overall.

The Procurement Executive must impact the success the whole organization buying process, being curious about new products, solutions and innovation related to any article, products and solution adopted and acquired with the mission to constantly apport new solutions and modernity improving the image, exclusivity and prestige of the organisation along with the comfort and pleasure of each member.

The present profile must take orders from any department, office, subsidiary corporation, property, asset, yacht, private aircraft, and any other associated firm that requires any type of material, product, service, or anything else necessary to keep the activities going and the members comfortable, selecting the most appropriate supplier capable to deliver the request directly to the related location.

The Procurement Executive must also purchase the classic grocery for any related property, asset, office, yacht, or jet, as well as any subsidiary entity that serves as the point of concentration for the purchasing order, which is executed independently of the article or product required and from which the items or services must be delivered.

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The present profile must be considered the only point of contact for all types of needs manifested by anyone part of the group and associated with any office, subsidiary, property, asset, company, yacht, jet, or any other location, regardless of location, and the only member authorized to purchase anything from a bottle of water to an expensive vehicle, as requested and approved by management.

The Procurement Executive must follow the purchasing policy to validate a request anyway before performing an order to the supplier, which imposes the approval of the related Chief of the Department confirming the true need for the articles requested by the member associated with the property, office, or asset, as well as the Administration approval, along with verifying if the requested products are available within the stock and the reason why they have been used or consumed before sending the order.

The present profile must have the following Responsibilities:

- Interview suppliers, visit suppliers' plants and distribution centres to examine and audit products, service and process.
- Resolve suppliers of sub-contractor grievances, and claims against suppliers.
- Handle claims and rejection settlement.
- Liaise with Store, material planning division and sales department to ensure all progress of orders and requisition are well communicated.
- Perform buying and negotiation duties.
- Inspect equipment, structures, or materials to identify the cause of errors, quality or other problems or defects.
- Study sales records and inventory levels of current stock to develop strategic purchasing programs that enable viable decision made.
- Confer with QA department/production users and suppliers to discuss defective or unacceptable goods or services and determine corrective action.
- Attends meetings, trade shows, conferences, conventions and seminars to network with people in other purchasing departments.
- Clarify and justify all requisition are being carefully check and studied before a bulk purchase is raised via the Purchase Requisition.
- Monitor changes affecting supply and demand, tracking, market conditions, and international price trends to determine a fair buying price.
- Negotiate, or renegotiate, and administer contracts/orders with suppliers and other representatives.
- Respond to internal customer and suppliers' inquiries about orders status, changes, or cancellations.
- Process purchase requisitions / orders within purchasing authority.
- Formulate policies and procedures for any purchase proposals and procurement of goods and services.

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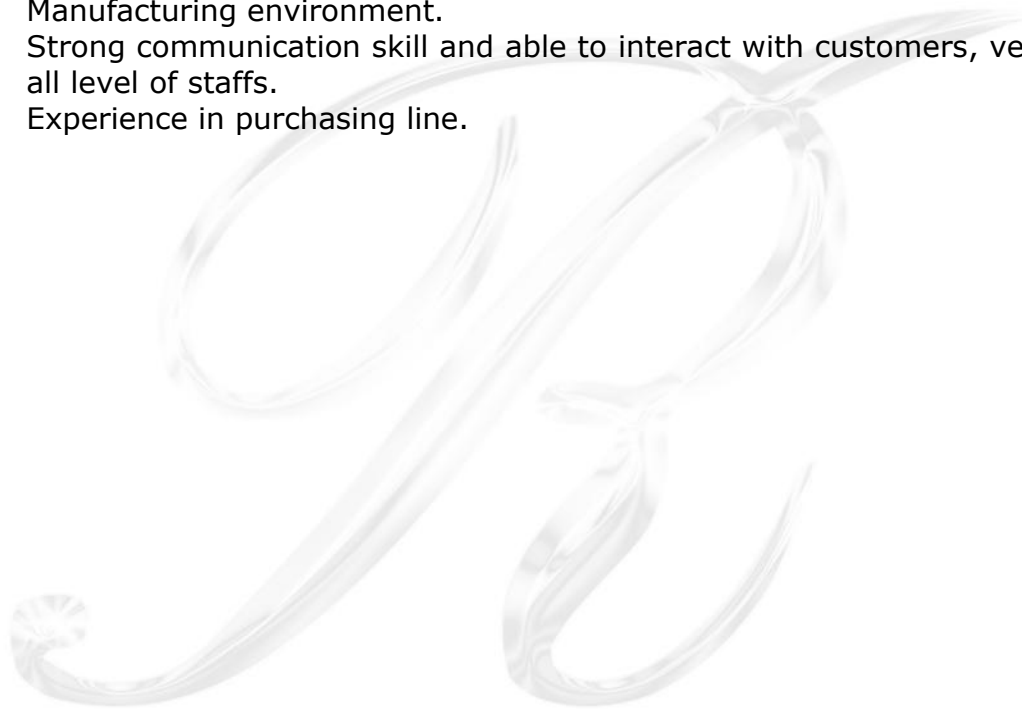
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The present profile must have the following Requirements:

- Must be able to work under minimum supervision, independently, dynamic & fast-paced environment and meet critical deadlines.
- Strong written and verbal communication skills are required.
- Resourceful with positive attitude and able to work independently.
- Familiar with ERP system is an added advantage.
- Candidate must possess at least a bachelor's degree, Post Graduate Diploma, Professional Degree, any field.
- Computer literate with proficiency in Microsoft Office applications.
- Required skill(s): MS Office.
- At least 2 years working experience in related field.
- Degree / Diploma with 2 – 3 years working experience preferably in Wood Manufacturing environment.
- Strong communication skill and able to interact with customers, vendors and all level of staffs.
- Experience in purchasing line.



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86. INTERIOR DESIGNER EXECUTIVE (IDE)

The Interior Designer Executive serves as the source of our investment realizations, where new ideas will be developed to build properties, assets, vehicles, yachts, planes, and anything else we may choose to produce and realize, updating the current list of projects.

The present profile must be capable of completing projects for properties, offices, restaurants, single furniture, and anything else linked to establishing an interior design for any office, asset, property, vehicle or anything else part of our development strategy that we wish to actualize, create, or refurbish.

The Interior Designer Executive must act as private architects and designers for all assets owned by the group, as well as have the vision to work on new projects from the ground up, changing any existing projects in any shape and industry.

Execute the following major tasks:

Create a team capable of creating any form of new construction, including residential, commercial, large-scale projects, warehouses, industrial, and complex structures, as well as interior and exterior design and production.

Create a list of external architects, interior designers, and engineering firms in the cities where we want to invest, build, or refurbish any asset in order to create the main guidelines of each project and hand over the initiative work to the external firm to complete and run the operations with all selected subcontractors in charge of bringing the project to life.

Create and revise all fit-out styles, furniture models, and the actual internal design of the current asset, properties, and vehicles in the company portfolio, with the goal of modernizing, refurbishing, or modifying any area, point, or structure of the building that will be changed or refurbished.

Create an agreement with significant suppliers for furniture, fit-out, technology, and anything else required to actualize and achieve the outcome represented throughout the final rendering that will be accepted, including customized articles and products.

Create the mega project "MANUELAND" based on the descriptions in the materials and create a virtual 3D video tour that allows individuals to explore the project's sections from their mobile or laptop. Collaborate with the video, graphic and photo departments to create the complete long video presentation and description utilizing the virtual tour 3D version.

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Create the private property project "**REGGIA ROSWEALTH**" in accordance with the description provided throughout the documents, as well as the complete project in accordance with the points stated above for the project "**MANUELAND**".

Create a business project to realize all different types of offices, shops, and warehouses for **AUTOMAT** in Italy in order to adapt the main model approved to each single property shape that will be selected where to create the point of work according to the project in order to deliver to each local interior design firm what we require and how any single type of point of work must be created and formed.

Create the business project to realize the "**WOMANIZER**" Restaurant Club, following the description expressed throughout the documents and the first version of the project already created and present in the file, in order to deliver the simple to each local interior designer selected at any country and destination, requesting that our partners only adapt the project to each real estate property shape.

Create a business project to expand and create "**REMAR**" offices and the "**REMAR STREET**" shops using the same technique as described above for "**WOMANIZER**."

Create the business project to realize the project called "**PASTAFLY**" in accordance with the description expressed throughout the documents, including the single trolley that will be the same all over the world, as well as the internal structure of the store and technical points that will be created inside and at each airport in the world, using the same strategy as described above for "**WOMANIZER**."

Create a business proposal to realize "**THE ASCENDER**" studios, using the description throughout the documents and the technique described above for "**WOMANIZER**."

Create a new refurbishment design for any properties and assets in our portfolio that require a change, such as a new style.

Create new partnerships with specialized architectural firms to oversee and develop the designs to build and realize the super mega yacht **ROSWEALTH SEAONE**, which must be built with the Italian shipyard Cantieri Mariotti and the architect Antonio Luxardo, who already has the details and created the yacht's initial concept.

Create new partnerships with specialized architectural firms to oversee and develop the designs to build and realize the Motorsport Academy **ROSWEALTH SCUDERIA**, which must be built with the French Interior Design firm Wilmotte & Architect, who already has the details and created the yacht's initial concept.

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Managing Wealth...

87. PARTNERSHIPS EXECUTIVE (PAE)

The Partnership Executive represents the office in charge of controlling and supervising, as well as managing our external partnerships formed to buy partially or entirely existing and external enterprises in which we want or will wish to spend our fortune.

The current profile should centre on external acquisitions of existing and functioning businesses in a number of industries. For example, if we want to buy a football club by injecting new equity, the current profile representing the company ROSWEALTH PARTNERSHIPS LTD will act as the shareholder representative, arranging meetings and exchanging data and information with the independent management of the acquired company, as well as the related partners' professionals.

The Partnership Executive must act by adopting the significant managerial vision as well as the excellent strategic skills necessary to purchase participations or businesses with a strong growing capacity, acting on behalf of the entire organization with the mission of generating, carrying out, and managing external company activities developed by management, acting as owner representative, and reporting to ROSWEALTH's management on the methods, policies, and strategies.

The present profile must include individuals capable of associating professional firms with experience in financing, taxes, equities, balance sheets, marketing, and valuing the executed investments, as well as serving as the sole point of contact for external company management, with the mission of keeping exchanges, meetings, and information under control and constantly updated without the risk of loss due to mismanagement, delay, or errors, completing all due diligence, and communicating the results, issues, updates, requests, and points of contact to ROSWEALTH's management.

The Partnership Executive performs his functions with a focus on delivering value to the business through integration readiness assessments, developing integration strategies, target due diligence, and post-close integration management to growing corporate performance.

The present profile must encompass the entire merger and acquisition life-cycle with a strong mix of operational and strategic aspects across workforce planning, learning and development, talent management, performance management, organizational change, on boarding, engagement, and reward.

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The Partnership Executive is the top leader of the M&A department and in this position; he is tasked with leading merger and acquisition transactions through cross-functional due diligence organization. He works through diligence processes and gathers and leverages integration planning inputs in order to support integration planning and valuation inputs.

The present profile gathers important information regarding risks and opportunities for impending and ongoing M&A activities, translating this information into fact-based and well-reasoned insights on the valuation and structural impact of the merger or acquisition.

The Partnership Executive must interact with both internal and external business leaders in driving ongoing alignment of current acquisitions and mergers being responsible for ensuring that internal M&A processes and standards are adhered.

The present profile is a mentorship role to key M&A personnel, ensuring constant improvement in their performance and skills, readying them for the occupation of his position in his absence or retirement.

The Partnership Executive plays a strategic role in leading, planning, and providing support for due diligence activities across all functional areas of any transaction inclusive of commercial, financial, products, operations, technology, sales and marketing. In this position, the Partnership Executive compiles due diligence integration plans and supports market research required by department, for example, competitive analyses, in order to enable informed decision-making for sensitive merger and acquisition transactions.

The present profile also plays an analytical role where he will assist with modelling and financial analysis of impending and on-going transactions. The present profile also refines and completes market research and strategic fit analyses previously initiated by junior M&A personnel.

The Partnership Executive enables detailed target analysis and financial model lead creation using KPIs and other variables as sales drivers in order to estimate revenue and profitability of merger or acquisition over a multi-year project period, developing operating models that are highly flexible in order to be able to manoeuvre through multiple scenarios for the purpose of enabling any necessary and abrupt changes on a real-time basis.

The present profile is also tasked with leading the preparation of valuation models following the business's M&A standards and performing key analyses inclusive of ROIC, accretion and dilution analyses, comparable company analysis, and discounted cash flow analyses.

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The present profile is also a collaborative one and, as such, he partners with the legal department in order to ensure that proper protocols and processes are followed and adhered to in a timely manner for each transaction.

The Partnership Executive works hand-in-hand with top leadership in the business development department in making final approvals of M&A transactions as well as delivering well communicated, balanced, and comprehensive analyses for each stage of merger and acquisition transactions for the business's executives and key stakeholders.

The Partnership Executive also identifies markets, industries, geographies, and technologies that complement the overall M&A strategy and translate these analyses into specified targets, working with external business leadership of prospecting businesses in supporting management and execution of the merger or acquisition process throughout the transaction life cycle.

The present profile is responsible for maintaining knowledge of the activities of the M&A department, keeping up with industry best practices, and maintaining a high-performance level and success rate of merger and acquisition activities for the business.

The Partnership Executive keeps up with legislation and regulatory policies governing merger and acquisition transactions within the business's jurisdiction of operation, ensuring all of the business's M&A activities fall within the confines of these policies and legislation.

The Partnership Executive performs similar duties as he deems fit for the proper execution of his duties and duties as delegated by the Chief Business Development Officer or the Employer.

The present profile must have the following Qualifications

The Partnership Executive must have a master's degree (PhD degree) in Business, Accounting, Finance, Economics or any other related field. An equivalent of the same in working experience is also acceptable.

The Partnership Executive must have had at least 10 years in working experience in an M&A capacity within a fast-paced, highly competitive, and dynamic environment, preferably working as an M&A Vice President, demonstrating an in-depth operational and valuation financial modelling experience and an ability to generate new business through the exploitation of existent relationships as well as the development of new relationships in a business's industry.

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The present profile also has experience making effective decisions through the analysis of information and proficient deal analysis, negotiation and execution. The candidate will have extensive knowledge of accrual accounting concepts, corporate finance, and will also have experience managing a large M&A team through the entire life cycle of a merger or acquisition transaction. A suitable candidate will also have had a vast and successful track record of managing transactions, transaction valuation, and strategic transaction analyses.

Communication skills, both in written and verbal form, are an essential skill for the present profile. These skills will be essential for the effective execution of his leadership and supervisory duties, where the clarity of his communications to junior M&A personnel will be a significant determinant of the department's efficiency and performance.

Communication skills will be especially important in the present profile's collaborative capacity and more so, for his collaborations with external and prospective business leadership, which will play an important part in the success or failure of impending transactions. The Partnership Executive will also be required to draft regular reports and make presentations to the business's executives, stakeholders, and collaborating personnel for final informed decision-making. These reports must, therefore, be clear, easy to understand, convincing, exhaustive, engaging, and tailored to suit various audiences.

The present profile must be highly proficient in the use of Ms Word, Ms Excel, and PowerPoint, necessary for the creation of visually and verbally engaging reports and presentations for the business's executives, stakeholders, and collaborating personnel. The candidate must also demonstrate proficiency in at least one SaaS software such as Workday or HRMS.

The Partnership Executive must also have a passion for research and analysis, being highly skilled in efficiently analysing large data quantities and driving financial modelling and due diligence. He will be able to process raw information and data, translating this into actionable insights for informed decision-making within the department.

The Partnership Executive must also have certain personal attributes that will make him a perfect fit of the position. He will be flexible, open, and welcoming to change, have an ability to work in a constantly evolving environment, have an executive presence, have a positive can-do attitude, be self-motivated and proactive, and have an ability to work comfortably with collaborative personnel and senior business executives and stakeholders.

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The present profile will also have an ability to work on multiple simultaneous projects and meet aggressive deadlines and have an ability to remain calm in uncertain and stressful times, inspiring the same in his team, collaborative personnel, and senior leadership of prospecting businesses.

The present profile is a representative of the business and, as such, he must be a confident, likable, and approachable individual who brings out a similar image of the business. He will be capable of forming strong, lasting, and meaningful relationships with others. His strong people skills will make it easy for prospecting business leadership to trust his insights and, therefore, increasing the chances of success of merger and acquisition initiatives.

These skills will also inspire trust and confidence internally, with the business's executives and stakeholders, junior M&A personnel, and senior business development leadership giving more credit to his insights, judgments, and directives.



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88. ANALIST EXECUTIVE (ANE)

The current department represents the internal activities supervisor, where the team in charge of each operation must analyse, screen, and evaluate each performance related to any single asset, investment, partnership, purchase, acquisition, or anything else with the mission of keeping under constant control the entire situation of our corporate evaluation and the single departments, assets, properties, vehicles, and anything else forming the entire portfolio of the company.

The current department's personnel must have strong analyst and investment evaluation skills, as well as extensive experience in prime banks and financial and advisory organizations such as Deloitte, EY, PWC, and KPMG. The primary purpose of each profile is to monitor asset management, any linked market, investment structure, and performance to ensure that our investment meets our standards for performance, capitalization, and evaluation in order to avoid a loss, depreciation, or value decline.

The team must deploy all information, acquire any official news to present, and anticipate events that could negatively affect our investments' value and performance, raising the risk to management, as well as propose a solution for how to modify, change, cancel, or diversify our investment under scrutiny before markets or financial changes affect the value, causing the entire organization's wealth to suffer.

The team will also analyse any single management and policy strategy under all aspects for the companies that will be acquired through the PARTNERSHIP department, along with the supervision of all investments executed through all external cooperations, with the mission to screen our wealth deposited into external organizations still performing as planned and, if necessary, raise critical points in order to execute all due changes with the external party managing our wealth.

The current team must act as financial, legal, and strategic analysts and controllers, analysing and investigating every single action, operation, strategy, decision, and fund deployment with the goal of maintaining control over the investment, company, or product acquired, thereby protecting our organization from any risk of loss affecting our wealth value.

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The present department should be formed by the following profiles:

- a. Analyst Assistant** in charge of managing the entire department, coordinating the other members and each operation, collecting each single detail, and preparing the analysis report to present to the management. It is the person in charge to analyse a company, product, asset, investment, and anything else, along with generating a perfect strategy, proposing a solution to improve, modify, or avoid loss of performance.
- b. Corporate Analyst** in charge and specialized in analysing companies, their operations, performances, and strategies, raising all critical points under all forms, generating solutions to improve the performance, and avoiding loss of wealth, value, and capitalization.
- c. Financial Analyst** in charge and specializing in analyzing financial investment products in all forms, generating solutions to improve performance and avoid loss of equities and value.
- d. Balance Sheet Analyst** in charge and specified to analyse financial company performance in all forms, controlling the deployment of each fill, process, strategy, and any financial operation related to any part of our organization to perform as planned and, if necessary, raise the warning of the point, sector, and dedicated part where a change must be made, while also offering the solution present and offered by the market, laws, and economy.

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89. BRAND AMBASSADOR (BAE)

The Brand Ambassador is responsible for promoting an organization's products or services, answering questions about our organization and its offers, attending events and corporate launches to report about new partnerships and achievements, providing positive feedback about our organization using their digital platforms.

The present profile must have extensive experience in general administration, be familiar with the technical workings of the country's government bodies and the entire business system and oversee serving as the liaison between internal office operations and any external parties, private, government, or corporation, for any type of need that may arise.

The present profile will be responsible for visiting any external party on behalf of any department composing the office to deliver documents, execute government requests, collect any type of license, and fulfil any request involving any interaction with anybody not part of our organization, including meeting any type of demand, such as collecting a document, visiting a government office, collecting and delivering between the office and any external component, and anything else related to our relationship.

The Brand Ambassador is the only person who acts outside of the corporate office on behalf of anyone who seeks to know about our organization or has a need to meet internal single or general operations requirements, being the first point of contact without organization strictly related to service and administration tasks.

The present profile represents and promotes a company's brand, products, or services, embodying the corporate identity in appearance, demeanour, values, and ethics, having the goal to increase brand awareness through personal interactions, attending promotional events, and engaging with external professionals to create a positive image of the brand.

The Brand Ambassador must have a strong presence, excellent communication skills, creativity, and an infectious enthusiasm for the brand they represent, adapting at building relationships with business partners, showcasing the ability to convey the brand's message effectively.

The present profile works as the public face of a company or brand. Their primary duties include creating awareness for a company's service or product, interacting with customers to listen to their feedback and developing new ways to market products.

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The present profile must have the following Responsibilities:

- Communicating with potential investors, prospective customers, and existing customers in a professional and friendly manner.
- Represent our brand at promotional events, marketing presentations, product launches and trade shows.
- Assist in the organization of company and marketing events when needed.
- Keep up to date with what our competitors are doing in relation to branding.
- Record any customer feedback and relay the information to the correct department (Marketing, Content, Customer Service etc.).
- You should be a 'people person' who aren't shy away from meeting new people or introducing yourself to potential new contacts.
- Work closely with the Marketing teams to conceptualize campaigns.
- Work with Content and Social Media teams to create content for the website or social channels to build brand awareness.
- Support the Customer Service team to better react to comments and feedback to appropriately represent our brand.

The present profile must have the following Requirements:

- You should hold a degree in Business, Marketing, Public Relations or similar.
- At least 2 years' experience working in PR or a similar role.
- Exceptional interpersonal skills with a friendly, warm and upbeat personality.
- Comfortable presenting marketing or brand presentations to large groups of C-level executives.
- Have a natural passion for branding, you should be excited about getting to know our mission and vision and know how to improve it.
- Have a great understanding of products and branding and be able to share that knowledge with other departments.
- Ability to work independently.
- Some knowledge with using popular digital marketing tools.
- You should be comfortable making decisions and executing them.
- Ability to work to a variable schedule. Sometimes you'll attend conferences or events during the weekends or evenings.
- Ability to travel.
- Fantastic organizational skills. You enjoy working on a few different projects at once.

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GENERAL NOTES

The present section of the internal organization **outlines some significant principles that must be applied and regarded valid for the entire office** independently from the member's position, department and location; it is a general guideline for all individual departments, regardless of their activities or prominence within the business. It serves as a primary reference for the **COO or the Director in charge of the subsidiary office or assets**, allowing him or her to be entirely independent from the first day in the office while also providing a clear strategy to follow in order to build a successful team and launch all synchronized operations without wasting time or risking mistakes.

The Founder's intention and strategy is to handover the present written description to set the guideline for the **COO** and all members part of the management immediately run the office as soon as is ready to accommodate the staff, with the COO in charge to distributing the and deliver the present guideline into each corresponded members hands forming all related departments, with the expectation to see the office fully operational and synchronized formed by all single profiles seating at their individual desk at the end of the hiring process, and be able to accomplish the entire corporate task **without raising a single questions, nor waiting for the Founder's explanation, finding any possible answer to any future question in the present whole job mission guaranteeing an immediate performance empowered by the capacity to coordinate each members between the individual departments and within all departments.**

The Founder's goal is to hand over the current guidelines to the **COO, who must be able to** run to the office after having completed the four-week hiring process, having all single members seated at their independent desks, ready to operate from day one with the related job description in front of them, forming the current internal organization, which will guide and regulate the entire team to be immediately operative, having the organized and scheduled list of tasks to achieve in front of their eyes from the first day at the office.

The single job descriptions are the core task, some of them reflect tasks that must be completed on a continuous basis, while the rest represent the first period of work. Some departments will have work planned for over a year, others for only a few or months, and still others will perform the same tasks every day, even if with different interlocutors.

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"WHERE STRENGTH MEETS PRINCIPLES..."

Managing Wealth...

For this reason, the **COO, through the hierarchy**, must be able to distribute each task, coordinate each of them and between each other, activate each desk, department, and sector forming the office using and following the current guidelines, synchronize the activities with all operators, and especially create, over time, a new list of works for each desk and department to refill the list of tasks necessary to develop and expand the company operations as per the whole project.

The **COO** must follow the current guidelines, including all strategic, financial, and technical information contained in the ROSWEALTH Book, which represents the main and only project to be created, keeping the maximum confidentiality, considering the ROSWEALTH book contains sensitive and confidential information that must be kept private and not shared around the office or among all members, partners, and others but only to the management profile selected to be the chief of all described departments.

The **COO** receiving the ROSWEALTH book, the current job descriptions for all single desks, and the introduction to all of our major external partners, such as lawyers, accountants, advisors, and anyone else chosen to cooperate with the organization, **must be able to build, organize, and run the office fully operational with the single job mission executed and their respective members well synchronized by the fifth Monday following the first day of the hiring process.**

On the **first Monday** of the **first month** at **9 a.m.**, the Founder would meet with the CEO and **COO** in the empty, new, and well-equipped office, where nobody else will be present. This **moment will symbolize the COO's first formal day of work at ROSWEALTH**, being the beginning of its activity within the office.

At 9 a.m., the office will be completely empty and outfitted with every important tool required to begin the operations. **The COO will be the only one present inside the office and will receive a copy of the ROSWEALTH book, the current INTERNAL ORGANIZATION, the NDA, a SECRET CONFIDENTIAL CLAUSE that must be signed**, a copy of its employment contract, the access card, and a corporate mobile together with all single papers for the signature of the Founder or CEO and the COO itself that is required to clarify all aspects.

The nominated CEO will also be present on the first day of work, assisting the COO with all operations and ensuring his or her presence for all future daily tasks.

From 9 a.m. to 1 p.m., the **Founder** and **CEO** will provide the **COO** with all information, a detailed overview of the entire project, and the most recent update on the work completed from the start of the project to the day the COO joins the company.

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In this instance, some of the current tasks outlined in certain job descriptions could already be completed. The COO's mission will be to promptly replace the above-mentioned job with others in order to carry out the development plan.

From 1 to 2 p.m., the Founder, CEO, and COO will have lunch together, followed by a meeting from 2 p.m. to 6 p.m. where the Founder will meet with major partners, such as lawyers, accountants, advisors, and so on, at the office to introduce all parties to the COO, essentially handing over the external team that will support the COO's mission from the start, given that each external partner has been in contact with the Founder since the beginning of the project's creation.

Beginning the following Tuesday at 9 a.m., the COO will be alone at the office with the current internal organization and the ROSWEALTH Book within hands as a source of information and will be required to demonstrate that he or she is capable of creating the team, running the operations, and launching the office without the Founder's support, but only guided by its logic, chronology, and synchronized method of thinking.

The **COO will not be able to change any strategy** but is authorized to express a variety of solutions in relation to the decision made for the creation of the present internal organization. Instead, the **COO will have full authority to select and suggest different external partners, as well as choose profiles that will retain perfect or suitable skills that fit our vision.** Will also be permissible to recruit some temporary profiles as helpers on the first day to organize member selection, keeping or modifying the profiles chosen for the initial help.

The essential aspect to respect and definitely applies for the COO, is to engage fully qualified specialists' members and candidates with extensive expertise, being so smart, intelligent and capable of performing and providing recommendations or answers from the first day at work, understanding our methods and goals from only a few details. **The COO must consider as the only reference that at ROSWEALTH, there are no desks available for middle skills profiles,** setting the hiring reference to recruit members formed by a professional experience, empowered by the natural intention of coming to the office with the intention of bringing a work method, to be part of the organization engine and mechanism teaching and expressing through the operation their talent and knowledge, offering performance, adding power to the operations, and not be passive individuals coming to absorb power and receive information to be performant.

The COO must keep in mind that in a normal life cycle, when someone lacks the skills and experience to fix an issue, the only solution is to pay a third party with the competence to do so.

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The same is true for our members; ROSWEALTH will not pay a salary to those who come to the office to study or learn the job they applied for, but rather to those who bring their own knowledge to the office to assist resolve and support ROSWEALTH development.

For this reason, the **COO** must execute the selection of candidates adopting extreme strict criteria through psychologic and skill deployment capacity than a traditional formal interview, informing each candidate of what we need and how must be generated, clarifying from the first moment of the interview that if the candidate will lie and try to play smart, confirming to own the capacity to perfectly fit the position for which it is under interview, **will be fired immediately if he exhibits a lack of capacities, regardless of what the law governing employment agreements says about warning and notice periods before a firm can legitimately terminate an employee without legal ramifications.**

Everyone should be aware that **ROSWEALTH does not offer time for people to study a profession, gain the requisite knowledge and expertise, or perform the work they claim to be capable of doing in the way that we anticipate.** Each candidate must understand that they are being compensated above average for bringing their superior expertise to the office, if they have it, rather than for learning how to work at our desk.

ROSWEALTH has a yearly budget set aside for lawyers and labour or employment legal procedures to combat any complaint or request for damages that an employee may file against the company because they were fired on the spot without receiving the legal warning or notice period, opting for the strategy to pay anyway any eventual penalty, eliminating immediately a member who lied rather than keeping it within the organization for the time being; the law imposes the notice.

ROSWEALTH's strategy is to value the right to fire any employee at any time of day without warning or notice, opting for a solution to pay extra money, fines, penalties, and even extra salaries for not following the rules, and maintaining the intention to delete, remove, and expel a member from their desk immediately and without delay, limiting access to the office and devices, in case of lack of values, morality and truth.

ROSWEALTH policy and strategy require the prompt removal of any member as soon as the lack of skills, knowledge, or attitude is revealed, followed by the payment of the required financial consequences, and then the member being kept in the office with the risk that they will act to harm the performance team, particularly if they have received a warning or notice period prior to the firing.

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From the first day, each member must meet with their head of department, which has been previously formed by the COO, to learn how to synchronize department operations; after this is established, all heads of departments must meet the next day to learn how to synchronize their own individual departments with all departments. In this case, the **Coordinator** will play an important role; he or she must understand the subtleties of each operational process in each department in order to plan and distribute all future operations linked to any activity, mission, or work in a timely and synchronized manner.

The **COO** is in charge of establishing the "**watch mechanism**" system that each department must implement under the coordinator's supervision and control; all missions must be executed flawlessly in order to develop an internal team capable of providing rapid results without the risk of errors.

The **COO** must send the entire job description for each member to the **Coordinator**, requesting that each job program is delivered to each member for each desk, defining each task and its associated delivery date, as developed for the logo, graphic, and other departments scheduled program. To determine the delivery date for each desk, the **Coordinator** must assess the technical process for each department, ensuring that two separate works are not assigned to different departments when they are synchronised.

For example, before the video department can produce a video with a logo, the graphic department must create and terminate the same logo file. This means that both departments must have the job created on the following dates: the graphic department creates the logo the first week, and the video department can make the video, on the second week utilizing the logo made by another department the week before. This form of synchronism must be implemented throughout the company for any job where the operations of multiple departments are linked.

From the first day, the COO must randomly test each and every member, including the drivers, by asking them to complete an essay, such as reaching a complicated or hidden destination in the middle of the city or just outside the ordinary comfort zone, in order to test their knowledge on each condition and the individual reaction for each imminent or urgent need, and in the event of a severe failure, the member must immediately be fired, instructing the CHR to promptly find a replacement.

The ROSWEALTH book contains various descriptions and specifics that define the optimal way to continue, ranging from basic policy to the number of pens required on top of each desk. The **COO** must apply and develop the same specifics, merging the overall policy into current responsibilities and compiling a list of details and works for each desk and member.

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The **COO** must ensure that each department can fly through operations without encountering a single problem, taking any necessary steps to ensure smooth operations; this includes members who must be supported by any external partner or supplier who can provide the necessary support to complete all tasks as planned, without excuses or delays. For example, in order to run the internal service properly, the barista executive must have regular training from the coffee and machine supplier, as well as any necessary fresh product delivered on a daily basis, ranging from sugar to a substantial product.

The **COO** must make sure the office is kept in immaculate condition, clean, and with all TV screens showing films and channels; no lights must have an LED or bulb turned off; and the entire office must be a boutique. Each employee or member must have their own access card that is fully branded and personalized with their name, position, code, number, and image, granting access to all designated areas of the office in accordance with their status within the internal structure.

The **COO** must remove from our authorized list any potential partners, professionals, suppliers, agents, or anybody else **who does not respond to an email or phone call within 48 hours**. **In ROSWEALTH, there will never be authorized collaborations with slow-reacting, untrustworthy, and imprecise parties, particularly those who are incapable of fulfilling their pledges from the start.** The **COO** must use extreme and stringent criteria to select partners, suppliers, and anyone else who works with us, regardless of the position or role of business they may represent or the importance they may have to our activities; **only consistently performing people and partners will be part of ROSWEALTH.**

The Reception Team must take up calls in accordance with the above-mentioned rules under any working conditions or circumstances without missing one. The **COO** must ensure that the entire office operation is completely trustworthy in all forms, with no expectations or excuses. Furthermore, they must react immediately, making any necessary decisions and taking action to correct any lack of performance without allowing any desk or member to fail again on its mission, **and firing anyone who demonstrates a lack of capacity to equally follow the improving performance of all office teams.**

The **COO** must provide the CEO with a weekly and monthly report detailing what each member and department has accomplished, as well as evidence of failures and suggestions for how to solve the problem, allowing the CEO and Founder to make the best decisions for the office.

The **COO** must request that each member sign an NDA together with any related paperwork, which will be approved by management and incorporated into the policy to safeguard the company's interests from any potential leaks of information and private data.

**LONDON:
HEADQUARTERS**

5-11, REGENT STREET
SAINT JAMES'S
LONDON, SW 1Y4LR
UNITED KINGDOM

INFO@ROSWEALTH.COM

**MONACO:
MANAGEMENT OFFICE**

17, AV. DES SPÉLUGUES
CARRÉ D'OR
98000, MONTE CARLO
PRINCIPAUTÉ DE MONACO

**MILANO:
REPRESENTATIVE OFFICE**

VIA MONTE NAPOLEONE, N.8
QUADRILATERO D'ORO
20121, MILANO (MI)
ITALIA

**DUBAI:
REPRESENTATIVE OFFICE**

BURJ KHALIFA TOWER
142ND FLOOR
DOWNTOWN, DUBAI
UNITED ARAB EMIRATES

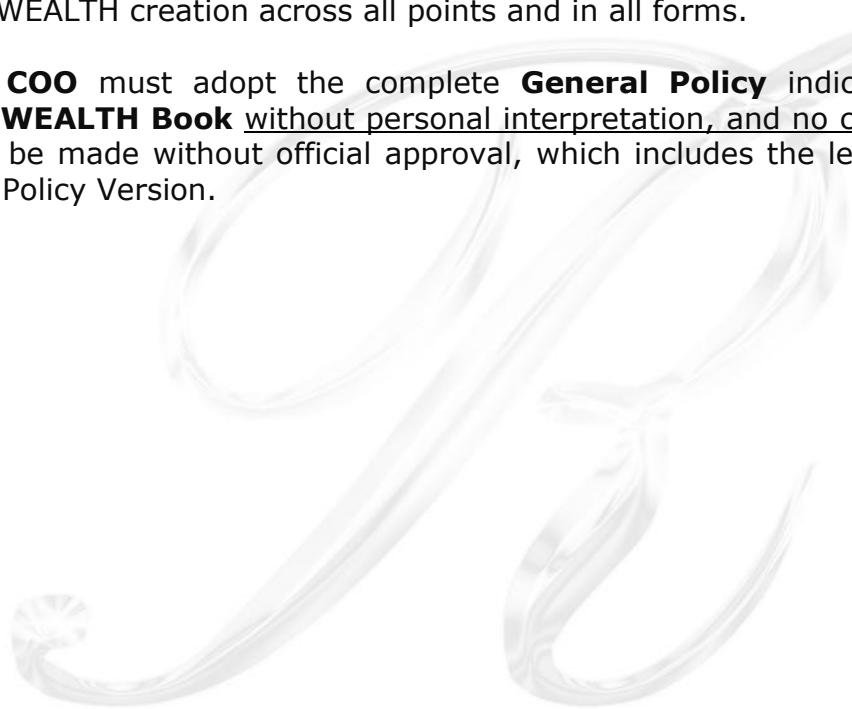
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The **COO** must order all drivers to return their automobiles to the office as soon as their work is over; **no driver will be authorized to retain the business car at home**; instead, each driver must bring their own car to the workplace and then use the corporate car as needed.

The **COO** must keep various units and pieces of uniforms, crew attire, and housekeeping uniforms used by all members on hand in any asset, property, boat, jet, helicopter, or office in order to mail new uniforms, sheets, towels, and anything else that an external member may require.

The **COO**, represents the Founder's person of trust, must be the guarantor of the entire ROSWEALTH project and system, capable of representing the Founder's vision, values, principles, and morals required to successfully complete the entire ROSWEALTH creation across all points and in all forms.

The **COO** must adopt the complete **General Policy** indicated throughout the **ROSWEALTH Book** without personal interpretation, and no customized alterations may be made without official approval, which includes the legal publication of the new Policy Version.



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ROSWEALTH – HEADQUARTER

Building Structure

FLOOR	USE	OFFICE/RETAIL Sq. Ft. (Est.)	TERRACE Sq. Ft. (Est.)
Roof	Amenity		538
9	Office	4,005	32
8	Office	4,080	247
7	Office	4,402	1,227
6	Office	5,819	
5	Office	5,819	
4	Office	5,819	
3	Office	5,819	
2	Office	5,819	
1	Office	5,809	
Ground	Office/Retail	3,221	
Basement	Office/Retail	2,147	
TOTAL		52,759	2,044

London, 22/03/2025

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