

Standard Layout

A.3

XXXX XXXX XXXX
 Telephone: (971) 000 00000
 E Mail: xxxx@xxxx.com

10+ years of quantifiable experience providing administrative work to the benefit of education and supported in Al Ain, Kuwait

Am looking to work for a company that offers excellent opportunities for personal and professional development

EXECUTIVE SUMMARY

- ✓ A patient, professional and proficient administrator with a track record of ensuring things run smoothly behind the scenes of a busy office. An effective team member with the ability to meet deadlines and ensure that the highest standards of office organisation are maintained at all times.
- ✓ Proven record of facilitating inspection services and managing fast-paced office operations. Combined organisational & communication skills with the ability to independently plan and manage diverse business relationships.
- ✓ Experience of working with the general public, both face-to-face and over the telephone and is someone who will always go the extra mile to get things done.
- ✓ Consistently achieves outstanding results in challenging environments while building & maintaining strong, loyal relations with both clients & colleagues.
- ✓ Strong time management & problem solving skills with ability to set priorities & manage multiple tasks.
- ✓ Demonstrated success in streamlining existing operations, turning around unprofitable functions, and envisioning new concepts and future trends.

Core Competencies

HR Operations / Policy Management / Systems

HR Assessment / Campaigns / HR Systems / Recruitment

Employee Engagement / Policy, Procedure & Assessment

HR Policy & Procedure Development

Leadership & Team Management

Career Overview

<p>Financial Manager XXXXXXXXXX LLC Location: Doha, Qatar Company Industry: Consulting / Civil Engineering February 2015 - present</p> <p>Financial Manager XXXXXXXXXX PVT. LTD. - Global Project Location: Amman, Jordan Company Industry: Consulting / International / Civil Engineering June 2013 - January 2015</p> <p>Financial Manager XXXXXXXXXX MANAGEMENT Location: Amman, Jordan</p>	<p>Company Industry: General Trading January 2005 - June 2010 & from June 2010 - Present (as consultant)</p> <p>Senior Accountant XXXXXXXXXX Company Industry: Manufacturing (textile industry and clothing sector) Middle East factories December 2000 - September 2005</p> <p>Account Audit (Part Time) XXXXXXXXXX October 1999 - September 30, 2006</p>
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Down Resumes/Resumes

- ✓ Prepare monthly analysis of cost of goods sold and operational expenses against prior year and budget, providing explanations and business solutions to help mitigate the risks.
- ✓ Partner with Product, Management and Purchasing Team in determining financial impact due to product cost reductions, new product roll out, etc. and prepare periodic forecasts to update management on projected results.
- ✓ Analyze financial performance against key business metrics and document pertinent financial highlights that will enable management to determine progress against budgets.



A.4

NOAH OLIVER

GRAPHIC DESIGNER

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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EXPERIENCE

Dec. 2012 - Present

JOB TITLE - COMPANY NAME - CITY, COUNTRY
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Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

2006 - 2012

JOB TITLE - COMPANY NAME - CITY, COUNTRY
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Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.


EDUCATION

2005

DIPLOMA - SCHOOL NAME - CITY, COUNTRY
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2002

DIPLOMA - SCHOOL NAME - CITY, COUNTRY
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



Street Address
 City State ZIP Code
 (123) 456-789

(123) 456-789

email@noah.com

WEBSITE.com

SKILLS

ASKILL 1 ●●●●●

ASKILL 2 ●●●●○

ASKILL 3 ●●●●○

ASKILL 4 ●●●●●

ASKILL 5 ●●●●○

ASKILL 6 ●●●●○

ASKILL 7 ●●●●○

ASKILL 8 ●●●●○

ASKILL 9 ●●●●○

ASKILL 10 ●●●●○

REFERENCES


John Doe Smith
 (Job Title - Company Name)
 (123) 456-789

John Doe Smith
 (Job Title - Company Name)
 (123) 456-789

www.Career4u.ae

Standard Layout

E.3



metcalfe@yahoo.com • + 91 889

CHIEF OPERATIONS OFFICER / CHIEF EXECUTIVE OFFICER

—Entrepreneurial Spirit, Explorative by Nature—

Focused, passionate, and strategic leader, offering diverse and accomplished experience in the telecommunications industry. Reputation for building stronger teams, delivering higher gains, and optimizing organizations' capabilities for decades. Sought-after for deep strategic insight to improve customer experience, revive business growth, reverse decline in revenues, and slash expenses.

—25 YEARS PLAYING THE ROLE OF 'SCOUT' ON THE FRONTLINES OF BUSINESS GROWTH & INDUSTRY DOMINANCE—
 —Career High: Cash Flow Expansion \$70M | Cost Savings \$75M | 1500-Employee Organizations
 Budget Management of \$250M | Operational Expenditure of \$100M | Revenue Growth Impact 120%

GLOBAL SPAIN EUROPE | ASIA | NORTH AMERICA

Career Highlights Include:

- ☑ Paved the way for Telebrand to produce the fastest network rollout in the industry, acquiring an unprecedented 17 million subscribers within 3 years.
- ☑ Helmed one of the most critical networks in the UK Financial Services Industry. Supporting worldwide financial institution transactions in the London Square Mile.
- ☑ Built a groundbreaking multi-million dollar fixed network in Singapore—considered one of the most technologically advanced and highly penetrated broadband global networks.
- ☑ Developed strategies to prepare Telebrand for a lucrative acquisition by developing a first-of-its-kind subsidiary in the ICT sector, producing a 120% revenue increase for parent company.
- ☑ Led major in-country mergers worth USD400m, creating the opportunity for a \$230 million dollar savings over a 3-year period.

Robert is a senior telecom executive with a wide breadth of experience from companies in many countries. He is committed, knowledgeable, and has the ability to innovate and think strategically. His former engagements, amongst others as CEO in Telebrand Pakistan, have shown Robert as a leader who is able to execute and deliver.

~ CFO / at Telebrand Group

CAREER CHRONOLOGY & ACHIEVEMENTS

Telebrand Group (2002 to Present)

COO— Thailand 2009 to Present

Solicited to serve on the executive team in charge of mounting a 3-year business transformational endeavor: achieve a \$50 million dollar savings by converting in-house technology service operators across 4 countries into an outsourced model, impacting 3200 employees, supporting more than 120 million customers.

- ☑ Challenged industry experts (vendors and consultants) to gain greater insight, ensuring 'nothing is left on the table' in the development of a comprehensive business case:
 - Exceeded strategy by tapping into an additional 50% OPEX savings by unearthing capability and contractual opportunities (quality performance SLA, revenue sharing, employee arbitrage, internal shared service models).
- ☑ Utilizing strategic roadmaps, realigned and focusing the organization on an excellent customer experience, improved network quality, greater efficiency despite reduction in organizational size by strengthening the quality and efficiency of vendor relationship through a more comprehensive risk reward model.


CEO—GPIT — Bangladesh 2005 to 2009

Charged with priming this organization for profitable acquisition through the application of change-catalyst leadership. Repaired relationship with the Bangladesh government through strategic alliance building. Fulfilled promise to develop the foremost Information Communications Company in the country.


E.4


MARIA YURLOVE


CUSTOMER CARE



As a highly passionate and versatile artist, I am dedicated to delivering exceptional education and fostering a positive learning environment. I am seeking a rewarding position that allows me to utilize my diverse range of skills

 1234455677

 my@email.com

 My Location

SOFTWARE

Excel	●●●●●	Photoshop	●●●●●
PowerPoint	●●●●●	Illustrator	●●●●●
Word	●●●●●	Procreate	●●●●●




WORK EXPERIENCE

00-00-00 (City-Country)	NAME OF THE COMPANY Job occupied Missions or tasks realized: • Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression. • Collaborated with the gallery team to curate and install art pieces for group exhibitions. • Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression. • Collaborated with the gallery team to curate and install art pieces for group exhibitions.	LANGUAGES Spanish: Natal English: Intermedia XXXXXXX: XXXXX
00-00-00 (City-Country)	NAME OF THE COMPANY Job occupied Missions or tasks realized: • Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression. • Collaborated with the gallery team to curate and install art pieces for group exhibitions.	EDUCATION Year Diploma University or institution City-Country
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REFERENCES

Name LAST NAME Company Job occupied Phone XXXXXXXXX XXXXXX@XXXXXXXX.COM	Name LAST NAME Company Job occupied Phone XXXXXXXXX XXXXXX@XXXXXXXX.COM
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SOCIAL

 profile.skype
 url.linkedin
 profile.twitter




Standard Layout


C.1

ALEX B.M

Business Development

As a highly passionate and versatile artist, I am dedicated to delivering exceptional education and fostering a positive learning environment. I am seeking a rewarding position that allows me to utilize my diverse range of skills.

 XXXXXXXXXXXXX
  XXXXX@XXXX.COM
  XXXXXXXXXXXXX



SOFTWARE

Excel	●●●●●●	Photoshop	●●●●●●
PowerPoint	●●●●●●	Illustrator	●●●●●●
Word	●●●●●●	Procreate	●●●●●●

WORK EXPERIENCE

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00-00-00
(City-Country) **NAME OF THE COMPANY**
Job occupied
Missions or tasks realized: • Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
• Collaborated with the gallery team to curate and install art pieces for group exhibitions.

LANGUAGES

Spanish: Native
English: Advanced
XXXXXXXX: XXXXX

EDUCATION

Year
Diploma
University or school
City-Country


Year
Diploma
University or school
City-Country


Year
Diploma
University or school
City-Country


REFERENCES

Name: LAST NAME	Name: LAST NAME
Company Job occupied	Company Job occupied
Phone: XXXXXXXXXXXX	Phone: XXXXXXXXXXXX
XXXXXXXX@XXXXXXXXXX.COM	XXXXXXXX@XXXXXXXXXX.COM


REFERENCES

 profile.skype

 url.linkedin

 profile.twitter

C.2



My Name

Business Development - Procurement Specialist & Marketing

Project management | Spotting business opportunities | Proficient communicator

Address: City - Country, Contact: + 0123 456 7890 Email address: Myname@email.com
Nationality: My Nationality
Arabic: Mother tongue English: Very good (Read, write and Speak.) Year of Birth: 24th June 1985

SUMMARY

- A creative and inventive thinker, who craves a challenge and who is not afraid to work outside his comfort zone . motivated team player who consistently aims to push revenue expectations and exceed goals.
- Possesses superb communication skills and is someone who can build up rapport easily, open up clients, find out exactly what they need, and then present them with a wide range of services and solutions. A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover.
- Pragmatic and results orientated, with a focus on bottom line results, he has a track record of achieving and exceeding the standards of performance set out for any sales projects

WORK EXPERIENCE

ACADEMIC DIRECTOR

Company 2, City – Country, (April 2018 – Present)

- Strategic planning for future development of new training programs coming in to the company from over 10 countries.
- Improving the organization's training and assessment capabilities
- Defining long term organizational strategic goals, building key customer relationships, identifying business opportunities
- Negotiating and closing training contracts and deals and maintaining extensive knowledge of current market conditions.

MARKETING SPECIALIST

Company 1, City – Country, (October 2011 – May 2014).

- Study the needs of the market.
- Find new customers.
- Communicate with lecturers to provide the best training service.
- Processing of technical and financial proposals for training programs.
- Organize training programs inside the Sultanate of Oman.
- Organize training programs outside the Sultanate of Oman.
- Follow up the implementation of training programs.
- Find all new things in the field of training.
- Development of the company's business.

Standard Layout

A.5



KHALIL RICHARDSON
JOURNALIST

ABOUT ME

As a seasoned journalist with over 7 years of experience in delivering impactful and thought-provoking stories, I am passionate about investigating and uncovering the truth. I am committed to producing high-quality, accurate, and engaging content that informs, educates, and inspires readers.

SKILLS

- Teamwork
- Communication
- Data visualization
- InDesign
- Google Suite

CONTACT

+1 888 0202 020
name.lastname@email.com
Virginia, US

WORK EXPERIENCE

THE VIRGINIAN PILOT | 20XX – 20XX
Journalist, Norfolk

Tasks:

- Pitch timely story ideas for investigative journalism.
- Write 15 stories monthly covering the latest in breaking news.
- In-depth analysis of relevant political events.
- Fact-checking for accuracy and data visualization purposes.

DAILY PRESS | 20XX – 20XX
Staff Editor, Newport News

Tasks:

- Published a weekly blog covering the latest in tech innovations.
- Maintained a 3.5% engagement rate.
- Interviewed digital entrepreneurs on a weekly basis.
- Aided in-house writers in editing and fact-checking for accuracy.

WASHINGTON POST | 20XX – 20XX
Washington D.C, Washington

Tasks:

- Created compelling pieces for online publications which included coordinating images and layout for best presentation standards.
- Developed key story ideas by evaluating and following up on news leads and tips.
- Aided contributors in editing and fact-checking for accuracy.

THE GUARDIAN | 20XX – 20XX
Contributor, Remote

Tasks:

- Conducted interviews and covered key moments from the G20 Summit 2021 in Italy.
- Produced in-depth and engaging online content in accordance with house style.

LANGUAGES

English: Native
Spanish: Proficient
French: Advanced

EDUCATION

20XX-20XX | Seattle - Washington
Masters Digital Communication
University of Washington

20XX | Blacksburg - Virginia
B.A. Multimedia Journalism
Virginia Tech

A.6



My Name

Phone& Email: + 023 456 7890
Myname@mail.com

Address: City - Country
Marital Status: Single
Nationality: My Nationality
Date of Birth: 14 Jan 1994
Language: English

OBJECTIVES

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity.

Willing to work as a **Civil Engineer, Site Engineer** in the reputed construction industry

AREA OF EXPERTISE

- Infrastructure Projects
- Site Inspection
- Health & Safety
- House Building
- Relevant Legislation
- Material Management
- Resource Efficiency
- Site Audit & Surveying
- Consultation

CIVIL ENGINEER | SITE ENGINEER
General CivilEngineering

- An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a civil engineer. Having the ability to provide support for multiple concurrent priorities, with full ability to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues.
- Possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems.
- Solid record of health, safety and environmental focus when working on projects, and committed to personal and professional development.
- A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover. Having a comprehensive understanding of electrical health and safety regulations.
- Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

WORK EXPERIENCE

Company 1, City - Country
Site Engineer Jul 2018 – Mar 2019

Company 1, City - Country
Training Internship Nov 2017 – May 2018
Scope of Work: Site Engineering Consultation at pioneer Hotel site

Company 1, City - Country
Training Internship Feb 2017 – Oct 2017
Scope of Work: Site engineering for steel structures sites such as trusses, steel buildings.

MAIN RESPONSIBILITIES

- Ensuring that all assigned work is completed on time and within agreed budgets.
- Supervising Projects: including in house, external contractors and sub-contractors.
- Attending meetings & competently communicate with Clients, Contractors and major asset owners and stakeholders.
- Applying personal technical knowledge & experience to the development & delivery of technical training for graduate engineers.
- Setting out Project works in accordance with Drawings & Specification.

Standard Layout

C.3

SALI AZIZ

Bachelor of Clinical Pharmacist
Therapeutic Medication Advisor
Clinical Drug Experience



📍 Dubai (United Arab Emirates) 📞 + 97156 123 45678 ✉️ email@gmail.com

PROFILE

I possess a wealth of expertise in orchestrating and supervising pharmacy operations, strategically translating departmental aspirations into tangible goals, fostering professional standards, and contributing to fiscal equilibrium. My proficiency extends to the preparation and dispensation of medications, along with the adept evaluation of patients' clinical conditions.

CERTIFICATION

- Valid DOH licensure Examination for pharmacist's Department of Health UAE (Abu Dhabi)
- Pharmacist Registration Botswana Qatar Council for health practitioners Doha(Qatar)
- Pharmacist Registration Licence Sudan Medical Council, Sudan(Khartoum)

KEY SKILLS

Pharmacy Management - Clinical Management - Professional Standards Assurance Budget Management Medication Dispensing - Healthcare Compliance Patient Assessment - Chemotherapy - Intravenous Drug Therapy - Medical Staff Education - Unit Dose Delivery Systems Policy and Procedure Development - Drug Utilization Improvement Inventory Control - Pharmaceutical Research - Patient Care - Patient Counseling Healthcare Liaison - Medication Safety & Plans - Drug Effects Evaluation Multitasking - Stress Management - Team Collaboration - Problem Solving - Multilingual (Arabic and English)

EXPERIENCE

- 2020 - 2022** **PHARMACIST SUPERVISOR**
Modern Pharmacy
 - Leadership and Team Management: overseeing operations, schedules, and task delegation.
 - Performance Evaluation and Training: provided feedback, and conducted training.
- 2017 - 2020** **PHARMACIST**
Medical Center - Al Maseelah Pharmacy
 - Accurate Medication Dispensing: Verifying dosages based on doctors' prescriptions.
 - Counseling: Offered comprehensive guidance to patients on medication usage.
- 2014 - 2017** **PHARMACIST**
Pharmacy - El Ingaz Pharmacy
 - Intravenous Drug Therapy Expertise: Demonstrated proficiency in intravenous drug therapy.
 - Pharmaceutical Research: Engaged in ongoing research to understand the positive and negative effects of different medications.
- 2012 - 2014** **CLINICAL PHARMACIST**
IBN Sina Specialized Hospital, Khartoum (Sudan) - Alrowad Specialized Hospital, - Al Zitona Specialized Hospital
 - Inventory Control and Restocking: Managed medication inventory, maintaining stock levels.
 - Conflict Resolution: Skillfully managed and resolved patient complaints.

EDUCATION

BACHELOR of Clinical Pharmacy From College Of Medical Sciences Faculty Of Pharmacy - September 2012

C.4

Sales & Operations Manager

PROFILE SUMMARY

- **Business Operations & Strategic Professional** who applies quantitative and qualitative analyses to elicit top results from employees, technology systems & partners.
- **Confident, dedicated technology leader** with nearly 21 years of career-long record of provision, stakeholder satisfaction, team-building, and strategic insight, poised for next-level success. **Strategic business visionary and champion** for leading through ambiguity and maximizing cutting-edge technology investments in managing facilities, Sales and Operations.
- **Proficiency in overseeing staff, maintaining inventory, and ensuring maintenance of showrooms;** developing and implementing sales and marketing strategies for attracting customers and increase sales for **Luxury Retail by Managing Multiple Brands.**
- **Exhibited excellence in developing growth strategies** across Operations including Sales Support, Warehouse Management, Process Engineering, Industrial Engineering, Change Management, & Continuous Process Improvements.
- **Excellent negotiator, skilled at aligning resources with superior interpersonal skills,** business development, and operational issues, motivating the team for peak performance.

KEY ACCOMPLISHMENTS

- Significantly improved sales service net profit by 20%, which led to a 30% increase in annual revenue for the years 2018 and 2019.
- Successfully built and maintained professional work relationships with over 300 clients that increased business opportunities.
- Suggested market research management strategies, increasing sales team's knowledge of handling business activities.
- Increased client satisfaction through the provision of excellent sales and after-sales services.
- Identified important sales KPIs which helped in creating sales processes effectively.

AREA OF EXPERTISE

BUSINESS STRATEGY DEVELOPMENT
Strategic Thinker with capabilities in augmenting business & achieving Y-o-Y sales growth; in-depth understanding of diverse markets as well as different models of business. Highly skilled in setting strategic goals, making decisions, and enabling smooth day-to-day operations; drove process improvement, enhanced productivity, and brought down costs.

CONCEPTUAL BUSINESS DEVELOPMENT & MANAGEMENT
Proven abilities in identifying potential, deconstructing complex situations, and further conceiving and implementing streamlined solutions that have led to increased revenues and profitability across markets.

STRATEGIC BUSINESS PARTNERING
SKILLED at enhancing opportunity pipeline, key account strategy, and market share database to penetrate the market for business expansion by keeping abreast of market trends and competitor moves to achieve market-share metrics.

LUXURY RETAIL MICROECONOMIC OPERATIONS
Oversawing the day-to-day operations of a showroom; managing a team of sales associates, tracking inventory, maintaining the appearance of the showroom, and handling customer inquiries and complaints.

TEAM MANAGEMENT
Supervised teams and guided them in implementing business development plans which included customer relationship management; on-boarding and networking camps for enhancing delivery and service quality scores. Inspired training to the sales team for providing low-touch support for high potential clients.

+9715000000
email@yaho.com
www.linkedin.com/in/79754983



ABDUL RAZACK

CORE COMPETENCIES


- Strategic Planning & Enablement
- Operations Planning
- Brand Management
- Revenue & Business Growth
- Business Development & Expansion
- Contract Management
- Key Account Management
- Cross-Functional Coordination
- Business Operations KPI & Metrics
- Inventory Management
- Technology Transformation & Innovation
- Client Relationship & Retention
- Team Management
- Luxury Retail Sales Manager
- Stakeholder Management

CUSTOMER BASE


- IHG (Crown Plaza, Holiday Inn)
- Accor Group
- Adani Group
- Binardo
- Hilton
- Golden Sands
- Mirassol
- Spireans
- Bankable
- SANED (Facility Management)
- SEC Hospitality
- SEC Group
- Tora Hotels
- Hampton
- Bawadi Mub Al Ain
- Bawadi Center
- Al Khaja Group.

Standard Layout

D.1



XXXXX XXXX
 Mobile: +966- XXXXXXX | Mail: XXXXXX@yahoo.com



MANAGEMENT PROFILE

Electrical Operation Manager | Sr. Electrical Engineer

Snapshot: competent Senior Project & Electrical engineer with a comprehensive knowledge of designing, developing and maintaining electrical systems and components to required specifications, focusing on economy, safety, reliability, quality and sustainability. Professional with more than 11 years of construction projects Work as Electrical Engineer, Experience in site supervision, construction works, Inspection (QA / QC) process of method statements and contract specifications, Monitoring the progress of projects. A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover. Having a comprehensive understanding of electrical health and safety regulations.

Recent milestones includes: Meeting all the deadlines even under strained situations with ZERO complaint from clients as well as senior Project engineer

Proactive decision maker, targeting challenging and senior managerial assignments with well-established and globally reputed organization, bringing the following transferable strengths:

Project Management	Technical Documentation	Site Supervision
System Design	QA & QC	Analysis Skills
Resource Estimate	Project Control	Team Management
System control	Electrical design	Team Leadership Skills

EXECUTIVE SYNOPSIS

- ✓ **Expertise:** Proven at leading cross-functional teams of creative professionals to successfully Planning and implementing projects systems development.
- ✓ **Exposure:** Encouraging cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in Operations & Maintenance expenditures.
- ✓ **Strategic Planning:** Regular analyzing of organizations Electrical Load Consumption with Ratios and analysis Planning & scheduling assignments to achieve project goals within time parameters.
- ✓ **Highlights:** Skilled in designing & implementing systems, policies & procedures to facilitate internal project control.
- ✓ **Customer Centric:** Excellent communication & interpersonal skills with strong analytical, team building & Problem solving.
- ✓ **Team Leadership:** Motivated leader who aligns engineering initiatives to achieve strategic objectives and goals.

PROFESSIONAL WORK EXPERIENCE

Al ADR Contracting and Trading Co. Riyadh- Saudi Arabia, UAE; May 2012 onwards
Designation: Operation Manager

Ensure that the day-to-day operations of a business run smoothly.
 Ensure project milestones are met.
 Oversee the supervision of employees.
 Ensure safety regulations are adhered to.

SCHOLASTICS


■ **BSC - Electrical power engineering** Al technical University –Tafila Jordan
 Graduation project :
 (Driving the motors by Inverters and (PLC) the methods to driving the motors by the power electronic devices.

TECHNICAL SKILLS

Computer introduction & operating system.
 Windows curse.
 AutoCAD up to 200
 Microsoft Visio.
 Microsoft Office.
 Microsoft project.
 SCODIAL 3.4 from SCHNEIDER ELECTRIC
 Adobe Photoshop
 Revit 2014

D.2

WILLIAM JAMES
 +971 58 123456 | email@gmail.com
Business Development | Relationship Manager | Customer Services Management



More than 10 years of domestic and international Business Development experience focusing on business capture, relationship building, networking, and assembling teams of partners for both the private- and public-sector markets. Expert in find potential new customers, present to them & ultimately convert them into clients as well as experienced in assessing, mapping customer business pain points & recommending solutions required to address customer requirements, that optimized value for both the customer & organization.

Consult and advise. In collaboration with the account/business leadership team, participate in the development of the overall customer strategy and service delivery expectations that drive customer retention and satisfaction based upon measurement and management of Service Level Agreements (SLAs) and Operating Level Agreements (OLAs). Key skills include:

- Business Development
- Stakeholder management
- Aircraft Operations
- Relationship Management
- Project Management
- Planning & Organizing
- Campaign Management
- Customer Acquisition
- Ground Handling

ACHIEVEMENTS

Election Management and Conductions: Plan Electoral Expenses, Create an Election Calendar, Involve Stakeholders, ADS Production for :

- Bihar election in India (9 aircraft)
- Uttar Pradesh election (3 air crafts)
- Madhya Pradesh election (6 Air craft)
- West Bengal election (4 aircraft)

Business Development:

- Increased sales production year-over-year by facilitating product sales in multiple markets.
- Drove revenue and secured 6 new business within the first quarter in Think India
- Managed and Supervised Accounting, business development vendor management and new vendor contract, Purchasing, Information Management.

EXPERIENCE

Club - UK
Senior Relationship Manager, 2021 – 2022


- Meet and greet high profile guests & prospect customers to get them on boarded and illustrating a positive environment.
- Actively participate in the evaluation and prioritization of product solution development, as well as project timing and deployment.
- Provide assurance & oversight to customer implementations & changes/enhancements to the product portfolio.
- Developed and expanded account relationships by servicing all the customer requirements.
- Assisting and maintaining the customer relationships with newly acquired and already existing members
- Planned, created, and disseminated documentation and marketing materials at trade shows and conventions, and also customer surveys on a quarterly basis.
- Provided customized precise marketing after conducted deep research and analysis of existing client resources
- Participated in strategy sessions and worked closely with configuration management and program management.
- Identified opportunities to enhance mortgage customer's financial needs, goals, and objectives.
- Worked in a relationship-based environment; managed relationships within the internal department and with business partners.

Standard Layout

A.1

Ali Hassan

Address: Dubai - UAE Visa Status: Employment
 Contact No: +971 54 ... Email ID: haddad@outlook.com
 Languages known: "Fluent" Nationality: Jordanian
 English & Urdu, "Native" Arabic




Seeking a challenging opportunities in an organization with goal to achieve success and to enhance my skills.
 To endeavor success to the best interest of organization's goals.

PROFILE

- An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a Project Mechanical engineer.
- A Highly analytical mechanical design skills with experience in software's such as AutoCAD Mat-Lab, Primavera, Rivet, SAP, MS Office
- High level of proficiency, competency and productivity along with the ability to create high quality and concise models.
- Fundamental knowledge of procurement , assembly and manufacturing processes as well as diverse measuring and testing equipment.
- Possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems.
- Strong problem solving, organizational and time management skills/initiatives.

KEY SKILLS

- Interpersonal skills
- Communication skills
- Leadership skills
- Planning skills
- Management skills



CAREERGRAPH

Häfele GmbH & Co KG – GCC Project & Procurement Engineer	Nov 2018 - Present
SAHARA International Group – UAE Project Engineer	Oct 2017 – Oct 2018
Marketing Management Course SALES PROMOTION	Feb 2016 – Sep 2017

DOMAIN SKILLS

PROJECT ENGINEERING

- I. **Day to day site maintenance & supervision:**
 - I. Planning and Defining Scope, Activity Planning and Sequencing, Resource Planning,, Developing Schedules, Time Estimating, Cost Estimating, developing a Budget, Partnering, Working with Vendors, Scalability, Interoperability and Portability Analysis,
 - II. Handle with diesel Engines, Compressors, Pumps, Pneumatics, Hydraulics, BOP (Blow out preventer) Mud pumps,Torque converters, Inspection, preventive maintenance & various drilling equipments of diesel & Diesel-Electric drilling rigs .
- II. **Material and Equipment management through:**
 - I. Supervise the preparation of pipes , fittings, tools and consumables plus equipment requests timely upon daily &weekly basis.
 - II. Coordinate with client and consultant:
- III. Coordinate, schedule and attend site tests, checks, inspections and supervisions.
- IV. Prepare and pursue on site design modification proposals where applicable.

A.2

+ 0123 456 7890
Myname@email.com



Jane

Professional Profile HUMAN RESOURCES | BUSINESS DEVELOPMENT | CUSTOMER RELATION MANAGEMENT

Professional with over **5 years** experience. Predominantly in the areas of:

HR Processes
Payroll Function
Employee Relations
Grievance Processes
Administration Management

- **A True professional within the HR field**, who possesses a comprehensive understanding of the laws and regulations governing recruitment and employment.
- **Clerical** - Familiar of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Personnel and Human Resources** - Will versed with principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Well-developed oral and written business communication skills.** Good listener and motivator with exceptional interpersonal skills. Respected team leader. Established competence in customer relations. Detail minded with good eye for balance and organization. Skilled and creative in resolving problems.

Education - Training & Courses

2016	M.Sc in view My University, City - Country
2009	B.Sc (Political Science) My University, City - Country
May 2012	Certified e-Business Professional in Customer Relationship Management -

Work Experience

Jun 2014 - Nov 2015	Company 1 (City - Country) as HR Trainee/Intern
Nov 2012 - Nov 2014	Company 2 (City - Country) as Human Resources Administrator
Sep 2010 - Oct 2012	Company 3 (City - Country) as Client Services Executive
Oct 2009 - Jun 2010	Company 4 (City - Country) as Administrative Assistant

Domain Skills

HR Trainee/Intern

- Prepared and submitted weekly/monthly HR reports.
- Coordinate with PRO and Tracking Visa Process & Renewals, Labour Card and work Permit processing.
- Evaluated project planning process and identified areas of improvements.
- Assisted HRMS team in project tasks and provided support to managers and directors & other teams within the MENA region.
- Developed HR business strategy and coordinated critical HR projects.
- Assisted with the development of tools and resources (such as process documentation, job aids, training) utilized by the payroll teams in the region.
- Completed CAPE anti bribery training in accordance with the UK anti bribery policy including health and safety.
- Set up employee data and maintained employee personal files and employee record system.
- Reviewed HR processes and reports while working closely with Regional HR Advisor and HR Director.
- Provided HR administrative support across all aspects of HR administration.

Human Resources Administrator

- Worked closely with line managers and employees.
- Provided HR administrative support to various human resources functions.
- Updated and maintained of employee records, leave approvals and pay reviews.
- Assisted with the development of policies and procedures relating to employment.
- to identify and source candidates.
- Prepared job descriptions and assisted in short listing, interviewing and selection of candidates.

Standard Layout

B.5



My Name

- OUTLET MANAGER
- SENIOR MANAGEMENT EXECUTIVE



Address
Address line 1



Email
Myname@email.com



Phone
+ 0123 456 7890

Career Objectives: A reliable, trustworthy and flexible individual who has the relevant F&B experience and qualifications that you are looking for. With wide comprehensive understanding of the food manufacturing industry and of what drives sophisticated contemporary dining

Profile Synopsis

- Highly effective management professional who documented success during 18 years of progressively responsible food service experience. Emphasizing innovation and creativity in resolving complex problems. Energetic and result-focused with success in developing and leading diverse teams to achieve outstanding results.
- A keen, industrious and enthusiastic individual, whose attention to detail and passionate personality is well suited to the vibrant style and atmosphere of any top class hotel/restaurant. Effective pre-opening marketing strategies in luxury hotel market segment.
- Highly skilled in creating and maintaining the relationships with customers, employees and other key stakeholders including senior managers.
- In-depth knowledge of food service management protocols including food quality, sanitation and safety.
- As a natural leader, I have improved food quality and dramatically raised service levels leading to higher guest loyalty and higher sales. Built excellent relationships with franchisee community for improving their businesses.

Core Competencies

F & B Quality Enhancement	High Volume Dining	Point of Sale (POS)	Talent Acquisition
Dining Room Management	Event Management	HACCP	Team Training & Development
Exceptional Dining Concept	Pre Opening	Health & Safety	Staff Supervision

Career Progression

- 2 Nov 14 – 10 July 19
Manager
Company 1 – City - Country
Zest All Day Dining Restaurant, Atrium Café- Lobby Lounge Restaurant
Aqarlas-Pool Bar Restaurant, In-Room Dining and the Mini bar
- Nov 11 – Feb 16
Outlet Manager
Company 2 – City - Country
(370 rooms, 359 Residences & 33 Villas)
- Sep 05 – August 11
Asst. Manager
Company 3 - City - Country
A Luxury Collection Hotel West Marina
- Dec 00 – Apr 05
Supervisor
Company 4 – City - Country
(5500m)

B.6

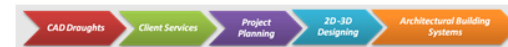
XXXXXXXX XXXXX XXXX XXXXXX

Dubai - United Arab Emirates
Mobile: +971 52 xxxxxx
Email ID: xxxxxx@email.com
Nationality: xxx, YZZ, xx, YYY, zzzz

CAREER TARGET

ARCHITECT MANAGER - ARCHITECT PROJECT MANAGER - ARCHITECT PROJECT COORDINATOR

CAREER SUMMARY



14 years Background includes designing and managing a project from concept till the construction and completion phase; negotiating the contract & assigning responsibility, client interactions, space planning, construction drawings, ensuring project remains within budget, and purchasing equipment & necessary materials.

Clear communicator, both oral and written. Interpersonal skills interface effectively with co-workers, management and customers. Excel in unpredictable and hectic environments.

EMPLOYMENT HISTORY

Senior Architect & Coordinator. Al xxxxxx xxxxxxx xxxxxxxx – Dubai – U.A.E 2010/Nov to present	Senior Architect & Coordinator. xxxxx xxxxxxx xxxxxxxx – Dubai – U.A.E Mar /2014 to May /2015
Architectural Design Engineer. Directorate of Public Works – Sharjah – U.A.E Aug /2006 to Jul /2013	Architectural Design Engineer. xxxxx xxxxxx xxxxxx – Sharjah – U.A.E Sep /2005 to 2006 / Aug
Architectural Design Engineer. x.x.xxxxx xxxxxxx xxxxx – Sharjah – U.A.E Dec /2002 to Sep /2005	Architectural Design Engineer. xxxxx xxxxxxx – Durrat – Syria Mar /2002 to Nov /2002

RESPONSIBILITIES AND DOMAIN SKILLS

- Plan and conduct minor modifications to complete working drawing sets.
- Monitor design process from conception to construction administration to ensure consistency of design idea.
- Independently perform assignments and arrive at solutions by receiving instructions on assignment objectives.
- Monitor preparation of technical drawings of less senior architects.
- Ensure compliance of construction detail documentation to quality control and best practices.
- Attend field reviews, on-site meetings & project meetings & coordinate schedule reviews and submit samples.
- Perform project research and support Project Manager to write specifications.
- Engage in team meetings to resolve project issues and coordinate to schedule adherence of technical issues.
- Review accuracy of calculations, estimates, plans and completed reports.
- Contact municipal building department and government agency officials for approvals.
- Handle minutes of consultant coordination meetings.
- Involve in business development meetings to target specific market, client or project opportunities.
- Interact with building officials during project permitting and construction phases.
- Maintain project manual and conduct and document on-site observations and reviews.
- Draft observation reports during project close-out efforts.
- Prepare training plans for employees - change in administrative duties.

Standard Layout

B.3

XXXXX XXXXX XXXXX
00000 XXXXX - 0000 XXXX XXXXX



SUMMARY OF QUALIFICATION

A highly experienced, detail oriented and dependable professional Manager who has the ability to apply financing knowledge and experience of banking, management, marketing and security facilities.
Possesses strong command and practical knowledge of basic accounting and finance principles.
Strong time management skills, highly organized, self-motivated, and efficient, consistently meet stringent deadline.
As a superb communicator, I was able to get the best out of junior staff, and on a personal level I have the drive for continual professional growth.

CAREER HIGHLIGHTS



Monitored and analyzed department work to develop especially efficient procedures and used external resources to reach a high level of accuracy.
Initiated feedback, strategic recommendations and financial review to ensure high level of understanding between firm managers.

92%

Corporate Management | Financial Accounting | Strategic Planning & Management Corporate Finance | Hospitality | Security Analysis & Modeling

PROFESSIONAL EXPERIENCE

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Assist the manager in organizing, planning and implementing strategy.
- Supervise and motivate staff. Monitor operating costs, budgets and resources.
- Coordinate operations. Ensure schedules and objectives are met.
- Communicate with clients and evaluate their needs and specifications.

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Compiling and distributing financial and statistical information such as budget spreadsheets. Assisting with promotional activities.
- Listening to customer requirements and presenting appropriately to make a sale.
- Maintaining and developing relationships with existing customers in person and via telephone calls and emails.

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Discussing the financial requirements and providing financial advice to personal and business clients.
- Assessing and reviewing financial matters.
- Developing a network of loan business contacts, promoting the bank's services, problem solving.

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Processing customer deposits, withdrawals and payments. Accepting cash from customers.
- Supporting the bank's sales team by identifying customer needs and then promoting current offers to them.
- Referring customers with financial problems to other colleagues for assistance.

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Processing expense claims, payments to suppliers and the monthly payroll.
- Managing other administrative tasks as and when they arise.

XXXXXXXX XXXXXX - XXXXXXX (XXXXX)

- Planning resources, assigning duties and communicating effectively with other staff.
- Commanding, training and leading subordinate personnel.

Address: XXXXX XXXXX
Contact: 071 56 XXXXX
Email Address: XXXXX@XXXXX.XXX

Nationality: British
Date of Birth: XXXXX/XXX/XXXX
Marital Status: Single

B.4

Eng. XXXXX XX XXXXXXX



Civil Site Engineer
QA/QC Engineer
Sales Engineer

XXXXXX - XXXX XXXXX
+9xx XXXXXXX
XXXXXXXX@hotmail.com
Lebanese
3 Years Experience

CAREER SUMMARY

- An enthusiastic and highly motivated individual who has a clear understanding of the role and responsibilities associated with being a civil engineer. Having the ability to provide support for multiple concurrent priorities, with full ability to establish, maintain and develop effective working relationships with service users, operational teams, delivery partners and colleagues.
- Possesses a broad range of technical, personal effectiveness and leadership skills and uses rigorous logic and methods to come up with effective solutions to difficult problems.
- Solid record of health, safety and environmental focus when working on projects, and committed to personal and professional development.
- A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover. Having a comprehensive understanding of electrical health and safety regulations.
- Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

AREAS OF EXPERTISE:

- Resource efficiency
Site audits
- Relevant legislation
CDM awareness
- Building materials
Consulting

EMPLOYMENT HISTORY

XXXXXXXX XXXXXXX - Engineering Department. XXX XXXXXX, Nov 14 till date

PROJECT ENGINEER & QA/QC ENGINEER

- Ensuring that all assigned work is completed on time and within agreed budgets.
- Supervising Projects including in house, external contractors and sub-contractors.
- Attending meetings & competently communicate with Clients, Contractors and major asset owners and stakeholders.
- Applying personal technical knowledge & experience to the development & delivery of technical training for graduate engineers.
- Setting out Project works in accordance with Drawings & Specification.
- Producing and processing financial measurements.
- Responsible to Manage and control the implementation on site in follow to the Design and Plan.
- Coordinate the communication between the Main-Contractor and Petunia Arabia.
- Responsible for submitting the Inspection Request (IR).
- Close the Projects and check the points at the finish before the doseout, then make a handover to the Main-contractor.
- Leading Two Foremen and around 70 workers on site.

1

Standard Layout

D.3



BINAL KANABAR

(+971) 50 1245182

kanabarbina@gmail.com

Dubai, UAE

www.binaidn.com

MARKETING Plans | Client DEVELOPMENT | Competitor Analysis
3 Years of Top in Marketing & Sales growth | Master of Business Administration

A confident and strategic minded marketing manager with extensive experience of supporting sales departments by reviewing, developing, defining their overall marketing strategy. Experience in sales strategies and cross-cultural business environments combined with deep understanding of administration process. Adopt in development of business strategies that clearly define product advantages, sales initiatives, and forecasted performance.

- ✦ Able to accurately interpret customer's requirements and possess the high level of technical knowledge needed to effectively sell particular product or service.
- ✦ Experience in planning marketing campaigns, getting collateral developed and promoting the products and services through online and print media.
- ✦ Developing marketing reports to be presented at the meeting of top management. Lead the marketing programs for branding and lead generation.
- ✦ Able to grasp a sales department's big picture requirements and translate them into detail-level specifications.
- ✦ Able to provide technical leadership at all stages of the sales cycle, and/or ability to submit quotations in a professional manner. Strong persistence in dealing with people and not giving up easily.
- ✦ Possess the right combination of technical knowledge and marketing skills needed to grow sales from existing and new customers.
- ✦ Play a key role in the sales process and is widely recognized by colleagues for broad understanding of sales techniques, industry best practices and technology integration.
- ✦ An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus.

PROFESSIONAL EXPERIENCE

Marketing Manager
Prism International LLC (Muscat, Sultanate of Oman) May 2014 - Present

Responsibilities:

- Develop, design, implement, and facilitate a marketing plan
- Collaborate with the executive team to identify growth strategies
- Execute the marketing plan and to create brand recognition
- Strategic and administrative of the firm's marketing budget
- Analyze and review the marketing program and report findings to team members
- Collaborate with Prism International's team in acquisition, efficiency, and growth
- Create and manage marketing templates for new business opportunities
- Take an active role in industry-specific organizations
- Develop and maximize industry connections to promote Prism International and pursue business opportunities in coordination with the Prism Team
- Client Retention - Services - Implement a survey program for product completion feedback
- Testimonials - Solicit client comments and review internal marketing programs as dictated by the responses
- Ongoing communication - Ensure clients are included in ongoing marketing and relationship development
- Programs - Establish programs that safeguard long-term viability of relationships and ensure performance.

CV - Binal Kanabar 1

D.4

Jane DOLSTON

ARTIST



ABOUT ME

As a highly passionate and versatile artist, I am dedicated to delivering exceptional education and fostering a positive learning environment. I am seeking a rewarding position that allows me to utilize my diverse range of skills and contribute to the academic success and personal growth of students. I am committed to continuous professional development and strive to create impactful educational experiences that inspire creativity, critical thinking, and a lifelong appreciation for the arts.

Phone
City, Country
E-mail
[LinkedIn](#)

EDUCATION

CERTIFICATION IN ART THERAPY
GRS SCHOOL
 Sept. 20XX - Jun 20XX

MA FINE ARTS
جامعة القاهرة
 Sept. 20XX - Jun 20XX

BA FINE ARTS
جامعة القاهرة
 Sept. 20XX - Jun 20XX

SKILLS

Creativity

Sensitivity

Communication

Discipline

AWARDS

Date | City **NAME OF THE AWARD**
 Winning piece

Date | City **NAME OF THE AWARD**
 Winning piece

Date | City **NAME OF THE AWARD**
 Winning piece

LANGUAGES

English Native
 German **ممتازة**
 Spanish **بسيطة**

WORK EXPERIENCE

XYZ GALLERY | ARTIST-IN-RESIDENCE
 Sept. 20XX - Jan 20XX | City

- Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
- Collaborated with the gallery team to curate and install art pieces for group exhibitions.

ABC PUBLISHING | FREELANCE ILLUSTRATOR
 Sept. 20XX - Jan 20XX | City

- Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
- Collaborated with the gallery team to curate and install art pieces for group exhibitions.

DEF ART SCHOOL | ART TEACHER
 Sept. 20XX - Jan 20XX | City

- Developed and implemented a comprehensive art curriculum for students aged 10-15, fostering their artistic skills and nurturing their creativity.
- Conducted engaging art classes, providing step-by-step guidance and constructive feedback to students.

Standard Layout

D.5

XXXX XXXXXX XXXXX
Telephone: (+971) 56 XXXXX
E Mail: xxxxx@ntb.com


IT SUPPORT – HELPDESK

4+ years of quantifiable experience in Information Technology & Computer System Managements

I am looking to work for a company that offers excellent opportunities for personal and professional development

EXECUTIVE SNAPSHOT

- A highly acclaimed, MIS certified with Master of Science in computer system managements over 4 years experience providing user support and solutions in high demand work environments. With Proven track record of efficiently diagnosing and resolving complex customer issues within agreed time scales.
- Commitment to increasing efficiencies, troubleshooting and enabling positive working relationships between internal and external stakeholders.
- In-depth knowledge of a range of software applications and operating systems.
- An independent and results-driven worker with a strong commitment to increasing staff productivity.
- Excellent communication skills developed through dealing with a wide range of people via phone, email and in person.



CORE COMPETENCIES

Solution Web Management

Change Management

Data Base Management

Technical Troubleshooting

Software Development

CAREER CONTOUR

XXXXXXXXXXXXXXXXXXXX April 2014 – March 2014
IT OFFICER

XXXXXXXXXXXXXXXXXXXX 2012 - 2013
IT Helpdesk/Service delivery (Intern)

DOMAIN DUTIES

IT Officer:

- Involved in the design of physical database schema, data modeling, and performance tuning.
- Responsible for database security and also preventing data loss
- Creating backup copies of data
- Identifying and resolving immediately any risks to the database service.
- Populating a database with new information or transfer existing data into it.

KEY SKILLS:

- Familiarity to work with computer, Microsoft Office, Excel and Windows.
- Communicating effectively, technical data to non-technical colleagues and clients.
- Ability to multi-task and adapt under constant work changing environment.

IT Helpdesk/Service delivery (Intern):

- Responsible for diagnosing & resolving hardware, software & end users problems.
- Acting as the first point of contact for all IT & technical queries.
- Ensuring reliability of systems to meet the company's needs.
- Communicating with third party technical specialists.
- Maintaining a wide range of computer hardware and software programs.
- Identifying & reporting on the budgetary implications of IT projects and upgrades.

KEY SKILLS:

- Communicating complex IT problems to clients
- Ability to work in a team.

D.6

My Name

Contact: + 0133 456 7890
Email: Myname@mail.com
Nationality: My Nationality

A reliable, trustworthy and flexible individual who has the relevant culinary experience and qualifications that you are looking for. With wide comprehensive understanding of the food manufacturing industry and of what drives sophisticated contemporary dining

SUMMARY OF SKILLS

- Highly effective management professional who documented success during 18 years of progressively responsible food service experience. Emphasizing innovation and creativity in resolving complex problems. Energetic and result-focused, with success in developing and leading diverse teams to achieve outstanding results.
- A keen, industrious and enthusiastic individual, whose attention to detail and passionate personality is well suited to the vibrant style and atmosphere of any top class hospitality & restaurant.
- Highly skilled in creating and maintaining the relationships with customers, employees and other key stakeholders including senior managers.
- In-depth knowledge of food service management protocols including food quality, sanitation and safety
- As a natural leader he is not only able to give orders and delegate tasks, but is also able to reliably carry out orders as well. As a experienced Chef he has a proven track record of making great food that will entice diners and leave them wanting more.

KEY SKILLS

– F & B Quality Enhancement	– Event Management
– Dining Room Management	– Staff supervision
– Exceptional Dining Concepts	– Point of Sale (POS)
– Creative Problem solving	– Team Training and Development.
– High Volume Dining	– Upbeat, outgoing and positive

CAREER PROGRESSION

Company 1 - City - Country
RESTAURANT MANAGER (Sep 2013 to Present)


Company 2 - City - Country
RESTAURANT MANAGER (Mar 2012 to Sep 2013)

Company 1 - City - Country
F & B SUPERVISOR (Apr 2008 to Feb 2012)

Company 1, City - Country
BANQUET WAITER (Nov 2007 to May 2007)

Responsibilities:


- Managed daily kitchen operation with 15 staff members Re-developed entire menu and increasing sales revenue.
- Provides feedback to the employee and department managers on the employees' performance of job responsibilities.
- Work closely with the manager to identify and resolve performance issues/opportunities of the team members as they arise.
- Supervises all hourly staff and Seasonal Supervisory staff, provides work direction, performance reviews, and coaching to team.



www.Career4u.ae

Standard Layout

C.5



JA

BRIDGING THE GAP BETWEEN
FINANCE AND OPERATIONS AS A HIGH-ENERGY DRIVING FORCE

lman@yahoo.com

CHIEF FINANCIAL OFFICER | SENIOR FINANCE EXECUTIVE
FINANCIAL PLANNING & ANALYSIS (FP&A) | BUSINESS OBJECTIVES & INTELLIGENCE (BI)

FINANCE-OPERATIONS INTEGRATOR AND STRATEGIC BUSINESS PARTNER, DRIVING DATA-DRIVEN BUSINESS CHANGE
FOCUSED THROUGH THE LENS OF A BIG-PICTURE BUSINESS PERSPECTIVE BUILT ON DIVERSE EXPERIENCE


EXECUTIVE PROVICENCIES

- P&L and Budget Direction
- Strategic Planning and Forecasting
- Internal Controls and Risk Management
- Financial Planning and Profitability Analysis
- Cost and Managerial Accounting
- Manufacturing/Financial System Implementation
- Operational Problem Solving
- Business Intelligence
- Strategic Sourcing

Executive-level financial credentials developed through a grounded, yet rapidly progressing career—advancing to business unit financial direction for a Fortune 500 leader and CFO of a private corporation. Developed top-performing staff creating collaborative, responsive teams aligned to business objectives, with leadership evaluated as “second to none.” Solid educational grounding with an MBA in Accounting and Bachelor’s Degree in Finance. Systems expertise in SAP Business Objects, Oracle / Hyperion, and Epicor.


AGGRESSIVE CAREER DEVELOPMENT TO TOP-TIER BUSINESS & FINANCIAL LEADERSHIP

- ▶ Transformed underperforming Main Sea Voyage Boat Company, as strategic partner to divisional president, driving millions in cost reduction and earnings.
- ▶ Designed and implemented robust financial Infrastructure, including new close process that sped cycle 40% (from 5 to 3 days) enhancing data detail.
- ▶ Delivered additional profit of 1.5 points to Main Sea Voyage Corporation bottom-line, identifying and closing pricing gaps in a two-year strategic pricing initiative without negatively affecting market competitiveness.
- ▶ Directed \$2.5B Main Sea Voyage Boat Company segment implementation of enterprise financial consolidation. Selected for role within three months of hire, directing 18-month project that restructured financial systems and reporting processes for the corporation worldwide.
- ▶ Served as critical contributor to success of Main Sea Voyage \$250M debt offering during critical 2003 period, as architect of new 5-year planning model used for corporate Financial Planning and Analysis (FP&A).
- ▶ Right-sized Main Sea Voyage Corporation FP&A function and consolidated boat segment FP&A, minimizing business risk during 2008 economic slump. Decreased combined staff by 45% while enhancing group performance.
- ▶ Championed strategic sourcing program, slashing \$2M in raw material spend for The Giant Pretzel Company.
- ▶ Built new close, budgeting, forecasting, and reporting processes and implemented ERP system for The Giant Pretzel Company, including general ledger and chart of accounts.



Business Intelligence
Operations
Finance

C.6



STEPHENS

@yahoo.com • D

LinkedIn www.linkedin.com/in/d

Positioning Companies for Competitive Edge by Reforming Data and Analytics Capabilities

CHIEF OPERATIONS OFFICER
Proved instrumental in achieving \$491M total revenues over 5 years as primary contributor to developing analytics business from scratch

Respected data and analytics (D&A) expert, business transformation leader, and innovation driver with ability to spot and turn opportunities into competitive advantage. Adept at capitalizing on operations and change leadership, quantitative analysis, advanced process management, and human capital to realize transformational results.

— LEADERSHIP HIGHLIGHTS —

- ☑ Laid groundwork to catapult annual data and analytics revenues from \$31M to \$145M, client retention rates from 84% to 97%, and client / prospect bidding wins from 40% to 60% by powering use of Ditz Global Analytics products across 12 countries (U.S., U.K., France, Italy, Germany, Belgium, Spain, Brazil, Mexico, Colombia, Saudi Arabia, and United Arab Emirates).

	2013	2014	2015	2016	2017
Annual Revenue Growth	\$31M	\$92M	\$109M	\$114M	\$145M
Customer/Account Growth	653	1,357	1,628	1,945	2,588
Product Releases (Volume)	500	3,604	5,301	6,999	8,700

- ☑ Regularly cited in The Wall Street Journal, The Financial Times Lex Column, Business Insurance, and National Underwriter for developments and industry firsts generated by Ditz Global Analytics brand.

EXECUTIVE CAREER HISTORY DRIVING CHANGE AND LASTING TRANSFORMATION

DITZ INC., Denver, CO • 2004 – Present
\$13B in revenue • 30,000+ employees across hundreds of offices in 130+ countries

Head of Operations / Managing Director (2nd in command) D / Aug 2012 – Present
Director, Benchmarking Center of Excellence, Jan 2012 – Present

Leadership Scope: Operations Launch & Management – Strategy Development & Execution – SAS Implementation – Hiring & Training of 40+ Direct / Indirect Reports in 12 Countries – R&D – Technical Troubleshooting (High-Risk / High-Impact Disruption Programs) – Contract Negotiations – Due Diligence – Change Management – Continuous Management – Product Reviews – Marketing Communications & Media Liaison


Career Overview: Recruited to develop first-ever analytics function from the ground up as member of marketing team. Gained enterprise-wide buy-in for previously unknown concept, tapped to establish Marsh Global Analytics business, and led complete business transformation to grow analytics into formidable revenue machine with 100+ employees.

In 2012, joined Head of Global Analytics and C-suite leadership team to formulate and deploy data and analytics (D&A) strategy. Assumed reins of multifunctional leadership role, launching and heading Global Analytics operations to realize complete business transformation in the field.

“Set foundation to spike revenues from \$31M to \$145M via product development, global data collection system rollouts, sales force optimization, and COE initiatives.”

Standard Layout

E.1



Name
Job Target

Summary

.....
.....
.....

Work Experience

Marketing Manager 2009 – Present
Werner Marketing Limited
.....
■
■
■

Executive CEO Assistant 2005 – 2009
.....
■
■
■
■
■
■
■
■
■

Skills

Professional	Related	Personal
.....
.....
.....
.....

Education

Bachelor of Business Administration University of 2005	Master of Business Administration University of 2001
---------------------------------------------------------------------------	-------------------------------------------------------------------------

Contact Information

1234
(123) 456 78 99
.....@......com

Achievements

-
-
-
-
-
-
-
-

Portfolio
.....

E.2



My Name
City - Country
- 0121 638 0026
Mynome@mail.com

ABOUT ME

I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. Always eager to learn, enjoy overcoming challenges and highly personable with experience working full-time or part-time from the age of 16. I have a great focus on planning & executing successful events and I have a genuine interest in following industries: Business Management, Event Management, Marketing, Administration & Customer Care.

PERSONAL DETAILS

- **Date of Birth** : 27-Feb-1989
 - **Nationality**: My Nationality
- **Visa Status** : Employment
- **Languages** : English
- **US Visa validity** : 19 Aug 2023
- **Driving License**: International Driving License for Light Vehicles.

CAREER SUMMARY

Results-driven, Professional with over 10 years of Marketing, Event management/Planner, Logistics and Freights.

- **Exemplify first rate Organizational skills** in boosting efficiency, optimizing strategies and meeting and exceeding organizational goals.
- **Demonstrate comprehensive knowledge** of diverse Sale and marketing strategies, event managements, tendering management, meeting quality standards for services.
- **Offer exceptional leaderships and learn building abilities** establishing constructive relationships and collaborating with all levels of individual.
- **Leading the organization toward significant growth and profitability** through the consistent delivery of optimal results to achieve business goals.

PROFESSIONAL EXPERIENCE

Company 1, LLC - City - Country <u>Tender Lead Specialist</u>	Mar 2015 – Present
Company 2, City - Country <u>Key Corporate Account Handler- Key Client Service & Logistics Coordinator</u>	Mar 2014 – Feb 2015
Company 3, City - Country <u>Sales and Marketing Coordinator</u>	Jul 2012 – Feb 2014
Company 4, City - Country <u>Sales Executive</u>	Jan 2012 –Apr 2012
Company 5 , City - Country <u>Senior Sales and Customer Retention Executive</u>	Oct 2011 – Dec 2011
Company 6 , City - Country <u>Admin and Logistics Coordinator</u>	Sep 2008 – Oct 2010
Company 7 , City - Country <u>Senior Team Leader</u>	May 2008 – Jul 2008
Company 8 , City - Country <u>Customer Service Executive</u>	May 2007 – Dec 2007
Company 9 , City - Country <u>Senior Team Leader for Hot Air Balloon Pilot Coordinators</u>	Dec 2006 – Jan 2007

EDUCATION AND COURSES


- **Masters in Business Administration (MBA 1st year)**
My University, City - Country
Currently pursuing my Masters in Business Administration at University of Atlanta Dubai off campus centre; specialization in **Media, Events and Marketing.**
- **Bachelors in Commerce (B.Com Degree)**
My University, City - Country
Completed my Bachelors in Commerce (3 year course) from Mahatma University, Dubai securing 1488 marks out of total 1700.
- **Logistics and Supply Chain Management**
American Institute of Logistics and Supply Chain Management
Completed Logistics and supply chain management course from American Institute of Logistics and Supply chain Management conducted by Career Institute, Dubai

Course

- Dangerous Goods handling course
- Defensive driving course

Standard Layout

E.5



DARREN JUNE
Software Developer

As a highly passionate and versatile Software Engineer, I am dedicated to delivering exceptional education and fostering a positive learning environment.

CONTACT

+1 222 222 222
jessica.j@mail.com
NY, USA

PROFILE SUMMARY

To obtain an internship position in a dynamic and professional organization, where I can apply my knowledge and gain practical experience in the field while contributing to the success of the team and organization.

LANGUAGES

English: Fluent
French: Conversational
Spanish: Intermediate

SKILLS

Data analysis	●●●●●
Budgeting	●●●●●
Research	●●●●●
Excel	●●●●●
PowerPoint	●●●●●
Word	●●●●●

INTERESTS

- ✓ Volunteer work
- ✓ Swimming/Hiking
- ✓ New tech

PROFESSIONAL EXPERIENCE

20XX-20XX (NY, USA) XYZ Company
Marketing Intern

- Assisted the marketing team in conducting market research to identify target demographics and trends.
- Created engaging content for social media platforms, resulting in 20% increase in engagement.
- Supported the planning and execution of promotional events, ensuring smooth operations and positive customer experiences.

20XX-20XX (NY, USA) DEF COMPANY
Human Resources Intern

- Assisted in the preparation of financial statements, including balance sheets and income statements.
- Conducted data analysis to identify cost-saving opportunities, resulting in a 10% reduction in expenses.
- Assisted in budgeting and forecasting activities, contributing to the development of financial plans and strategies.
- Participated in financial audits, gaining hands-on experience in analyzing internal controls and identifying areas of improvement.

20XX-20XX (NY, USA) ABC Firm
Finance Intern

- Supported the recruitment and selection process by reviewing resumes and conducting initial screenings.
- Assisted in onboarding new employees, ensuring a smooth transition, and facilitating their integration.
- Maintained employee records and databases, ensuring data accuracy and confidentiality.
- Contributed to the development and implementation of HR policies and procedures.

EDUCATION

20XX-20XX BA XYZ University NY, USA	20XX-20XX BA XYZ University NY, USA
-----------------------------------------------------	-----------------------------------------------------

E.6

My Location
+1 232 444 5555
susan@email.com

EDUCATION

20XX NY, USA **M.A Business Administration**
NYU

20XX NY, USA **B.A Business Administration**
NYU

20XX NY, USA **High School Diploma**
NY Public School

CERTIFICATES

20XX NY, USA **PACE Certification**
ASAP

20XX NY, USA **Microsoft Office Specialist**
Certipoint Testing Center

SOCIAL MEDIA

skype.profile
twitter.profile
url.linkedin
@instagram



SUSAN MCFLY
OFFICE ADMINISTRATOR

PROFILE

Highly organized and detail-oriented office manager with over 5 years of experience managing administrative tasks. I am seeking a challenging role in a dynamic and fast-paced work environment where I can utilize and nurture my skills and expertise while contributing to the company's success.

PROFESSIONAL EXPERIENCE

From: XX/20XX
To: XX/20XX
DAILY BREAD Office Administrator

- Organize and oversee office operations.
- Manage payroll and ensure timely payment to employees.
- Control correspondence, including mail and email.
- Ensure the availability of office materials.

From: XX/20XX
To: XX/20XX
APPLEBEE'S Office Administrator

- Oversaw the maintenance and repair of office equipment to ensure proper functionality.
- Coordinated travel arrangements for staff members.
- Managed office security and ensured compliance with safety protocols.

From: XX/20XX
To: XX/20XX
NYX Cosmetics Office Administrator

- Responded to employee complaints and concerns, resolving any issues in a timely and professional manner.
- Developed and maintains relationships with vendors and service providers.

From: XX/20XX
To: XX/20XX
B-STOW Office Administrator

- Created and maintained employee records, including tracking attendance, managing employee files, and processing employee benefits and insurance.
- Prepared and managed the office budget.

SKILLS

Creativity • Critical Thinking • Proactive • Crisis Management • Excel • Google Suite

Standard Layout

F.1



LISA JAMES
GRAPHIC DESIGNER



« Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. »

CONTACT

📍 Street Address
City State ZIP Code
(123) 456-789

☎️ (123) 456-789

✉️ email@address.com

🌐 WEBSITE.com

REFERENCES

Jane S Smith
(Job Title - Company Name)
(123) 456-789

Jane S Smith
(Job Title - Company Name)
(123) 456-789

EXPERIENCE

Dec. 2012 - Present

JOB TITLE - COMPANY NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

2006 - 2012

JOB TITLE - COMPANY NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

2005

DIPLOMA - SCHOOL NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.


2002

DIPLOMA - SCHOOL NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

SKILLS

SKILL 1	SKILL 4	SKILL 7
SKILL 2	SKILL 5	SKILL 8
SKILL 3	SKILL 6	SKILL 9

F.2



My Name
Relationship Manager
Senior Administrative Assistant

CONTACTS

Citizenship: My Nationality
Address: Address line 1
Mobile: +913 956 7890
Email: me@gmail.com

OBJECTIVE

To obtain a management position, in which I am given the opportunity to play a direct role in the unlimited growth and success of solid organization.

KEY SKILLS

- Client relation
- Strategic Planning
- Policies Development
- Change Initiatives
- Multi language translator
- Strategic Planning
- Procurement & Bidding
- Operation
- Policies Development
- Quality Reporting Metrics
- Policy & Procedures
- Compliance Assurance
- Direct Supervision
- Training & Development
- Leadership
- Client Presentations
- Communication skills

SUMMARY OF QUALIFICATION

- A diligent Relationship Manager/ Senior Administrative Assistant - Corporate with over 7 years' experience in handling all aspects of development and of business product and Processes. Profound knowledge of General Management, Project Management, Client relationship, Supply chain, HR, day to day operation and administration in a corporate setting.
- Extensive experience in the formulation & development of strategic business plans, Change Management & managing various of fields (Project Managements, Performance Management, Business Process reengineering, Tendering, Manpower Planning, logistical process, machinery industry, Translation and Training & Development).
- Knowledgeable and experienced translator able to work in multiple environments. Fluent in multiple languages with knowledge of cultural and regional variations.
- Spearheaded new 10- minute stand-up meetings initiative that increased Director/ CEO productivity and reduced wasted time. Exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers.
- Contract Negotiator with strong commercial awareness Persuasive Communicator. Demonstrates the proven ability to building productive relationships with customers, authorities, supplier and external departments and overseas clients.

Relationship Management
Channel Management
Administration & Personal Assistance
Corporate and Contract law

PROFESSIONAL EXPERIENCE

Company 1 - City - Country	Oct 2018- Date
Profession: Executive Assistant cum Document Controller	

- Reporting directly to Project and Deputy Project Manager.
- Reviewing and updating technical documents (e.g. Manuals and workflows).
- Managing the daily/weekly/monthly agenda and arrange new meetings and appointments, checking frequently the levels of office supplies.
- Maintaining confidentiality around sensitive information and terms of agreement.
- Preparing and disseminating correspondence, memos and forms Retrieving files as requested by employees and clients.
- Developing and maintain a filing system Filing and updating contact information of employees, customers, suppliers and external partners Supporting and facilitating the completion of regular reports.

Company 2 - City - Country	Dec 2016 - May 2018
Profession: Relationship Manager	

- Manage client accounts from initiation and account set-up to facilitation of order needs to assistance with discrepancies.
- Facilitated communication for clients, stakeholders, government organizations and municipalities and developed timely solutions to address the need and reestablish credibility. Develop and manage key relationships with senior and/or influential contacts.

Standard Layout

F.3



STEVE CRAIG

Professional Designer

CONTACT US

+1 123 456 7890
+1 222 333 4444

email@websitename.com
altername@email.com

xyz street No. with address
City Name, State Zip Code.

ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident.

SKILLS

Creativity (7/10) ●●●●●○○○

Photoshop (9/10) ●●●●●○○○

Illustrator (5/10) ●●●○○○○○

InDesign (6/10) ●●●●●○○○

Interactive Media (4/10) ●●●○○○○○

EDUCATION

2020 Degree or Study Name
Type your Institute Name Here
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

2017 Degree or Study Name
Type your Institute Name Here
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2014 Degree or Study Name
Type your Institute Name Here
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

INTERESTS & HOBBIES

- ◆ Blogging
- ◆ Reading
- ◆ Travelling
- ◆ Gaming

EXPERIENCE

ORGANIZATION NAME, TEXAS
June 2020 – May 2020
Job Title Goes here

ORGANIZATION NAME, TEXAS
June 2020 – May 2020
Job Title Goes here

ORGANIZATION NAME, TEXAS
June 2020 – May 2020
Job Title Goes here

F.4

CHRISTINA

GRAPHIC DESIGNER

PROFILE

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



Street Address
City State ZIP Code
(123) 456-7890
christina@websitename.com

SKILLS

SKILL #1 ██████████

SKILL #2 ██████████

SKILL #3 ██████████

SKILL #4 ██████████

SKILL #5 ██████████

SKILL #6 ██████████

SKILL #7 ██████████

SKILL #8 ██████████

SKILL #9 ██████████

SKILL #10 ██████████

EXPERIENCE

Dec. 2012 - Present JOB TITLE - COMPANY NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Major accomplishments:

- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.

2006 - 2012 JOB TITLE - COMPANY NAME - CITY, COUNTRY
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Major accomplishments:

- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.
- ◆ Ut enim ad minim veniam, quis nostrud exerc.

REFERENCES

John Doe
JOB TITLE - COMPANY
(123) 456-789

John Doe
JOB TITLE - COMPANY
(123) 456-789

EDUCATION

2005 DIPLOMA - SCHOOL NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

2002 DIPLOMA - SCHOOL NAME - CITY, COUNTRY
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

INTERESTS

▲ INTEREST 1 ▲ INTEREST 2 ▲ INTEREST 3 ▲ INTEREST 4 ▲ INTEREST 5

Standard Layout

F.5



INFO

Phone:
+971 52 1234567

Email:
MYEMAIL@gmail.com

LinkedIn:
<https://www.linkedin.com/>

PERSONAL DETAILS

Date of Birth: 30th July
Marital status: Single
Nationality:
Driving license: UAE driving License
Visa Status: UAE Resident Visa

LANGUAGES

English
 Arabic

CERTIFICATION

- NEBOSH International General Certificate
- ISO 14001 Lead Auditor
- ISO 9001 Internal Auditor
- IIRSM Diploma In Occupational HSE
- ISO 14001 Lead Auditor
- Traffic Controller Training

SAFAA

Administration | Health & Safety

An exceptional events professional who is highly organized, competent and makes things happen. With a leadership style that motivates and engages others in a positive way.
A positive attitude and a passion for service delivery, both traits which encourage her to continually review customer needs, identify any business development opportunities and create new products to meet these needs.

WORK EXPERIENCE

2018 - Date The Company LLC - Abu Dhabi

Events Manager and coordinator

- Brainstorming and implementing event plans and concepts
- Development, production and delivery of projects from proposal right up to delivery.
- Travelling to onsite inspections and project managing even
- Being responsible for all project budgets from start to finish
- Managing branding and communication.
- Developing event feedback surveys.
- Listening and negotiating with vendors.
- Negotiating sponsorship deals.

2016 - 2018 - Abu Dhabi

HSE Engineer

- Reviewing environmental regulations and determining whether they're being applied properly.
- Obtaining various environmental permit applications.
- Creating and maintaining air quality management systems that comply with air permits and air regulations
- Handle safety risk assessments and deploy corrective measures to minimize hazard risk profile.
- Execute safety programs for locations and minimize company safety losses
- Carrying out site assessments to determine the environmental impact of site activity.

2014 - 2016 CONTRACTING COMPANY

HSE INTERN

- Participate and Oversee the implementation of corrective action and produce investigation reports as appropriate.
- Support the department with any documentation required.
- Attend audits of ISO 14001 and ISO 18001 the event.

EDUCATION

Bachelor of Science in Environmental Health and Safety
Abu Dhabi University | 2011 - 2014

SKILLS AND EXPERTISE

Communication	Budgeting
Problem Solving	Regulatory
Public speaking	Planning

F.6



SHOWN JOHN

GRAPHIC DESIGNER

Street Address
City State ZIP Code
(123) 456-7890
email@shown.com

SKILLS

SKILL 1
SKILL 2
SKILL 3
SKILL 4
SKILL 5
SKILL 6
SKILL 7
SKILL 8

AWARDS

AWARD 1
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

AWARD 2
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

AWARD 3
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

EXPERIENCE

JOB TITLE - (DEC. 2012 - PRESENT)
COMPANY NAME - City, Country

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE - (2006 - 2012)
COMPANY NAME - City, Country

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

DIPLOMA - (2003-2005)
SCHOOL NAME - City, Country


Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

DIPLOMA - (2000-2003)
SCHOOL NAME - City, Country

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Standard Layout

G.1



YOUR NAME

GRAPHIC & WEB DESIGNER

Address - Street line
City, ST 10000
T 000 00 0 0000
email@address.com

ABOUT ME

Lorem ipsum dolor sit amet, qui no liber veritatem abesse, nulla etiam ad duo. No dicit aliquis mei, vis id cetera pericula petriquo, reque febulas ut per. Vix posse ridens eu, mea ad illum accumsan. Pa in legere mentibus facilis

EXPERIENCE

JOB TITLE, Company Name
City, State — 2012-2015

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Dipollation ullamco laboris nia ut aliquip ex ea commalo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.
- Donec vitae lecturna duibus, tridantem semper mi.

JOB TITLE, Company Name
City, State — 2008-2012

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Accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Dipollation ullamco laboris nia ut aliquip ex ea commalo consequat.
- Ut enim ad minim veniam, quis nostrud exerc.

SKILLS

- ✓✓✓✓✓
- ✓✓✓✓✓
- ✓✓✓✓✓
- ✓✓✓✓✓
- ✓✓✓✓✓

EDUCATION

DIPLOMA
School Name — 2008-2008

Ut enim ad minim veniam, quis nostrud exerc. tunc dalar in nardhande (moddunt ut laboris et dolent magna aliqua.

DIPLOMA
School Name — 2008-2008

Ut enim ad minim veniam, quis nostrud exerc. tunc dalar in nardhande (moddunt ut laboris et dolent magna aliqua.

INTERESTS

- Read
- Photo
- Music
- Paint

REFERENCES

Available upon request

G.2

JOHN SMITHEET

Your Job Title Here

Your profile statement goes here (no more than 2-3 lines).
Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam imperator pericite eodisse laudeto.

1234 Main St
Shovast Land,
San Jose, CA 95110-2704

(123) 456 789
ami@oost@gmail.com
[www.linkedin.com/in/johnsmi@oost](#)

KEY ACHIEVEMENTS

- Rather use here "action" words which reinforce the positive role
- Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam
- Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam

PROFESSIONAL SKILLS

Skill 1: ●●●●●

Skill 2: ●●●●●

Skill 3: ●●●●●

Skill 4: ●●●●●

Skill 5: ●●●●●

WORK EXPERIENCE

Jul 2008 – Present **Adobe Systems Inc.** City, State, Country

Job title

- list of actual roles you've undertaken
- lato vigilasse civilibus hiberna heec expeditionibus gentium finierat ratione
- heec noret tantum externs pericite eodisse laudeto es dicta discessit.

Jan 2007 – Apr 2009 **Kraft Foods** City, State, Country

Job title

- Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam
- lato vigilasse civilibus hiberna heec expeditionibus gentium finierat ratione
- heec noret tantum externs pericite eodisse laudeto es dicta discessit.

Feb 2006 – Dec 2006 **Google, Inc.** City, State, Country

Job title

- Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam
- lato vigilasse civilibus hiberna heec expeditionibus gentium finierat ratione
- heec noret tantum externs pericite eodisse laudeto es dicta discessit.

EDUCATION

Jan 2003 – Dec 2003 **Your University**

Your Diploma

- Crebris pecem luctuosa post civilibus Mediolanum eius hiberna fortunam imperator lato vigilasse civilibus hiberna

REFERENCES

- Mr. John Jones**
VP Marketing, Kraft Foods
[John.jones@kraft.com](#)
- Ms. Jane Janiss**
Sales Director, Adobe
[Jane.janiss@adobe.com](#)

www.Career4u.ae

Standard Layout

G.3

LIAM COOPER
GRAPHIC DESIGNER

Street Address
City State ZIP Code
(123) 456-7890

em.all@address.com
WEBSITE.com



EXPERIENCE

JOB TITLE - DEC. 2012 - PRESENT
COMPANY NAME - City, Country
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

JOB TITLE - 2006 - 2012
COMPANY NAME - City, Country
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE - 2004 - 2006
COMPANY NAME - City, Country
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

EDUCATION

DIPLOMA - 2003-2005
SCHOOL NAME - City, Country
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

DIPLOMA - 2000-2003
SCHOOL NAME - City, Country
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

SKILLS

SKILL #1
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

SKILL #3
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

SKILL #5
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

SKILL #2
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

SKILL #4
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

SKILL #6
 Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt.

REFERENCES


Jam as Smith
 Job Title
 Company Name
 (123) 456-7890

Jam as Smith
 Job Title
 Company Name
 (123) 456-7890

G.4

Curriculum vitae

XXXXXX XXXX XXXXXX
 Oracle Developer Technical Consultant
 Oracle Developer-IT Specialist



Address: Dubai -UAE
Nationality: xxxxx
Date of Birth: 2nd-Feb-1977
Marital Status: Married
Visa Status: Employment
Languages: Arabic - English

PROFESSIONAL EXPERIENCE

XXXXXXXX XXXX Jan 2014 till present
APPS FUNCTIONAL / TECHNICAL CONSULTANT
Responsibilities:

- Functional support in Oracle E-Business Suite Financial 11i
- Standard Forms Personalization.
- Developing Custom Reports for (AR-AP-GL- FA)
- Setup, Configure, Identify, Administer, Application Developer, Responsibilities, Profile Options and Alerts
- Administer user rights to Modules, Roles, Responsibilities and Security permissions
- Manage and Record the creation / changes of new users, groups and permissions on the Application based on change management update.
- Responsible for customizing HR (form & report & Discoverer & plsql code) like (salary calculations, termination calculations, budget, vacation and other modules) to comply with Dubai Government new Legislations and Rules.
- Debug Database and Application Objects and interfaces using Toad, PL/SQL developer, and SQL Loader
- Debugging and performance tuning
- Complete the process flowchart to integrate GL with Sub ledgers
- Developing Interfaces of Oracle Financials with other Sub-ledgers and MS Dynamics AX 2012
- Provide Trainings for E-Business Users.
- Applications troubleshooting & Implement new business user requirements.
- Follow up with Oracle Support for all the SRs assigned to Oracle Metalink.
- Administrator of Oracle Financial Application e-business suite 11i, technical and functional.
- Maintain Fixed Assets register and employees register in Configuration Management Data Base.
- Maintain all related Oracle apps11i administration activities.
- Data Backup and Recovery Plans.

XXXXXXXXXXXXXXXXX (Dubai-UAE) Jan-2012 to Dec-2013
IT SPECIALIST
Responsibilities:

- Functional Technical support in Oracle E-Business Suite HRMS 11i
- Development of custom Oracle reports using Reports 6i/10g.
- Windows Server 2003,2008 Domain controller Administrator.

OBJECTIVES:

"To further my professional career with an executive level management position in a world class company. That will enable me to apply my skills and knowledge in providing efficient & effective consultancy and solutions in new implementation.

Standard Layout

G.5



JAVIERA BLANCH
Ecommerce Project Manager

Albany, NY
+1 555 555 557

javierablanch@gmail.com
javierablanch.co.uk

LANGUAGES

English Spanish

HARD SKILLS

Tableau ★★★★★
Mixpanel ★★★★★
Analytics ★★★★★
Data Studio ★★★★★
Notion, Trello ★★★★★
Zendesk ★★★★★

SOFT SKILLS

- Budgeting and forecasting
- Project scheduling
- Lean Startup Thinking
- Agile Software
- Scrum Management
- Meeting moderation

GO TO MY ONLINE

Visit my online CV from any device to see more about my experiences, success cases and much more.



EXECUTIVE SUMMARY

Over a 12-year career in tech, working in Latam and the United States, I have played an essential role in developing and improving a wide range of digital products and services across different industries and business models; from Saas, to Digital Media and Ecommerce where I have found my biggest passion. Paying close attention to user feedback, spot user behavior patterns, and iterating from there has always been my motto.

WORK EXPERIENCE

CongoBasin INC, Arlington County, VA | 02/2016 – Present
Ecommerce Product Owner
Employing over 1M people, CongoBasin is the largest online retailer in the world. At their Arlington, VA Hub, as a product owner for CongoBasin.co's Office Electronics department, I have led a multidisciplinary team of 20 software developers, UX designers, and data scientists.

TechBite - California. | 01/2014 - 02/2016
Product Manager
Techbite is the biggest Tech news site in the United States, with over 9M monthly unique visitors. At Techbite I was part of the team that successfully launched BiteBase, their famous directory of startup companies, in 2015. As a BiteBase team member I designed BiteBase premium plan features along with a small team of 2 UX designers and 2 Front-end Developers.

Rankfor.me - Saas | 2011 – 2014
Product Manager
Startup company providing Saas services for SEO. In the early 2010s, its revolutionary algorithm used AI to analyze semantic web structures and SERPs for over 40M search terms in order to automatically present actionable insights to their webmasters. I was one of rankfor.me's first 7 employees, while the company was in YC. In this early stage of the company, I took a hybrid position between Customer Success Manager and Product Manager.

ACADEMIC BACKGROUND

Master in Management | 2017
Woolf College

YC alumni | 2011

Business & management | 2003 – 2006
Universidad de los Andes Bogotá

G.6



Isabella Jack
Programmer/UI

CONTACT

Phone
+2 434-232-534234

Email
isbellaand@gmail.com

Address
715 Arlington avenue
Oak ridge, Tn 35785

EDUCATION

SCHOOL NAME 1
JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar mellu.

SCHOOL NAME 2
JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun sit amet consectetur.

SCHOOL NAME 3
JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun sit amet consectetur.

HOBBIES

Photography Swimming
Music Driving

ABOUT ME

My Name is Isabella Jack Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially ever since the 1500s, when an unknown unchanged. but also the leap into electronic It was popularized.

EXPERIENCE

WORK NAME 1 JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar mellu.

WORK NAME 2 JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar mellu.

WORK NAME 3 JUNE 2008 - DEC 2014
Lorem ipsum dolor: sit amet consectetur elit. it ellentesque eleife ornare ipsun enunc pulvinati ncidunt. quis pul vinar mellu.

SKILLS

- PHOTOSHOP
- HTML
- CSS
- JAVA SCRIPT
- DREAMWIWER
- ILLUSTRATOR
- PHOTOSHOP
- HTML
- CSS
- JAVA SCRIPT
- DREAMWIWER
- ILLUSTRATOR

REFERENCE

JEAN DAVID
Manger of Techno Media
Contact: +909 3940 3309 3

Standard Layout

H.1



NATALIE EDWARDS

System Analyst and Developer

ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident.

EDUCATION

- 2018 to 2020**
College or University Name
DEGREE OR DIPLOMA NAME
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- 2016 to 2018**
College or University Name
DEGREE OR DIPLOMA NAME
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- 2014 to 2016**
College or University Name
DEGREE OR DIPLOMA NAME
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

EXPERIENCE

- 2014 to 2020**
Role / Job responsibilities
ORGANIZATION NAME, CITY
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- 2010 to 2014**
Role / Job responsibilities
ORGANIZATION NAME, CITY
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor
- 2000 to 2010**
Role / Job responsibilities
ORGANIZATION NAME, CITY
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

CONTACT

+1 323 456 7890
+1 222 333 4444


email@websiteName.com
alterName@email.com

xyz street No. with address
City Name, State zip Code.

SKILLS

- Analytical (7/10) ●●●●●○
- Attention to Details (9/10) ●●●●●●●○
- Teamwork (5/10) ●●●●○
- Interpersonal (8/10) ●●●●●●○
- Adaptability (6/10) ●●●●○

H.2



ETHAN HENRY

Graphic Designer

Street Address
City State ZIP Code
(123) 456-789
email@address.com

SUMMARY

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

PERSONAL SKILLS

SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●

PROFESSIONAL SKILLS

SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●
SKILL #1 ●●●●●●●●

INTERESTS

- Interest #1
- Interest #2
- Interest #3
- Interest #4

EXPERIENCE

JOB TITLE
(Dec. 2012 - Present)
COMPANY NAME - City, Country
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE
(2006 - 2012)
COMPANY NAME - City, Country
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Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

DIPLOMA
(2003-2005)
SCHOOL NAME - City, Country
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DIPLOMA
(2003-2005)
SCHOOL NAME - City, Country
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua.

Standard Layout

H.3



JAMES BROWN

ACCOUNT MANAGER

Street Address
City State ZIP Code
(123) 456-7890
email@address.com
WEBYTE.com

PROFILE

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris.

EXPERIENCE

JOB TITLE - (DEC. 2012 - PRESENT)
COMPANY NAME - City, Country

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Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE - (2006 - 2012)
COMPANY NAME - City, Country

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SKILLS

#SKILL 1

#SKILL 2

#SKILL 3

#SKILL 4

#SKILL 5

#SKILL 6

#SKILL 7

#SKILL 8

EDUCATION

DIPLOMA - (2003-2005)
SCHOOL NAME - City, Country

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam,

DIPLOMA - (2000-2003)
SCHOOL NAME - City, Country

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam,

REFERENCES

James Smith (Job Title - Company Name) (123) 456-789	James Smith (Job Title - Company Name) (123) 456-789	James Smith (Job Title - Company Name) (123) 456-789
------------------------------------------------------------	------------------------------------------------------------	------------------------------------------------------------

H.4



Contact Me
123-456-7890 | email@OfficeTemplatesOnline.com

ELISABETH PEARSON

Marketing & Sales Expert

ABOUT ME

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident.

EDUCATION

DEGREE OR STUDY NAME
2020 [Type your Institute Name Here](#)
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DEGREE OR STUDY NAME
2018 [Type your Institute Name Here](#)
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DEGREE OR STUDY NAME
2015 [Type your Institute Name Here](#)
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EXPERIENCE

ORGANIZATION NAME, TEXAS
June 2020 – May 2020
[Job Title Goes here](#)
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ORGANIZATION NAME, TEXAS
June 2020 – May 2020
[Job Title Goes here](#)
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ORGANIZATION NAME, TEXAS
June 2020 – May 2020
[Job Title Goes here](#)
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INTERESTS/HOBBIES

- Blogging
- Reading
- Travelling
- Gaming

SKILLS

Analysis (7/10)

Strategic Planning Abilities (6/10)

Communication (9.5/10)

Delegation (9/10)

Remain Calm Under Pressure (8/10)

LANGUAGES

English

French

Standard Layout

H.5



PROFILE

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore

David Bentidgras
Graphic Designer

(123) 456-789
email@address.com
WEBSITE.com

SKILLS

- #SKILL 1
- #SKILL 2
- #SKILL 3
- #SKILL 4
- #SKILL 5
- #SKILL 6

INTERESTS

- #INTEREST 1
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in
- #INTEREST 2
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in
- #INTEREST 3
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in

REFERENCES

James Smith
(Job Title - Company Name)
(123) 456-789

James Smith
(Job Title - Company Name)
(123) 456-789

EXPERIENCE

JOB TITLE (DEC. 2012 - PRESENT)
COMPANY NAME - City, Country
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE (2006 - 2012)
COMPANY NAME - City, Country
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Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

DIPLOMA (2003-2005)
SCHOOL NAME - City, Country
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DIPLOMA (2000-2003)
SCHOOL NAME - City, Country
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H.6

RESUME / CV

GEORGE SOROS

BUSINESS DEVELOPEMENT



Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore

Street Address
City State ZIP Code
(123) 456-789
email@address.com
WEBSITE.com

EXPERIENCE

JOB TITLE - DEC. 2012 - PRESENT
COMPANY NAME - City, Country
Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehend incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE - 2006 - 2012
COMPANY NAME - City, Country
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JOB TITLE - 2005 - 2006
COMPANY NAME - City, Country
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EDUCATION

DIPLOMA - 2003-2005
SCHOOL NAME - City, Country
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DIPLOMA - 2000-2003
SCHOOL NAME - City, Country
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INTERESTS

- #INTEREST 1
- #INTEREST 2
- #INTEREST 3
- #INTEREST 4

SKILLS

- #SKILL 1
- #SKILL 2
- #SKILL 3
- #SKILL 4
- #SKILL 5
- #SKILL 6
- #SKILL 7

Standard Layout

J.1

XAVIER REZUMETT

SALES MANAGER

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PROFILE

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Street Address - City State ZIP Code
 (123) 456-789
 email@address.com
 resumeet

EXPERIENCE

JOB TITLE
COMPANY NAME - CITY, COUNTRY
Dec. 2012 - Present

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dai vel.

Major accomplishments:

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JOB TITLE
COMPANY NAME - CITY, COUNTRY
2006 - 2012

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Major accomplishments:

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SKILLS

Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★

SOFTWARES

Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★
 Ut enim ad minim veniam ★★★★★

LANGUAGES

ENGLISH native language
FRENCH intermediate (speaking, reading); basic (writing)
SPANISH fluent (speaking, reading, writing)

EDUCATION

DIPLOMA
SCHOOL NAME
2003 - 2005

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dai vel.

J.2

JOHN WATSON

Graphic & Web Designer

CONTACT ME

123-456-7890
 444-456-7788
 email@OfficeTemplatesOnline.com
 Street address here, City State, Zip Code

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation...

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AWARDS

- ★ Award # 1 - 2017
- ★ Another award in 2017
- ★ Award Name in 2018

INTERESTS

WORK EXPERIENCE

Graphics Designer (Jan 2016 - Dec 2017)
Write Down the Job Title here
Write here details about your responsibilities on this job Write here details about your responsibilities on this job

Graphics Designer (Jan 2016 - Dec 2017)
Write Down the Job Title here
Write here details about your responsibilities on this job Write here details about your responsibilities on this job

Graphics Designer (Jan 2016 - Dec 2017)
Write Down the Job Title here
Write here details about your responsibilities on this job Write here details about your responsibilities on this job

PROFESSIONAL SKILLS

Skill One Name ██████████ 90%
 Skill Two Name ██████████ 70%
 Skill Three Name ██████████ 80%
 Skill Four Name ██████████ 60%
 Skill Three Name ██████████ 80%
 Skill Four Name ██████████ 60%

EDUCATION


Degree Name	University	Year	GPAA%
BSCS	Your University Name	2016	89%
Microsoft Certification	University Name Here	2017	50%
Another Degree	University Name	2017	90%
BSCS	Your University Name	2018	89%
Microsoft Certification	University Name Here	2017	50%
Another Degree	University Name	2017	90%
BSCS	Your University Name	2018	89%

Template By: OfficeTemplatesOnline.com

Standard Layout

J.3

JULIA RUDRYGO



Street Address
City, State, ZIP Code

(123) 456-789

email@address.com

address.com

PROFILE

As a highly passionate and versatile artist, I am dedicated to delivering exceptional education and fostering a positive learning environment. I am seeking a rewarding position that allows me to utilize my diverse range of skills.

PRO SKILLS

#SKILL 1
Creativity, critical thinking, committed to continuous professional development.

#SKILL 2
Creativity, critical thinking, committed to continuous professional development.

#SKILL 3
Creativity, critical thinking, committed to continuous professional development.

#SKILL 4
Creativity, critical thinking, committed to continuous professional development.

#SKILL 5
Creativity, critical thinking, committed to continuous professional development.

#SKILL 6
Creativity, critical thinking, committed to continuous professional development.

#SKILL 7
Creativity, critical thinking, committed to continuous professional development.

#SKILL 8
Creativity, critical thinking, committed to continuous professional development.

EXPERIENCE

JOB TITLE - (DEC. 2012 - PRESENT)
COMPANY NAME - City, Country

- Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
- Collaborated with the gallery team to curate and install art pieces for group.

JOB TITLE - (2006 - 2012)
COMPANY NAME - City, Country

- Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
- Collaborated with the gallery team to curate and install art pieces for group.

JOB TITLE - (2004 - 2006)
COMPANY NAME - City, Country

- Developed and executed a solo art exhibition featuring a series of mixed media installations exploring the concept of identity and self-expression.
- Collaborated with the gallery team to curate and install art pieces for group.

EDUCATION

DIPLOMA - (2003-2005)
SCHOOL NAME - City, Country

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DIPLOMA - (2000-2003)
SCHOOL NAME - City, Country

Ut enim ad minim veniam, quis nostrud exerc. Irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

J.4

CURRICULUM VITAE – MILEY REZUMEET

MILEY REZUMEET

HUMAN RESOURCES MANAGER

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dui vel. Vitae tempor, in erat vestibulum in. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est.

EXPERIENCE

JOB TITLE
COMPANY NAME – CITY, COUNTRY
Dec. 2012 - Present

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dui vel.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

JOB TITLE
COMPANY NAME – CITY, COUNTRY
2006 - 2012

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dui vel.

Major accomplishments:

- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.
- Ut enim ad minim veniam, quis nostrud exerc.

EDUCATION

DIPLOMA
SCHOOL NAME
2003 – 2005

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dui vel.

DIPLOMA
SCHOOL NAME
2001 – 2003

Lorem ipsum dolor sit amet, amet morbi scelerisque, mollis ullamcorper, porttitor sodales auctor. Possere eget senectus. Nunc porttitor ligula, vivamus arcu auctor. Ut scelerisque consequat, ante dolor, leo dui vel.



CONTACTS

email@address.com

(123) 456-789

Street Address - City State ZIP Code

resumeet

SKILLS

Your Skill #1 ★★★★★

Your Skill #2 ★★★★★

Your Skill #3 ★★★★★

Your Skill #4 ★★★★★

Your Skill #5 ★★★★★

LANGUAGES

English ██████████

French ██████████

Spanish ██████████

Standard Layout

J.5

ROGER WALTERS
ARCHITECT

PROFILE SUMMARY

A highly motivated and skilled architect with a passion for creating innovative and sustainable designs. Seeking a challenging position in a reputable architectural firm where I can utilize my expertise to contribute to the development of cutting-edge projects and enhance the built environment.

SKILLS

AutoCAD	SketchUp	Problem-solving
Revit	3ds Max	Project management

+1 2 66 66 66 66
NY, USA
sumname.name@gmail.com

PROFESSIONAL EXPERIENCE

<h4>SENIOR ARCHITECT</h4> <p>Entreprise – 06/20XX – 05/20XX</p> <ul style="list-style-type: none"> Led a team of architects and designers in the successful completion of a high-rise residential project. Collaborated closely with clients, engineers, and contractors to ensure project specifications and timelines were met. 	<h4>JUNIOR ARCHITECT</h4> <p>Entreprise – 06/20XX – 05/20XX</p> <ul style="list-style-type: none"> Collaborated closely with clients, engineers, and contractors to ensure project specifications and timelines were met. Assisted in the development and presentation of architectural designs for commercial and retail spaces. 	<h4>INTERN ARCHITECT</h4> <p>Entreprise – 06/20XX – 05/20XX</p> <ul style="list-style-type: none"> Assisted in creating 3D visualizations and renderings to communicate design concepts to clients and stakeholders. Conducted on-site measurements and assisted in construction site supervision.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

FORMATION

<h4>MASTER OF ARCHITECTURE</h4> <p>XYZ UNIVERSITY 06/20XX – 05/20XX</p>	<h4>BACHELOR OF ARCHITECTURE</h4> <p>ABC SCHOOL 06/20XX – 05/20XX</p>	<h4>BIM CERTIFICATION</h4> <p>TUV ACADEMY 06/20XX – 05/20XX</p>
-----------------------------------------------------------------------------	---------------------------------------------------------------------------	---------------------------------------------------------------------

LANGUAGES

English: Native
Spanish: Intermediate
Italian: Beginner

INTERESTS

Yoga
Marshall Arts
Music

SOFTWARE

Photoshop
Powerpoint
Excel

J.6

ANDY RÖCKSON
Graphic Designer

ABOUT ME

Morbi a ante posuere, porta nibh at, interdum diam. Nullam condimentum velit enim, id molestie enim scelerisque auctor. Ut dui elit, vestibulum quis consequat at, pharetra eu arcu.

Andy123@email.com

+123 456 789

www.rockson123.com

LANGUAGES

English	●●●●●●●●
Spanish	●●●●●○
German	●●●●○
Italian	●○○○○

EDUCATION

Master in user experience design (2012)
ABC University
Morbi a ante posuere, porta nibh at, interdum diam. Nullam condimentum velit enim, id molestie enim scelerisque auctor

BSc in multimedia in design (2006)
XYZ University
Morbi a ante posuere, porta nibh at, interdum diam. Nullam condimentum velit enim.

EXPERIENCE

Black Hawk Studio
Senior UX Designer
Morbi a ante posuere, porta nibh at, interdum diam. Nullam condimentum velit enim, id molestie enim scelerisque auctor

Redeye Software
Senior UX Designer
Morbi a ante posuere, porta nibh at, interdum diam. Nullam condimentum velit enim.

MY SKILLS


Ps	Ai
Adobe Photoshop	Adobe Illustrator
In	Xd
Adobe InDesign	Adobe XD

HOBBIES

Reading	Basketball	Hiking	Music

Standard Layout

N.1



Mohammed

Business Development Executive
Sales and Marketing

Contacts

Address : Dubai - UAE
Contact: 0501234567
Email: EMAIL@gmail.com

Qualifications

- Master's In Economic- Likki
Mianwat university 2020-2021
- Bachelors In Commerce- Quid e
Azam University Islamabad 2014-
2016

Skills

Business Development
Sales Strategy
Market Research
Lead Generation
Client Relationship Management
Strategic Partnerships
Negotiation
Account Management

PROFILE SUMMARY

- **Expertise In Market Penetration:** Proven ability to penetrate new markets and drive business expansion through market research, competitor analysis, and strategic planning.
- **Strong Sales and Negotiation Skills:** Adept at consultative selling and skilled in negotiating contracts, pricing, and terms to secure profitable deals and maximize revenue.
- **Relationship Building and Client Management:** Extensive experience in cultivating and maintaining long-term relationships with key clients, understanding their needs, and providing exceptional customer service.
- **Strategic Partnerships and Alliances:** Proficient in identifying and establishing strategic partnerships and alliances to leverage mutual strengths, expand market reach, and drive business growth.
- **Cross-Functional Collaboration:** Skilled in collaborating with cross-functional teams, including sales, marketing, and executive leadership, to align business development initiatives with overall company goals and objectives.
- **Analytical Thinking and Problem Solving:** Strong analytical and problem-solving skills with the ability to analyze market trends, identify opportunities, and develop data-driven solutions to address challenges.
- **Exceptional Communication and Presentation Skills:** Excellent verbal and written communication skills, with the ability to effectively convey complex ideas and influence stakeholders at all levels.
- **Results-oriented and Target-driven:** Demonstrated track record of exceeding sales targets and achieving measurable results, with a focus on driving revenue growth and profitability.

Professional Highlights Across Career Span

- Developed and implemented a customer retention strategy that resulted in a 25% increase in client satisfaction and a 15% decrease in customer churn rate.
- Received multiple client accolades and testimonials for exceptional service and support, contributing to a high client referral rate.
- Developed and executed a market entry strategy that led to the successful launch of a product in a new geographic region.

PROFESSIONAL EXPERIENCE

Business Development Officer
Sunshine Automotive , 2021 - 2022

- **Market Research and Analysis:**
Conduct market research to identify potential clients, competitors, and emerging industry trends.
Analyze market data and customer insights to identify new business opportunities.
Stay updated on industry developments and competitor activities.
- **Business Planning and Strategy:**
Collaborate with the executive team to develop the company's business development strategy and goals.
Create comprehensive business development plans, including sales forecasts, targets, and budgets.
Identify key areas for growth and develop strategies to capitalize on them.

N.2

KAL IBRAHIM

Mob: +971- 050 123 4567
Email: EMAIL@emirates.net.ae
Linkedin: <https://www.linkedin.com/in/1/>
Location: Dubai - UAE

REGIONAL APPLIED & CONTROLS BU DIRECTOR | GENERAL MANAGER

EXECUTIVE SUMMARY

I am a seasoned strategic business leader with over 25 years of experience in a global industrial construction-related listed multinational company named Carrier Corporation where I am currently a Regional BU Director as well as a General Manager across the Middle East. In these roles, I am leading a \$200M business across the region and a fully-fledged multifunctional organization. I have a proven track record of owning and achieving double-digit P&L growth and building successful business ventures aiming for long-term strategic growth. I represent the organization across multiple boards of directors, competently building relationships, and managing investors and joint venture partners.

CORE COMPETENCIES

LEADERSHIP & DECISION MAKING	ORGANIZATION MANAGEMENT	STRATEGIC BUSINESS DEVELOPMENT
CUSTOMER MANAGEMENT	STRATEGIC PLANNING	BOARD REPRESENTATION
STRATEGY DEVELOPMENT & IMPLEMENTATION	P&L OWNERSHIP	PARTNER MANAGEMENT
KEY CONTRACT NEGOTIATIONS	REGIONAL SALES MANAGEMENT	COMPLEX PROBLEM SOLVING

CAREER

DIRECTOR MIDDLE EAST | GENERAL MANAGER | CONTROLS & DATA CENTERS DIRECTOR
MIDDLE EAST, Dubai UAE 2019 - Current

GENERAL MANAGER
KUWAIT, KUWAIT CITY 2017 - 2019

Roles & Achievements

Regional Middle East Leadership – multimillion dollar business

- Successfully led a \$200M business across the Middle East and the entity in Kuwait, driving growth and strong market leadership with a top market share position, especially in Kuwait.

Organizational leadership (multidisciplined)


- Competently led a fully-fledged multi-functional organization including Sales, Finance, Marketing, HR, Supply Chain, and Aftermarket from 2017-2023.

P&L ownership managing performance

- Achieved double-digit sales growth in 2017/2018 and a 50% increase in Applied revenue, resulting in Kuwait being the best-performing entity across the Middle East in 2018.
- Drove profitability and cashflow growth with double-digit growth in 2017/2018.

Regional Commercial/ Controls/ DC Sales leadership

- Successfully developed and led a \$150M regional vertical business (Kuwait, UAE, Qatar, Saudi)
- Created the regional vertical business venture from scratch, including the organization, processes, and management (forecast, sales productivity, etc.).
- Developed vertical sales planning and tracking tools from scratch, including digital platforms.
- Standardized processes across different entities, which was a challenge (incentive, forecast, etc.).




Standard Layout

N.3

JACK Kinsely
HEAD - CORPORATE BUSINESS

+971 52 1234567 | Dubai, UAE | In: www.linkedin.com/in/ | myemail@gmail.com



Profile / Summary

As an experienced business development professional with over 17 years of experience, I excel in leading teams to establish corporate relationships and convert customers to clients. With a proven track record of monitoring team performance, providing timely guidance, and motivating members to achieve business objectives,

I have a keen eye for detail, and my ability to track and report on a company's strategic development and ongoing forecasts ensures that I am able to provide valuable insights to key stakeholders.

In addition, my experience in facilitating interpreter onboarding and contract negotiation for new interpreters, building rapport with existing teammates, and providing ongoing mentorship allows me to effectively manage budgets, reduce spending, and ensure high levels of customer satisfaction through excellent service.

Overall, I am a results-oriented professional who is passionate about driving business growth, improving work processes, and ensuring that all practices correspond to industry standards and regulations.

Key Skills / Competencies

- Business Development
- Corporate relationships
- Marketing strategy
- Resource utilization planning
- Strategic planning
- Performance analysis
- Budget Management
- Relationship Management
- Leadership & Team Management
- Sales projections & analytics
- Customer satisfaction
- Problem-solving

Key Achievements

- Achieved sales targets for five consecutive years (2017 to 2022) and Exceeded the target by 245% for the month of Sep 2021 by leveraging existing relationships and developing new business opportunities.
- Successfully negotiated a complex contract with a major client and over 300 clients, resulting in a multi-year partnership and 70 k in new revenue.
- Successfully navigated a highly competitive market by developing and executing a differentiated sales strategy, resulting in a 10% increase in market share.

Employment History

- Jan 2012 – **Present**: Corporate Business Unit, LLC , Bur Dubai, Dubai, UAE: **Head - Corporate Manager**
- Mar 2010 – Jan 2011: Kochi, Kerala, India : **All Kerala Sales And Marketing Manager**
- Jan 2009 – Feb 2010: Kozhikode, Kerala, India: **Head-Business Development**
- Dec 2005 – Jan 2008: Kozhikode, Kerala, India: **North Kerala Manager**

Domain Responsibilities

Leading and Managing Team:

- Lead and manage a team of Business Development Officers/Executives responsible for establishing corporate relationships to convert customers to clients.
- Monitor team performance, provide timely guidance, and motivate team members to achieve individual and team objectives.
- Plan and execute resource utilization strategies to drive the team to achieve business objectives.
- Conduct interviews with potential hires referred by the HR department to develop the team as per the budget.

Business Development and Sales:

- Coordinate with all departments to meet client requirements and facilitate interpreter onboarding and contract negotiation for new interpreters.
- Develop store strategies to raise client pool, expand store traffic, and optimize profitability.
- Work alongside sales team to gather insights about customer needs and preferences.
- Build networks to promote the company's mission, expand client base, and enhance professional reputation.

Sheet 1 - Sales Manager - Head of Business Development Page 1 of 2

N.4

MARK PETER

+ 971 52 123 4557
email@gmail.com
www.linkedin.com/in/



Professional Profile SALES MANAGER - CORPORATE BUSINESS UNIT MANAGER

As an experienced business development professional with over 17 years of experience, I excel in leading teams to establish corporate relationships and convert customers to clients. With a proven track record of monitoring team performance, providing timely guidance, and motivating members to achieve business objectives,

I have a keen eye for detail, and my ability to track and report on a company's strategic development and ongoing forecasts ensures that I am able to provide valuable insights to key stakeholders.

In addition, my experience in facilitating interpreter onboarding and contract negotiation for new interpreters, building rapport with existing teammates, and providing ongoing mentorship allows me to effectively manage budgets, reduce spending, and ensure high levels of customer satisfaction through excellent service.

Overall, I am a results-oriented professional who is passionate about driving business growth, improving work processes, and ensuring that all practices correspond to industry standards and regulations.

Competencies



Achievements

- Achieved sales targets for five consecutive years (2017 to 2022) and Exceeded the target by 245% on Sep 2021 by leveraging existing relationships and developing new business opportunities.
- Successfully negotiated a complex contract with a major client and over 300 clients, resulting in a multi-year partnership and 70 k in new revenue.
- Successfully navigated a highly competitive market by developing and executing a differentiated sales strategy, resulting in a 10% increase in market share.

Career Progression

- Jan 2012 – **Present**: Corporate Business Unit , Bur Dubai, Dubai, UAE: **Corporate Manager**
- Mar 2010 – Jan 2011: Kochi, Kerala, India : **Sales And Marketing Manager**
- Jan 2009 – Feb 2010: Kozhikode, Kerala, India: **Head-Business Development**
- Dec 2005 – Jan 2008: Kozhikode, Kerala, India: **Manager**

Domain Skills

Leading and Managing Team

- Lead and manage a team of Business Development Officers/Executives responsible for establishing corporate relationships to convert customers to clients.
- Monitor team performance, provide timely guidance, and motivate team members to achieve individual and team objectives.
- Plan and execute resource utilization strategies to drive the team to achieve business objectives.
- Conduct interviews with potential hires referred by the HR department to develop the team as per the budget.

Standard Layout

N.5

Lamees

Business Development | Project Management | Client Relationship Management

Professional engineer that's organized and results-driven, providing excellent technical and business support. Participating in the design, preparation and review of construction plans, site investigations, cost estimates, specifications and reporting. Skilled at finding solutions to complex problems as they arise to ensure projects progress with minimal impact on schedule and budget. Excels at sourcing sub-contractors when necessary and ensuring they adhere to company standards. Well-developed oral and written business communication skills. Good listener and motivator with exceptional interpersonal skills.

📧 lamees@lamees.com | 📍 Down town - Dubai - UAE
 📞 971561234567 | 🌐 lnkedin.com/n/



WORK EXPERIENCE

Client Manager | Project Engineer Assistant

Commercial Services L.L.C.

10/2021 - Present

- Planning, coordinating and monitoring the assigned projects.
- Interaction with the clients to interpret their needs and requirements.
- Ability to price and estimate projects, draft tender documents, deal with variation, orders and produce site visit reports.
- Ability to work under pressure to meet tender submission deadlines.
- Improving problem-solving skills by managing variation orders and coordinating with subcontractors and suppliers.
- Developing a theoretical and practical understanding of construction projects through involvement from the tendering stage until the testing and commissioning.
- Demonstrating the ability to work under pressure to meet submission deadlines.

Project management intern

Engineering (Consulting Engineers & Architects)

4/2021 - 8/2021

Worked closely alongside the senior project manager reviewing evaluations of the sustainability and the environmental impact of projects. Performed technical and feasibility studies including on-site investigations.

- Studied and evaluated project progress, prepared recommendations and presented alternative solutions to address potential problems.
- Reviewed project designs and anticipated potential problems.
- Analyzed maps, blueprints, surveys, design drawings, aerial images and all other relevant topographical data that supports the project.
- Carried out regular site visits and produced reports to measure progress and ensure the smooth running of the project.

SKILLS

- Operations Management
- Project Management
- Business Process Improvement
- Business Development
- Client relationships
- Contract negotiation
- Customer Service
- Budget control
- General Administration

EDUCATION

MSC Management - 2017-2018

BEng (Hons) Civil Engineering - University (2.1) 2014-2017

Civil Engineering and Architecture Foundation - City University Jan - Sep 2014

High School Diploma - International School of 2006-2013

N.6

SALI AZIZ

Bachelor of Clinical Pharmacist
Therapeutic Medication Advisor
Clinical Drug Experience

📍 Dubai (United Arab Emirates) | 📞 + 97156 123 45678 | 📧 e-mail@gmail.com

I possess a wealth of expertise in orchestrating and supervising pharmacy operations, strategically translating departmental aspirations into tangible goals, fostering professional standards, and contributing to fiscal equilibrium. My proficiency extends to the preparation and dispensation of medications, along with the adept evaluation of patients' clinical conditions.

CERTIFICATION

- Valid DOH licensure Examination for pharmacists Department of Health UAE (Abu Dhabi)
- Pharmacist Registration License Qatar council for health practitioners Doha(Qatar)
- Pharmacist Registration License Sudan Medical Council, Sudan(sudarcouncil)

KEY SKILLS

Pharmacy Management - Clinical Management - Professional Standards Assurance Budget Management Medication Dispensing - Healthcare Compliance Patient Assessment - Chemotherapy - Intravenous Drug Therapy - Medical Staff Education - Unit Dose Delivery Systems Policy and Procedure Development - Drug Utilization Improvement Inventory Control - Pharmaceutical Research - Patient Care - Patient Counseling Healthcare Liaison - Medication Safety & Plans - Drug Effects Evaluation Multitasking - Stress Management - Team Collaboration - Problem Solving - Multilingual (Arabic and English)

EXPERIENCE

2020 - 2022

PHARMACIST SUPERVISOR
Modern Pharmacy

- Leadership and Team Management: overseeing operations, schedules, and task delegation.
- Performance Evaluation and Training: provided feedback, and conducted training.

2017 - 2020

PHARMACIST
Medical Center - Al Maseelah Pharmacy

- Accurate Medication Dispensing: Verifying dosages based on doctors' prescriptions.
- Counseling: Offered comprehensive guidance to patients on medication usage.

2014 - 2017

PHARMACIST
Pharmacy - El Ingaz Pharmacy

- Intravenous Drug Therapy Expertise: Demonstrated proficiency in intravenous drug therapy
- Pharmaceutical Research: Engaged in ongoing research to understand the positive and negative effects of different medications.


2012 - 2014

CLINICAL PHARMACIST
IBN Sina Specialized Hospital, Khartoum (Sudan) - Alrowad Specialized Hospital, - Al Zitona Specialized Hospital

- Inventory Control and Restocking: Managed medication inventory, maintaining stock levels.
- Conflict Resolution: Skillfully managed and resolved patient complaints.

EDUCATION

BACHELOR of Clinical Pharmacy From College Of Medical Sciences Faculty Of Pharmacy - September 2012



Standard Layout

M.1



My Name

PERSONAL SKILLS

Analytical Thinking

Leadership

Management Skills

Project Management

Excellent communication

Evaluation

TECHNICAL SKILLS

Performance

Programming

Modeling

Maintenance

Internet & Networking

Microsoft Office & Photoshop.

PERSONAL DETAILS

Contact: +0121 638 0026
+0121 638 0026

Email Address: info@yaho.com

Nationality: My Nationality

Date of Birth: 17th Aug 1987

Marital Status: Married

- Professional with broad experience and extensive knowledge in cross-functional IT project management, methodologies and techniques.
- Consulting, analyzing, designing and managing IT systems projects..
- Leadership of IT team, delivering wide ranging core developing solutions to organizations.
- Effective in writer/oral Comprehension, Inductive Reasoning, Mathematical Reasoning, Problem Sensitivity, Installation, Management of Material Resources with

EXPERIENCE

- April 2014 – Present, **IT Department chief**, Company 1.
 - ERP Master.
 - Team leader to develop billing application.
 - Network Administrator.
- Nov 2010 – Apr 2014 **Team leader & System Analyst** Company 2.
 - Team Lead/IT system analyst to develop:
 - Web application for Ministry of detainees and Ex detainees affairs.
 - Developing many systems using .NET & Oracle, such as:
 - Al_Ameen program for accounting.
 - Newsoft HR system.
 - Newsoft Warehouse management systems.
 - Nov 2009 – Oct 2010 **IT Specialist** Company 3.
 - IT specialist & Data Entry
 - Technical support (Networking and computer maintenance).

EDUCATION & TRAINING COURSES

- 2009 **BSc Computer Science, "Good"** - (My University- City - Country)
- MSc Informatics, "Pursuing"** - (My University- City - Country)

TRAINING COURSES:

- FEB, 2008 Training course for VB.NET Karak - Jordan.
- June, 2007 Computer Maintenance Karak - Jordan.
- Apr, 2016 Network simulation. Hebron – Palestine.

PROFESSIONAL PROJECTS

Rent Touring car Companies :
Description - to manage the operations of one of the most prestigious companies in Palestine, minimize the paper work and reduce the time of any rental process.

Southern Electric Company:
Description: mainly to monitor employees performance of the maintenance department.

Computerize Stores:
Description - to manage the stock in the warehouse such as knowing the current status of the stock and the In & Out goods as well as issuing the invoices for the customers and suppliers.

RESEARCH PROJECTS

Electronic Record Patient System (ERPS)
As team member I was responsible for:- Determining the importance of the system for the environment.- Preparing project proposal and conference paper.- Analyzing and programming the required DATA BASE applying all study aspects

M.2



JAMES

BUSINESS DEVELOPMENT | SALES & RETAILS | MARKET RESEARCH | PRODUCT DEVELOPMENT

CAREER SUMMARY

- An astute professional with around 6 years of cross functional & enriching experience in Retail Operations, Business Development, Sales & Marketing, CRM & Team Management.
- Expertise in establishing territory strategies for achievement of top line & bottom-line targets & business planning and assessing revenue potential within business opportunities.
- Possess excellent analytical skills that have been put to good use while allocating stock levels depending on geographic area, turnover & customer ratio to different stores thereby maintaining inventory levels.
- Experience in staff recruitment activities for both operational & teaching assignments; deft in mapping training requirements and organizing need based training programs.
- Deft in formulating strategies for healthy core business, leverage strengths into developments & open new frontiers.
- Detail oriented with excellent Relationship Management, Analytical & Communication Skills.

PROFESSIONAL EXPERIENCE

◆ **REGIONAL RETAIL MANAGER- MIDDLE EAST** JAN 2019 - Date
Company 1, City - Country

Job Responsibilities:

- Accountable for the set up of various retail strategy plans for Middle East.
- Establish and manage the entire retail business operations for multiple showrooms including Dubai, Saudi Arabia, Kuwait, Muscat and Jordan.
- Supervise multiple district managers within a geographic region; adjust retail sales goals and procedures for each district based on goals set for the whole region.
- Hire and conduct training for all showroom managers and sales consultants, review KPI's, incentives, and staffing needs; active engagement and participation in on-location visits to showrooms.
- Managing a sales team in order to maximize sales revenue and meet or exceed corporate set goals.
- Apply excellent service skills while offering advice and assistance to customer in professional and efficient manner.
- Work in compliance with high standard company practices and in accordance with brands/product requirements. Performs all duties and responsibilities with a positive attitude.
- Maintain accurate and attractive merchandise displays, ensuring strategic placement of products in order to maximize purchases.

◆ **JAQUAR WORLD MANAGER – MIDDLE EAST** AUG, 2017- DEC 2018
Company 2, City - Country

Job Responsibilities:

- Setting up all retail strategy plans for UAE market.
- Managing entire retail business operations for Jaquar group in UAE.
- Generating new leads by identifying Architects, Contractors, builders, end customers within UAE.
- Competition Showrooms Visit to analyze the Market trends & level of competition.
- Review customer feedback on daily basis and resolve appropriately any billing or service issues.
- Participate with sales team in role plays on a regular basis to demonstrate "what right looks like".

CONTACTS:

- + 0123 456 7890
- City - Country
- Myname@gmail.com

KEY COMPETENCIES

- Market Research and analysis
- Product development
- Stock Control/Inventory
- Client relationships
- Business Development
- Strategic Planning
- Operations Management
- Market Analysis
- Revenue Maximization
- Performance Management
- Relationship Management

KEY SKILLS


- Interpersonal Skills
- Excellent Communication
- Leadership Skills
- Planning Skills
- Management Skills

IT SKILLS

- MS Office (Word, Excel and PowerPoint)
- Sketch Up
- Photoshop
- ERP

Standard Layout

R.1




“ xxxxxxxx has Strong commercial awareness with superb consultative sales techniques.”

xxxx xxxxx
Marketing Director

XXXXXXXX XXXXXX

Business Director
1234 Dubai UAE, Phone: (971) 55 xxx xxxxx,
Email: Txxxx@gmail.com



An articulate, competent and confident professional, who has an in-depth understanding of business development principles. Able to think creatively from both a products and Commercial perspective, and possesses the unique experience of having previously worked in a start-up environment. Experience of developing small and large projects from inception through production to final delivery.

- xxxxxxxx skills
- xxxxxxxx loyalty
- xxxxxxxx marketing
- xxxxxxxx
- Formulating plan
- Time management
- xxxxxxxx skills
- xxxxxxx xxxxx

EDUCATION

MBA , xxxxx xxxxx University, 2013
Business Administration , xxxxxxx xxxxxxx University, 2005
 XXXX, XXX, xxxxxxx xxxxxxx High School, 199- 2001

EXPERIENCE

XXXXX COMPANY, XXXXX, XXXX
Business Development xxxxxxx, 2011 – present
 Winning major client accounts. Supporting and advising junior members of staff
 ,Preparing quotations for tenders,Developing marketing literature
 Coming up with bespoke solution to meet the needs of customers.

XXXXXXXX ORGANIZATION, XXXXX, XXXX
 xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx, 2005 – 2011
 Arranging and then giving online demonstrations.
 Managing sales pipeline and closing business
 Making a high number of daily outbound calls to prospective new clients
 Reviewing customer feedback and then suggesting ways to improve processes and service levels.

GREAT XXXXXXX, XXXXXXX, XXXX
 xxxxxxxxxx xxxxxxxxxx xxxxxxxxxx, 2003 – 2005
 Demonstrating products and services in person.
 Meeting and selling to senior executives.
 Conducting commercial negotiations.
 Maximising revenue at every opportunity.

“ xxxxxxxx has Comprehensive understanding of the internal processes organisational structure of businesses.”

xxxx xxxxx
Sales Director

R.2



CURICULUM VITAE

XXX XXXX

PROFILE

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword in.

To make your document look professionally produced, Word provides a border, text, color page, and text box design that complement.

EDUCATION

UNIVERSITY OF XXX
 Bachelor in Information Technology
 2011-2014

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video.

UNIVERSITY OF HK
 Bachelor in Information Technology
 2016-2018

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video.

CONTACT

 Yaxxxxxx.com

 +XXX XXXXXX

 XXX, XXXXX

 XXXX.XXXX.COM

EXPERIENCE

Blender Animation.co
 Junior Animator
 2016

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video.

xxxxxxx Inc.
 Front-end Developer
 2017

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video.

HOBBIES

 Photography

 Reading

 Music


 Writing

Standard Layout

S.1

HARRY ENGELSON
Mechanical Engineer

A very experienced mechanical engineer with over 7 years invaluable experience of successfully overseeing and completing projects from conception to completion.



Address See 1

Mynama@gmail.com

+ 0121 638 0026

LinkedIn.com/in/harryengelson

WORK EXPERIENCE

MECHANICAL ENGINEER
Company name
2018 – Present

Involved in the examination, development as well as testing of mechanical equipment and tools. Responsible for providing engineering support for workshop activities to ensure that equipment is maintained and refurbished correctly.

Duties:

- Making sure all safety precautions are taken.
- Carried out safety tests and recorded results on mechanical equipment and systems and recommending improvements.
- Having to scrutinize technical mechanical problems and follow corrective procedures to fix the problem and avoid recurrence.
- Explaining technical problems to non-technical colleagues.
- Carrying out staff appraisals.
- Prepared monthly reports for senior managers.
- Involved in the design of new machines and equipment.
- Supervising the smooth operation of the company manufacturing plants.

MECHANICAL ENGINEER
Company name
2017 – 2018

- Giving technical maintenance support to on site activities and ensuring that the correct components and procedures are followed to ensure quality control. Provide Mechanical Engineering expertise and technical advice to other members of staff.
- Preparation of estimates for Mechanical Engineering works.
- Responsible for coordinating and planning daily maintenance and repair activities.
- Responsible for recording and maintaining engineering records.
- Prepare risk schedules to identify and quantify risks and mitigation measures.

SKILLS

Fault location

Client Relations

Quality assurance

Staff training

Project management

Strategic planning

Predict improvement

Root cause analysis

Process validation

EDUCATION

- University Engineering Degree 2000 – 2003
- Southampton College A levels 1999 – 2000

REFERENCES

Available on request.

- Driving license: yes
- DOB: 1982
- Languages: English, French

S.2



My Name

- Professional with broad experience and extensive knowledge in cross-functional IT project management, methodologies and techniques.
- Consulting, analysing, designing and managing IT systems projects.
- Leadership of IT team, delivering wide ranging core developing solutions to organizations.
- Effective in written/oral comprehension, inductive reasoning, mathematical reasoning, problem sensitivity, installation, management of material resources

PERSONAL SKILLS

Analytical Thinking

Leadership

Management Skills

Project Management

Excellent communication

Evaluation

TECHNICAL SKILLS

Performance

Programming

Modeling

Maintenance

Internet & Networking

Microsoft Office & Photoshop.

PERSONAL DETAILS

Contact: + 0121 638 0026
+ 0121 638 0026

Email Address: myname@gmail.com

Nationality: My Nationality

Date of Birth: 17th Aug 1987

Marital Status: Married

EXPERIENCE

- April 2014 – Present, IT Department chief, Company 1.
 - ERP Master.
 - Team leader to develop billing application.
 - Network Administrator.
- Nov 2010 – Apr 2014 Team leader & System Analyst, Company 2.
 - Team Leader of IT system analyst to develop:
 - Web application for Ministry of detainees and Ex-detainees affairs.
 - Developing many systems using .NET & Oracle, such as:
 - AI, Armeen program for accounting.
 - Newssoft HR systems.
 - Newssoft Warehouse management systems.
- Nov 2009 – Oct 2010 IT Specialist, Company 3.
 - IT specialist & Data Entry
 - Technical support (Networking and computer maintenance).

EDUCATION & TRAINING COURSES

- 2009 BSc Computer Science, "Good" – (My University- City - Country)
- MSc Informatics, "Pursuing" – (My University- City - Country)

TRAINING COURSES:

- FEB, 2008 Training course for VB.NET Karak - Jordan.
- June, 2007 Computer Maintenance Karak - Jordan.
- Apr, 2016 Network simulation, Hebron – Palestine.

PROFESSIONAL PROJECTS

Rent Touring car Companies :
Description - to manage the operations of one of the most prestigious companies in Palestine, minimize the paper work and reduce the time of any rental process.

-Southern Electric Company:
Description: mainly to monitor & check employees performance of the maintenance department

-Computerize Stores:
Description - to manage the stock in the warehouse such as knowing the current status of the stock and the In & Out goods as well as issuing the invoices for the customers and suppliers.

RESEARCH PROJECTS

Electronic Record Patient System (ERPS)
As team member I was responsible for:- Determining the importance of the system for the environment.- Preparing project proposal and conference paper- Analyzing and programming the required DATA BASE applying all study aspects

Standard Layout

R.1

R.1

Miriam Stratford

Registered Nurse

ABOUT ME

Registered nurse with strong experience in delivering quality care to patients. Professional with more than eight years of practice in emergency room care, triage, and post-surgical recovery. Strong knowledge of medicine, pharmacology, and standards of care in the hospital or private practice setting. Caring and reliable person with a reputation for building a great rapport between medical providers and patients.



WORK EXPERIENCE

Registered Nurse

2019 - 2021

Treat and care for patients after major surgical procedures by monitoring vital signs, administering medication, and cleaning surgical areas. Collaborate with physicians, case managers, families, and other staff members when developing a plan for care and treatment during the hospital stay. Work as a supervisor for the unit and floor, and help train new nursing students who are completing their internship duties.

Registered Nurse

2017 - 2019

Noted patient physical condition, vital signs, daily routine, and medication schedule in the urgent care department during serious illnesses or injuries. Responded to emergency situations where patients are in life-threatening conditions by following the correct procedure and maintaining a calm and effective demeanor. Recognized by fellow staff as the employee of the month for several months due to strong commitment to service and quality care.

Registered Nurse

2014 - 2016

Recorded information about patients as they recovered from illness in the hospital, such as diet, physical activity, milestones, and more. Followed a treatment plan and medication schedule ordered by the doctor, and assessed patient pain levels during the hospital stay. Led an initiative with the hospital to improve patient, family, and medical staff communication by conducting community workshops to facilitate suggestions.

EDUCATION

2007 - Jupiter Community Health Center Bachelor of Science in Nursing
2008 - Adventist University of Health Sciences

SKILLS

Communication ██████████
Teamwork ██████████
Time management ██████████

CONTACT

T. +991.55.5555
E. example@email.com

A. Dublin - France
DOB. +1st Mar.1990
LAN. English- France
D/L. Light Driving License



Jane, Doe
SEO Manager

NYC, United States | 00499.5548.544832 | j.doe@email.com | [LinkedIn](#) | [Jane, Doe](#)

Education

Central Birmingham University – Marketing Degree 2003 – 2007
Aston College – HND 2001 – 2003
Coventry School; O levels Maths (A) English (B) Geography (B) Physics (A)

Professional Experience

SEO & SOCIAL MEDIA MANAGER – January 2019 – present

Employer's name – Company

Primarily responsible for the day-to-day execution of social media campaigns.

Duties:

- Liaising closely with the Social Media Manager to ensure that the company message is being executed online.
- Developing and executing specific digital and social integrated marketing campaigns.
- Writing, updating and maintaining content for websites and mobile sites.
- Training staff members in social media techniques.
- Present social media campaigns to senior managers and clients.
- Writing reports to senior managers on the performance of marketing campaigns.
- Building relationships with new online influencers.
- Assigning, editing, and writing content.
- Developing Search Engine Optimization campaigns.
- Attending industry related conferences.
- Adhering to the editorial calendar to ensure that content is released on time.
- Managing online discussions and responding to genuine user comments and grievances.
- Conducting research to identify social media best practices and trends.

Skills

- Experience of community building and engagement on relevant social media platforms.
- Cultivating new online communities.
- Managing branded online communities.
- Experience of managing and leading a team.
- Ability to work rapidly and meet deadlines under pressure.
- Proficient in data analytics, particularly Excel.
- Strong interpersonal, collaborative, and organizational skills.

Covered Resume

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Curriculum Vitae



MEP CONSTRUCTION MANAGER | PROJECT MANAGER
MEP/ELECTRICAL ENGINEER/MANAGER FOR CLIENT REPRESENTATIVE
SENIOR ELECTRICAL PROJECT/DESIGN ENGINEER
PROFESSIONAL
EMAIL ID:
xxxxxxxxx@hotmail.com

CONTACT:
(971) 50 xxxxxxxx



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1 | Page

XXXXX XXXXX
*Email: xxxxx@hotmail.com | *Mob: + (971) 50 xxxxxx

PROJECTS MANAGEMENT | CONSTRUCTIONS PLANS

Career Objective

Seeking a senior level management position in a progressive organisation, that utilising my successful experience in MEP CONSTRUCTION MANAGEMENT | PROJECT MANAGEMENT | MEP/ELECTRICAL ENGINEER | MANAGER FOR CLIENT REPRESENTATIVE | SENIOR ELECTRICAL PROJECT/DESIGN ENGINEER

Profile Synopsis

- Highly professional talented & result oriented Electrical and Electronic Engineer Liaison with Dubai & Abu Dhabi local Authorities and Architect Designer offering Ten years of experience with strong passion and appreciation for design and details. Certified & Approved from ADDC & DEWA. Involved in all aspects of an engineering and construction, with a wide knowledge of the project development process design and specialist to getting building permit approval.
- A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover. Having a comprehensive understanding of electrical health and safety regulations.
- Background includes designing and managing a project from concept till the construction and completion phase; negotiating the contract & assigning responsibility, client interactions, space planning, construction drawings, ensuring project remains within budget, and purchasing equipment & necessary materials.
- Proficient in providing consultative services to governmental agencies, and community organizations, and handling all required and related documentation.
- Expert understanding of designer & graphics software applications including (AutoCAD, Photoshop).
- Clear communicator, both oral and written. Interpersonal skills interface effectively with co-workers, management and customers. Excel in unpredictable and hectic environments.

KEY AREAS OF EXPERTISE INCLUDE

Architectural
Design/Drawings

Landscape
Development
Planning

Project
Management

Computer-Aided
Design & Drafting

Leadership & Team
Management

Career Contour

xxxxxxxxxxxxxxxxxxxxxxxx (xxxxx) Dubai, UAE – Oct 2015 up to Date
Senior Electrical Project Engineer

JOBS RESPONSIBILITIES:

- Arranging site activities and also progress follow up. Prepare and follow up of variation orders.
- National approval and submittal. Estimation and tendering.
- Preparation of shop drawings for (Light, Power, Fire Alarm, Voice evacuation, Control Battery, Public address, Low current, CCTV, Access control, Telecom, IT Networks, ANPR, Paid Parking System, People Counting System, Light control system & SMS).
- Distributing manpower according to the activities in progress.
- Preparing electrical load schedules. Material's delivery follows up with suppliers.
- Coordinate with civil and consultant engineers. Ensure the adherence of the project program.
- Organize testing and commissioning of installed items and supervise preparation of "AS BUILT" drawings. B.O.Q Preparation.
- Handover projects to the authorities (DEWA, SEWA, & FEWA) to get final approval for permanent power supply connection.

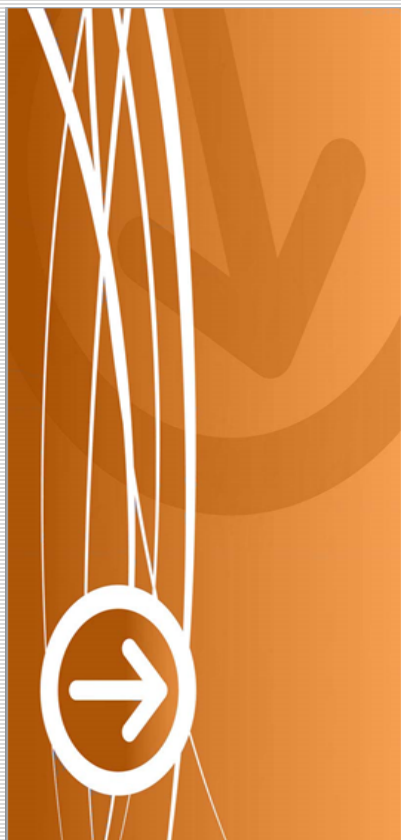
LIST OF PROJECTS

- Burjman Mall & Refurbishment (Old Burjman) + construct additional three floors, Dubai, Almhadd.
- Installing New MV Switch gear/MV for Burjman Child water plant.
- Ameca Tower (28+G+11+3+P+1+3) Sky Villa Commercial/Residential Tower Plot No. JLT-PK1-AK1, Jumeirah Lake Towers, Dubai.
- Delta Towers (22+G+12) Residential and Commercial Building for Mr. Omar Saif Saeed Chobash Al Marri and Saeed Saif Saeed Chobash Al Marri in Dubai Marina.
- Delta Towers (22+G+12) Residential and Commercial Building for Mr. Omar Saif Saeed Chobash Al Marri and Saeed Saif Saeed Chobash Al Marri in Dubai Marina.


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CURRICULUM VITAE




HSE OFFICER – NEBOSH | QUALITY MANAGEMENT

Email: xxxxxxx@gmail.com

Contact Number: +97150xxxxxxx

Skype ID: xxxxxxxx



+ 97150xxxxxxx
xxxxxxx@gmail.com


XXXXXX XXXXXX

Professional Profile **HSE MANAGER–HSE COORDINATOR/S.R. HSE OFFICER/MR | NEBOSH**

A dynamic HSE operations professional with over 8 years of extensive experience, commercial awareness and operational understanding of the risks and processes relating to maintaining a safe working environment across designing and developing safety systems/procedures, managing loss prevention activities, HSE/safety systems, fire management and safety-training programs customized to site needs, expert in the fields of drawing-up safe operational procedures and making recommendations following any accidents or incidents.

- ▣ Core strengths in managing safety, infrastructure, facilities to global standards and proficient in risk analysis, contingency planning and disaster management.
- ▣ Well versed in formulating expert opinions, analytical approach & self-setting effective rules to address issues related to hazard Prevention, Protection & conclusions within the framework of detailed technical guidelines.
- ▣ Perpetrated to incident and injury free work environment and well conversant with instrumentation applications in hazardous areas and related standards and codes.

Professional Skills



Career Progression

Aug 2014 – Present	with XXXXXXXXXXX Abu Dhabi
As Sr HSE Officer & MR	
Feb 2014 – Jun 2014	with XXXXXXXXXXX AI Ain
As HSE Coordinator	
Feb 2011 – Jan 2014	with XXXXXXXXXXX, Pakistan –
As OH&S Officer	
Apr 2009 – Feb 2011	with XXXXXXXXXXX Sharjah –
As HSE Officer	
Sep 2008 – Feb 2009	with XXXXXXXXXXX XXXXXX
As Manager Transcriptions & Medical Billing	

Domain Skills

Sr HSE Officer & MR XXXXXXXXXXX,

- ▣ Advise about prevention of injury to personnel and damage to the plant and equipment.
- ▣ Advise about further improvements in existing working methods.
- ▣ Report directly to the HSE Supervisor (or as per the project org chart).
- ▣ Inspection of work site daily for any unsafe condition and initiate for immediate corrective action, refer more complex issues to a senior HSE Personnel.
- ▣ Lead the operations in development of principles/ guidelines, processes, procedures & systems that are implemented to ensure proactive compliance with health, safety, environment regulatory requirements.
- ▣ Developing a system for maintain the HSE related information, analysing for better understanding and providing the same to the Higher Management, Business/ Function Heads and sites as and when required.

Covered Resume

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Curriculum vitae



ACCOUNT & FINANCE | SUPPORT OFFICER | SALES PROFESSIONAL

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xxxxxxx@yahoo.com

Contact Number:
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QR Code



XXXXXX XXXXXX

+Email: xxxxxx_xxx@yahoo.com | +Mob: +971 55 xxx xxxxx
Dubai -UAE

ACCOUNTANT ASSISTANT | SALES EXECUTIVE | REAL STATE REPRESENTATIVE

Profile Synopsis

- ⇒ A highly motivated and results driven professional who has over 12 years of invaluable experience in Office support, Finance and Accounting.
- ⇒ Skilled in numerous financial and accounting fields, including: preparing annual budgets, monitoring key accounts and credit control.
- ⇒ Strong ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.
- ⇒ Act as an Intermediary in negotiations between buyers and sellers, generally representing one or the other.
- ⇒ Proficient project leader who aligns financial initiatives to achieve strategic objectives and goals.
- ⇒ Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

Core Competencies

Financial
Analysis

Presentation
Skills

Negotiation
Skills

Budget
Deviation
Analysis

Auditing &
Credit control

Career Contour

Arab Contractors - "General dept. of Mechanical Affairs (Equipment accounts)" Aug 13 - May 15

EQUIPMENT ACCOUNTS

Arab Contractors Company (Sub-Contractors) - Aug 10 - Jul 13

ASSISTANT ACCOUNTANT OFFICER

Arab Contractors Company Oct 2008 - Jul 2010

PURCHASING OFFICER

Arab Contractors Company Oct 2005 - Sep 2005

CREDIT AND COLLECTION OFFICER

al badr foundation to Rent car 2012- Jan 2013

ACCOUNTANT (Part Time)

Magic Foundation to Rent car May 2009 - Jan 2011

ACCOUNTANT (Part Time)

Domain Skills

ASSISTANT / PURCHASING OFFICER:

- Ⓛ Answer phones and transfer to the appropriate staff member, take and distribute accurate messages.
- Ⓛ Greet public and clients and direct them to the correct staff member.
- Ⓛ Coordinate messenger and courier service. Receive, sort and distribute incoming mail.
- Ⓛ Selecting new products and reviewing the old as procured in previously. Finding the right Supplier.

Covered Resume

C1

ENGINEER, XXXXX
Curriculum vitae

**PROJECT ENGINEER | SENIOR ENGINEER | SENIOR SITE ENGINEER
PROFESSIONAL**

Email Address: xxxxx@gmail.com | xxxxx@yahoo.com

Contact Number:
+977 99 3000 30000

QR Code

xxxx-xxxx-11111111

CAREER OBJECTIVE

Looking to secure the role of a Senior Mechanical Engineer in a professionally with a concerned company , offering career development and advancement utilizing existing skillset cutting edge of technology to meet job historical, efficient and creative ways.

PROFILE

- Forward thinking Senior Mechanical Engineer with Progressive 18+ years of professional experience in mechanical engineering, product design and development, project management, and quality assurance.
- Proficient in commercial building construction (Structural Steel F & I) along with 6.4 years of all experience with **Welding Fabrication** in Dubai and Qatar agencies.
- Skilled in machining, adhesive bonding, brazing, soldering, and welding with a strong understanding of engineering mechanics, principles, and materials. Demonstrated leadership skills that optimize collaboration between departments to produce high-quality industrial machines and equipment.
- Core positive knowledge of fundamentals of mechanical engineering and its applications.
- Extensive knowledge of generator set, engine subsystems, exhaust and fuel systems, control, wiring and analysis in drawings. Proficient in analyzing problems by applying technical skills and other appropriate scientific methods.
- Skilled in reviewing and analyzing text files and provide technical recommendations as tasks.
- Excellent persistence with written and verbal communication skills. Set targets and work with attention to detail. Value commitments, team work and cooperation. Determined to succeed with abilities to develop ability training program that yields positive results.

CORE COMPETENCIES

◆ SITE SUPERVISION & FABRICATION ◆ ERECTION & MODIFICATION ◆ ERECTION PLANNING & CONTROL
 ◆ WELDING ◆ DECKING & PAINTING ◆ SCAFFOLDING ◆ PROJECT MANAGEMENT ◆ STRATEGIC PLANNING
 ◆ ROOT CAUSE ANALYSIS ◆ CLIENT LIAISON ◆ FAULT LOCATION ◆ QUALITY ASSURANCE ◆ TESTING

CAREER GRAPH

COMPANY / ROLE	PERIOD
SOUTHERN DIRECTORS (P) LTD, INDIA PROJECT ENGINEER	MAR-2014 – TILL DATE
EVERSENDAY ENGG W.L.L. QATAR SITE ENGINEER	NOV-09 TO NOV-13
EVERSENDAY ENGG LTD, TRICHY, INDIA ERECTOR ENGINEER	FEB-09 TO NOV-09
EVERSENDAY ENGG L.L.C DUBAI ERECTOR ENGINEER	OCT-06 TO JAN-09
SRC. RES. ENGG. CONSTRUCTION LTD, CHENNAI ASSISTANT ENGINEER	APR-04 TO SEP-06
IBARIL ENGG. & CONTRACTORS, CHENNAI JUNIOR ENGINEER	AUG-03 TO MAR-04

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XX XXXXX XXXX
Curriculum Vitae



**ACCOUNTING, FINANCE AND AUDIT
PROFESSIONAL**

Contact Number:
+971 52 XXXXX

Email:
XXXXXXXX@gmail.com

QR Code:



XXX XXXX XXXX
Address: Dubai, UAE
Mobile: +97152XXXXX Email: XXXXX@gmail.com

**ACCOUNTING, FINANCE PROFESSIONAL | BUSINESS ADVISORY & MANAGEMENT CONSULTANCY |
AUDITING**

CAREER SUMMARY

- An Competent and experienced professional with solid background in auditing and all financial activities possesses a rich experience of X years as financial auditor.
- Demonstrated strong competencies over X years in account payable, account receivable and all financial activities, Income Statement, Financial Analysis, Financial Reporting and Auditing with developed skills in assessing accuracy of financial records whilst determining effectiveness of controls and efficiency of operations.
- Proven abilities in controlling the expenditures of organization. Demonstrates various analytical skills in auditing of organization with Exceptional in managing, accounting and calculating the financial reports.
- Outstanding communication and motivational abilities to facilitate attainment of strategic goals and bottom line objectives. Efficient leadership people management skills in planning, prioritizing, scheduling monitoring while motivating, mentoring, proactive resolution and skill upgrade of the team for performance excellence.
- A hardworking, proactive individual with an upbeat positive attitude, who also has extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.
- Demonstrated ability to think and lead strategically. Ability to effectively prioritize, 'think on feet', and multitask in a fast paced environment with strict deadlines. Leveraged relationship with the staff members to gain understanding of their needs and thereby, regularly mentored and trained them to align their actions with organization's goals.

Core Expertise:



KEY SKILLS

- Management Accounting-
- Financial and Economic Analysis and reporting for Management decision making Auditing-
- Internal control analysis and setting up standard operating procedures for finance department-
- International Financial Reporting Standards (IFRS)-
- Microsoft Office tools and various Accounting packages-
- Excellent written and oral communication, Report writing skills-
- Solution oriented and Task focussed approach towards work-
- Highly motivated professional with ability to initiate and control work without senior managements follow up-
- Attention to details -

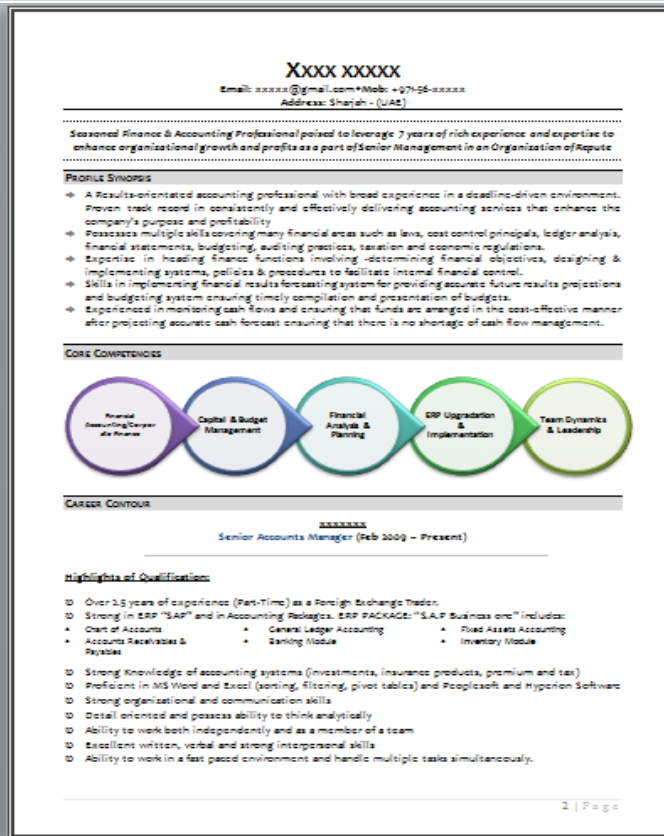
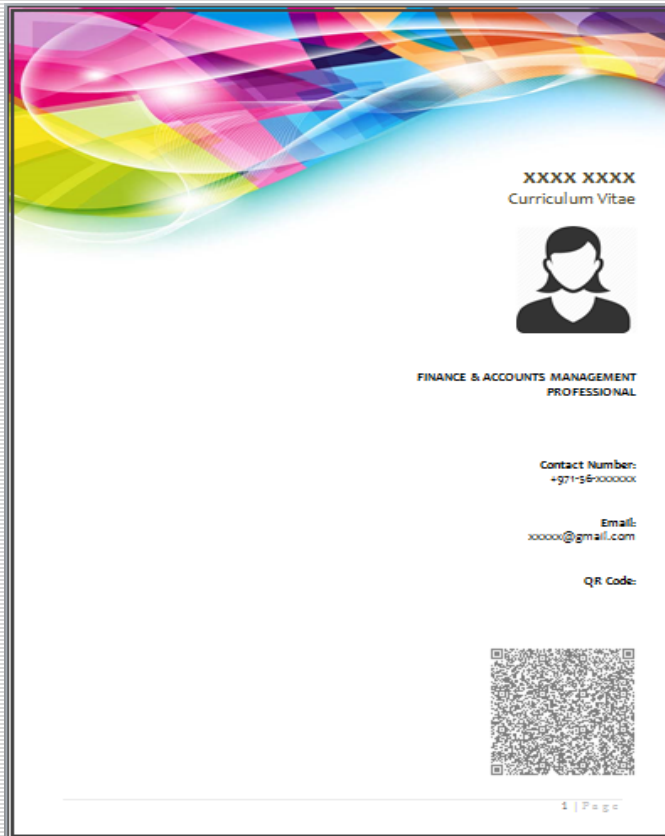
CAREER HISTORY

XXXXXXXXXX, UAE
Audit Senior (Jan 2013 - Present)

XXXXXXXXXXXX, UAE
Articled Assistant (Mar 2007 - Sep 2010)

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F

XXXX XXXX XXXXX,
ARCHITECT ENGINEER
Curriculum Vitae



Abu Dhabi, UAE.
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XXXXXX@hotmail.com
QR Code:



XXXX XXXX XXXX
Mobile: + (971) 50 XXXXXX; Email: XXXXX@hotmail.com


ARCHITECTURAL ENGINEER – ADMINISTRATION

CAREER SUMMARY

A highly-experienced individual with vast experience and knowledge on proven design techniques, methods and principals involved in architecture; experience in resources allocation and personnel management; with great ability to interpret schematic drawings; has great familiarity with engineering components such as circuit boards, processors, chips, electronic equipment and computer hardware and software; wide knowledge in engineering science applications and architectural beauty which involved application of principles, techniques, procedures and equipment in the achievement of impressive and best-of-breed designs, precision technical plans, blueprints drawings and model.

- Expertise in consulting with clients and interpreting their requirements and needs in infrastructure design
- Capability in overseeing and managing construction work and concerns.
- In-Depth design methods and technique, skilled in schematic drawings and diagram interpretation.
- Strong familiarity with circuit boards, processors, chips and electronic equipment's & Great ability to Interpret schematic drawings.
- Experience in formulation of Departmental Budget with sheer access and vision of cost-benefit and on the basis of findings from Cap Analysis.
- Complex problems and reviewing related information to develop & evaluate options and implement solutions.
- An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus.

Added Expertise:



CAREER HISTORY

- ◆ **XXXX XXXX XXXX Engineering**
Architectural Engineer (Up to Date)
Abu Dhabi - UAE

- ◆ **XXX XXXX Group**
Architect Consultant
Cairo - Egypt

 - Work with Eng. Magdy Anees
Industry : Design & Site
 - Work with Eng. Shadya Makar
Industry Design & Working
 - Work with Eng. Gameela Sadek.
Industry :Design manager & Working

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Curriculum vitae



Goal oriented Professional holding Bs degree in commerce, "Major accountancy"
My experience gained within varied practical and development roles, mainly within
Public relation and Secretarial.
Fully understands the importance of the HR/Office administration to any organization,
and therefore aims to make any office he works in as effective and efficient as possible.

Email:
xxxxxxx@hotmail.com

Contact Number:
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QR Code



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Dubai UAE

PUBLIC RELATION – HUMAN RESOURCES COORDINATOR

CAREER SUMMARY

- A results driven professional who has over 10 years UAE experience in public relation. Looking forward for a position in the firm to provide me a platform where I can showcase my talent and responsibility towards increasing company's day to day activities and performance.
- Deep knowledge of Collecting and provide periodical updates from the government authorities on all labour and immigration rules to keep the HR department abreast of the changes in the rules and procedures.
- Analytically minded HR Assistant fully understands the importance of the HR department to any organization and possesses a superb work performance and boasts a long track record of delivering effective results, and meeting tight deadlines.
- An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus.

Core Competencies

Government Relation HR Compliance Public Relation Commitment to career People Skills TeamWork

CAREER HISTORY

• Freelancer PRO,xxx	Aug 2015 – Present
• PRO & Arabic Secretary xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxx	Apr 2013 – Aug 2015
• PRO & Administrative Officer xxxxxxxxxxxxxxxxxxxxxxxxxx, xxxxx	Jun 2006 – Apr 2013
• Sales Executive xxxxxxxxxx - xxxxxxx xxxxxxxxx, xxxxx	May 2003 – May 2006
• Administration Officer xxxxx xxxxxxx (Personal Care Products),xxx	Jan 2001 Apr 2003
• Sales Supervisor xxxxx,xxxxxxx xxxxx	Sep 2000 Dec 2011
• Sales man xxxxxxxxxx xxxxx, xxxxxxx	Jun 1995 – Aug 2000

DOMAIN SKILLS & RESPONSIBILITIES

PRO & Arabic Secretary

- Submission of correct documentation to the Ministry Of Labor for visa applications
- Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity Accompany the employee as they exit the country.
- Arranging and processing all necessary documents for DHA and KHDA.

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H

xxxxxx xxxxxxxx TAWFIK ABDEEN

Curriculum vitae



**ACCOUNTING & FINANCE MANAGEMENT
PROFESSIONAL**

Email:
Abdullah.xxxxx.xxxxx@gmail.com

Contact Number:
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QR Code



ABDULLAH MOHAMED TAWFIK ABDEEN
+971 56 xxx xxx | xxxxx.xxxxxx@gmail.com
xxxxxx - UAE

ACCOUNTING & FINANCE PROFESSIONAL

CAREER SUMMARY

- An astute, result oriented professional with 8 years of invaluable experience working in accounting industry & customer support. Highly focused with a comprehensive knowledge of how to maintain a professional, helpful and courteous relationship with allocated customers. Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Skilled in implementing financial results forecasting system for providing accurate future results projections and budgeting system ensuring timely compilation and presentation of budgets.
- Excellent knowledge of accounts possesses rich experience in financial planning, analysis and accounting principles.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- An effective communicator with excellent relationship building & interpersonal skills coupled with strong analytical, problem solving & organizational abilities. Strong ability to influence thinking, forge strategic alliances and build consensus.

Core Competencies



CAREER HISTORY

- **General Accountant** xxxxxxxxxxxx Dec 2012 – till date
- **Customer service** xxxxxxxxxxxx - 2011
- **Broker Assistant** Al xxxxxxxxxxxx Jul 2008 – Jun 2010


DOMAIN SKILLS & RESPONSIBILITIES

General Accountant:

- Audit with Tatweer Company for the / ISO 9001: 2008 / ISO 14001: 2004 / ISO OHSAS: 18001:2007 for the global laparoscopic followed in the company files.
- Handle company HR for last 2 years from New visa till visa cancellation and issued staff final settlement as per labour law good skills & information about labour law regulations- deal with insurance company for yearly staff Dams with best prices , renew company license every year in AD DIB.
- To maintain accounting documents and records and report to Chief Financial Officer.
- Maintain flow and journal entry report profit ,loss ,bank reconciliation statement report, sales reports and audit reports.
- Receivables & Payable report, trail balance profit & loss report, Petty cash, bank guarantee LC LC Bond for Gov tender.

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Curriculum Vitae

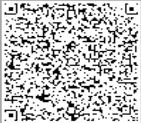


**BUSINESS DEVELOPMENT – SALES & MARKETING
PROFESSIONAL**

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xxxxxxx@gmail.com

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QR Code:



XXXXXXXX XXXX.XXX

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Address: xxxxx xxxxx, Dubai, UAE


MARKETING – BUSINESS DEVELOPMENT – SALES

BUSINESS DEVELOPMENT INTERNATIONAL BUSINESS MANAGEMENT PROFESSIONAL

PROFESSIONAL OVERVIEW

- A dynamic, result oriented & competent engineering professional with excellent international business experience includes strategic planning, sales, import/export practices, client relations, negotiations and worldwide procurement.
- Wide understanding of a wide range of building relationships and leading teams of multinational professionals in diverse business and financial functions.
- Deep understanding of technology with focus on delivering in business development involving products and markets spanning multiple industries and fields. Experienced as manufacturer's representative for multinational firms.
- Deft in planning, managing, & expertise Management duties included business development, presentations, sales and client service. I have increased the revenue of my firm by 17% within my first year
- Skilled in Maintaining client satisfaction by quickly resolving issues of defective supplies
- Holds good communication, interpersonal & analytical skills. Exceptionally well-organized, high-level skills in troubleshooting, analysis and management.

CORE COMPETENCIES



SCHOLASTICS


- MSc In International Business Management (Marketing)– xxxxxxxxxxxxxxxxxxxxxxxx Sep 2015 – May 2016
- Bachelor Degree In Economics – xxxxxxxxxxxxxxxxxxxxxxxx June 2010- June 2013
- Board of Higher secondary education (12th) – St.Patrick's Anglo Indian Higher Secondary School, Chennai May 2006 – May 2008
- Board of Secondary education (xxx) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx March 2009- March 2006

PROFESSIONAL EXPERIENCE





- Employer: xxxxx xxxxxx, xxxxx, xxxxx
- Designation: Assistant Business Relationship Manager - January 2014 – August 2015

Covered Resume

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XXX XXX XXXXXXX
Curriculum Vitae







**HVAC PROJECT ENGINEER | MEP PROJECT ENGINEER
MEP COORDINATOR PROFESSIONAL**

Email:
XXXXX@gmail.com

Contact Number:
+971-55-XXXXXX

Qr.Code




XXX XXXX XX XXXX
Email: XXXXX@gmail.com | Mob: +97155XXXXXX
Dubai - UAE

HVAC PROJECT ENGINEER | MEP PROJECT ENGINEER | MEP COORDINATOR

PROFILE SYNOPSIS

- ⇒ Conscious HVAC Engineer & Mechanical engineering experience with a comprehensive knowledge of HVAC designing, focusing on economy, safety, reliability, quality and sustainability.
- ⇒ Professional with more than 10 years of identifying and implementing . Experience in site supervision, construction works, inspection QA / QC process of method statements and contract specifications, Monitoring the progress of project.
- ⇒ A consistent track record of successfully completing projects from the concept and detail of the design through to implementation, testing and handover.
- ⇒ Adept in imparting training to personnel . Excellent communication & interpersonal skills with strong analytical, team building, problem solving and organizational abilities.

CORE COMPETENCIES



CAREER CONTOUR

SENIOR PROJECT ENGINEER (Jan 2015- Present)
XXXXXXXX (XXXXXX)"Contracting",Dubai, UAE

PROJECT ENGINEER(Dec 2011-Jan2015)
XXXXXXXX(ZP)"Contracting",Rabigh,Saudi Arabia

APPLICATION ENGINEER (Jan 2008 – Dec 2011)
XXXXXXXX (XXX)"A/C equipments manufacturer",Dammam, Saudi Arabia

MECHANICAL DESIGN ENGINEER (Feb2007- Jan2008)
XXXXXXXX Al XXXX"Consultancy",Cairo, Egypt

MECHANICAL ENGINEER (May2006- Feb2007)
XXXXXXXX XXXX Co."XXX",Cairo, Egypt

DOMAIN SKILLS

Senior Project Engineer


- to **DamacHeights**: is an 87-Storey,335 m (1,099 ft), it is the second super tall project by DAMAC Properties and the fifth-tallest residential building in the world.
- to **Water system**: water cooled chillers (Two chillers 1500 Tons each) consists of Primary Circuit and three separate secondary chilled water circuits with four heat exchangers, three primary pumps and eleven secondary pumps located in two different mechanical floors.
- to **Cooling tower** located on the upper roof.

Covered Resume

K

XXXXX XXXX XXXXX

Curriculum Vitae




**REGIONAL BUSINESS DEVELOPMENT DIRECTOR | GEO MARKET |
COUNTRY DIRECTOR | PRODUCT LINE DIRECTOR**

Email:
xxxxxx@xxx.com

Contact Number:
+971 56 xxxxx

QR Code



XXXXX XXX XXX

• Email: xxxxxxxx@gmail.com | • Mob: +971-56xxxx xxx xxx
xxxxxxx - UAE

REGIONAL BUSINESS DEVELOPMENT DIRECTOR | GEO MARKET | COUNTRY DIRECTOR | PRODUCT LINE DIRECTOR

Professional with over 21 years experience. Predominantly in Oil & Gas industries

PROFILE SYNOPSIS

- Regional Business Development Director professional within an indelible reputation for delivering inventive business development strategies, client-focused solution, technical, managerial roles starting in Egypt and expanding geographical coverage encompass the entire Eastern Hemisphere.
- Broad experience building start-up divisions, growth business lines, establish long term win-win relationships, ideal transaction and streamlined operation
- Mobilizes top-tier to create high performing cultures that consistently achieve in volatile markets.
- Recognized for transforming oil & gas industry profitability and productivity..

PROFESSIONAL ACHIEVEMENTS

- AS COUNTRY MANAGER xxxxxx xxxxxxx:
 - Put a team in place that was able to increase profitability by five times in a two years span.
 - Secure multi million dollars contracts for the next two years.
 - Over achieved my KPIs whether related to QHSE, revenues, profitability and capital efficiency.
- AS THE xxxxxxxx xxxxxx SYSTEMS DIRECTOR for the xxx xxxxxxx:
 - Secured long term contracts worth more than US\$ 400M, mainly in Oman, Kuwait, Thailand and Kazakhstan related to multiple artificial lift product lines.
 - Expanded Weatherford's foot print from 4 to 12 countries in three years.
 - Crew Weatherford's Artificial Lift Systems product line in MENA from US\$ 10M in 2006 to US\$ 150M in 2011 by:
 - Transforming Oman, Kuwait and Bahrain to be core countries for Weatherford's artificial lift systems product line.
 - Introducing and getting contracts for the Weatherford Corrod and flushby product lines for the first time in the MENA region.
 - Establishing artificial lift service centers across MENA.
 - Increasing the number of rental jet pumping systems from 1 to more than 20.
 - Securing close to 70% of the MENA gas lift market.
 - Putting the proper organization structure in place to sustain and grow our market share.

CORE COMPETENCIES


REGIONAL SALES MANAGEMENT	SPOTTING OPPORTUNITIES	CUSTOMER BASE EXPANSION
PARTNERSHIP STRATEGIES	ACCOUNT MANAGEMENT	PRODUCT TRAINING AND PLACEMENT
INFLUENCING DECISION MAKERS	SKILLED NEGOTIATOR	PULL THROUGH MARKETING

Covered Resume

L

A.UMASHANKAR

CURRICULUM VITAE




**SR. DESIGN ENGINEER – QA/QC ENGINEER - STATIC EQUIPMENTS ENGINEER
OIL & GAS EQUIPMENT, PIPING, STRUCTURAL**

Email:
aui984@gmail.com

Contact Number:
+9753-00000000(UAE) | +000000000(OMAN) | +00000000(INDIA)

QR Code:



A.UMASHANKAR

Email:000000000@gmail.com| Contact (Cell):+9753-0000(UAE) | +00000000(OMAN)

Executive Profile

STATIC EQUIPMENT ENGINEER - DESIGN ENGINEER - QA/QC ENGINEER


Seeking amical to an challenging employment with an organization of repute to add further business value especially toward Piping and Pipeline Industry, Oil/Gas, Structural and Power Sector Field.

Executive Synopsis

- Versatile, accomplished SR. Design Engineer, QA/QC Engineer and Static Equipments Engineer, professional with proven expertise managing maintenance operations in a wide range of industrial settings. Background includes over 10 years of experience, combination of well-rounded developed skills in mechanical design and product management.
- Specialized in designing pressure vessels, heat exchangers, storage tanks, silos, as well as developing technical drawings and plans, building prototypes for testing purposes and making mechanical improvements in projects.
- MSA with hands-on-experience in Hands-on experience in providing support to projects engineering staff in designing and analyzing static mechanical equipment.
- Reliable follow-through skills, with proven ability to manage advanced mechanical engineering projects. Excel in unpredictable & hectic environments concepts such as Commissioning & Rigging operation.

- Performance-driven, young and result oriented Bachelor in Mechanical engineering professional with excellent ground knowledge and skills in mechanical engineering including maintenance, inspection and repair of wide range of mechanical equipment.
- Expertise in managing mechanical engineering operations including planning, resource utilization, maintenance, scheduling and Progress Measurement. Excellent verbal knowledge and capacity to learn but a wide range of Mechanical tasks as directed.
- Profound knowledge in mechanical maintenance, troubleshooting, overhauling, installation & replacement of main motors, shutdowns and breakdowns of mechanical equipment. Knowledge in maintaining logs and records of events carried out and reports any untoward incident that requires immediate attention of managers.
- An effective communication & team leader combined with flexible & detail oriented attitude. Ability to handle multiple functions and activities in a high pressure environment working in high pressure environments with strict deadlines and multiple deliverables to implement best practices.

CORE COMPETENCIES



Professional Experience

M/S PETROM GULF LLC - OMAN
ASME "U1", "U2" and "S" Stamp Holder ISO 9001:2008, ISO TS: 29001, PDO Approved Company

Sr. Design Engineer – Static Equipments
Dec 2014 up to Date

Client:Harshad