YOUR FULL NAME

Job Title You Are Applying For

+971 5X XXX XXXX (WhatsApp) | your.name@email.com | Al Nahda, Dubai
Visa: Visit visa (valid until DD/MM/YYYY) | Availability: Immediate joiner

PROFESSIONAL SUMMARY

Reliable and hard-working [job title] with [X] years of experience in [main duties]. Skilled in [2–3 skills from the advert]. Looking to join a growing team in the UAE and available to start immediately.

WORK EXPERIENCE

Job Title – Company Name, City, Country
Month YYYY – Present

- Describe a main duty with a number, e.g. picked and packed 150+ orders per shift
- Describe a result you achieved, e.g. reduced picking errors to under 1%
- Mention tools or systems you used, e.g. handheld scanners, MS Excel, POS

Job Title – Company Name, City, Country
Month YYYY – Month YYYY

- Main duty or responsibility
- Achievement or result, with a number if possible

SKILLS

- Practical: e.g. stock counting, customer service, cleaning standards, forklift (certified)
- Computer: e.g. MS Word, MS Excel, email, booking software
- Languages: English (fluent), Hindi (native), Arabic (basic)
- Licences: e.g. UAE light vehicle driving licence

EDUCATION & TRAINING

Qualification – Institution, Country (YYYY)

- Certificate or course – Provider (YYYY), e.g. First Aid, HACCP, Security Guard training

PERSONAL DETAILS (OPTIONAL)

Nationality: _____ | Date of birth: DD/MM/YYYY | References available on request

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