

CV Writing for the Middle East

A Comprehensive Guide



What to expect from this guide?

The Emirati job landscape offers unique opportunities for UAE nationals. Your CV isn't just a document—it's your narrative in a thriving local job market. Dive deep into this guide to understand how to pitch yourself as an invaluable Emirati asset.



AHMED AL BAIG

Art Director

+123-456-7890 | hello@reallygreatsite.com

EDUCATION

2012 - 2016
Master Of Design
Fauget University

2009 - 2012
Bachelor Of Design
Fauget University

SKILLS

- Web Design
- Branding
- Graphic Design
- SEO
- Marketing

REWARD

Oct 2019 | Iconia & Co.
The Best Employee of the Year

May 2017 | Iconia & Co.
The Best Employee of the Year

LANGUAGES

ENGLISH
FRENCH

ABOUT ME

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WORK EXPERIENCE

Company Name | Jan 2022- Present

Job position here

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Company Name | Jan 2019- Jan 2022

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REFERENCE

Estelle Darcy
Wardens Inc. / CEO
Phone: +123-456-7890
Email: hello@reallygreatsite.com

Harper Russo
Wardens Inc. / CEO
Phone: +123-456-7890
Email: hello@reallygreatsite.com

KHALEEFA AL MHEIRI

Abu Dhabi, P.O. Box 60010 | 010434877 | khaleefa@reallygreatsite.com

Accomplished and influential leader with years of commanding experience in business development, commercial negotiation and industrial economic policies. An astute leader with a great passion for inspiring, developing, and acquiring talented individuals to lead in success and career growth. Business professional with strong analytical thinking, problem-solving, and high ability to create and manage business metrics.

CORE COMPETENCIES

Business Development | Commercial Negotiation | Stakeholder Management | Strategic Planning & Execution | Project Management | Revenue & Profit Maximization | Effective Coaching & Mentoring | Business Planning | Account Management | Risk Assessment | Process Improvement

PROFESSIONAL EXPERIENCE

ACCIO | TAZIZ, Abu Dhabi | November 2020- Present
✓ Successful in managing and overseeing the launch of TAZIZ, a holding corporation focused on the petrochemical industry.
✓ Develop a business strategy with a growth plan for roughly 500 that aligns with shareholders' expectations.
✓ Establish and implement a domestic public-private partnership with eight different investors.
✓ Led operationalization of the company by establishing policies and procedures, including staff recruitment and hiring.

Petrochemicals Manager | ADNOC, Abu Dhabi | December 2019- October 2020
✓ Managed and sustained petrochemical assets' performance while striving to maximize business profits.
✓ Led commercial negotiations on renewing the Petrochem joint venture.
✓ Guaranteed the continued operation of petrochemical assets for the entirety of COVID-19 to ensure business continuity.

Director of Industrial Development | Department of Economic Development, Abu Dhabi | March 2019- November 2019
✓ Developed and implemented important strategies to enhance Abu Dhabi's competitiveness as a manufacturing hub, including economic, social, foreign investment, and industrial financing.
✓ Collaborated and coordinated with various stakeholders in developing an ecosystem for the industrial sector.
✓ Demonstrated organizational skills in reporting important industrial performance indicators and establishing new ones.

Director | Abu Dhabi Financial Group, Abu Dhabi | February 2017- October 2017
✓ Utilized exceptional leadership skills in managing various projects and activities spanning all government entities.
✓ In charge of the M&A transaction process, including due diligence, legal, technical, and financial.
✓ Led the optimization of workflow expenditures and enhancement of profitability to ensure seamless operation.

VP Asset Development | Rawaq, Abu Dhabi | August 2014- January 2017
✓ Executed that growth strategies for 2020 are in place, along with the integration of major development projects.
✓ Worked toward improving the legal agreements' technical aspects with the ADNOC group of enterprises and the licensee.
✓ Led the industrial-commercial assessment for a multi-billion dollar petrochemical complex.

Business Development Manager | Rawaq, Abu Dhabi | June 2012- July 2014
✓ Developed and implemented the asset development business process and prepared it for launch to ensure efficiency.
✓ Formulated effective long-term plans considering the market's objectives.
✓ Exemplified strong analytical skills in identifying asset development potential to ensure business and revenue growth.

EARLY CAREER | November 2007- May 2012
Process Engineer - ADNOC Group, Abu Dhabi | September 2007- May 2012

EDUCATION

Bachelor of Science in Chemical Engineering, University of Wisconsin-Madison, U.S.A.,
CIA LEVEL III Candidate

AWARDS & CERTIFICATIONS

International Award 2010- Abu of the Year | ISO 9001 Certification (Lead Audit leader)

TECHNICAL PROFICIENCY

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access)

CONTACT

+123-456-7890
hello@reallygreatsite.com
123 anywhere St., Any City

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam sagittis pretium pellentesque in euismod elit. Fusce laoreet congue sagittis, eu fermentum eu pulvinar eget. Praesent hendrerit nulla in varius pharetra. Fusce facilisis venenatis lacus in lobortis. Fusce id dignissim nulla euismod. Quamper enim dignissim porta, volutate id quam. Vestibulum pellentesque augue in lobortis ultramagnum.

WORK EXPERIENCE

Your Job Position here

- Company name | 2020-2022
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Your Job Position here

- Company name | 2020-2022
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- Nulla sit amet tortor in purus auctor tristique. Cras euismod metus et augue.

LANGUAGES

English
German
Spanish

FATIMA AHMED

TECH ASSOCIATE



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fatima@reallygreatsite.com
123 anywhere St., Any City, NY 12345

PROFILE

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed diam nuncummy egestas euismod in lobortis. Donec hendrerit libero eget est tempus, quis tempus arcu elementum. In elementum elit et qui tristique feugiat. Mauris consetetur, mi et metris molestuada, neque nulla volutpat dolor.

EDUCATION

Course Studied
University/College Details
2004 - 2008

Course Studied
University/College Details
2006 - 2008

Course Studied
University/College Details
2005 - 2008

SKILLS

PERSONAL

- Time management
- Quick learner
- Leadership
- Problem solving

PROFESSIONAL

- UX/UI
- Visual Design
- Wireframes
- Storyboards

EXPERIENCE

Company Name | Company Address Here | 2019 - 2022

Company Name | Company Address Here | 2019 - 2022
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JOB POSITION / TITLE

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Company Name | Company Address Here | 2017 - 2019
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JOB POSITION / TITLE

Company Name | Company Address Here | 2015 - 2017

Company Name | Company Address Here | 2015 - 2017
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Personal and Professional Essentials

Personal Information - More than Just Basics

While global markets might favor anonymity, the Emirati job market appreciates a well-outlined personal touch. This offers employers a glimpse into your Emirati roots, thus emphasizing cultural alignment.

Case: Mohammed, a fresh graduate from UAE University, included details like his full name, age, family background, and a professional photograph at the start of his CV. This immediately highlighted his local roots.



Professional Photo: Role, Industry, and Company Dependent

The inclusion of a professional photo, especially for UAE nationals, can emphasise your cultural alignment and pride. Always ensure the attire and presentation are in line with traditional Emirati standards.

Case: Aisha, aiming for a role in local administration, chose a photo with traditional Emirati attire against a neutral background, signaling her deep connection with local traditions.

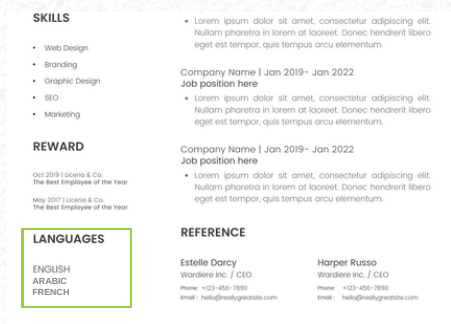


Linguistic and Role-Specific Insights

Fluency in Local and Global

Being a UAE national often implies fluency in Arabic. But showcasing additional language skills can set you apart, indicating your ability to bridge local and global landscapes.

Case: Hassan, an event manager, highlighted his proficiency in Arabic, English, and French, positioning him well for roles that required liaison with international clients.



Objective: Local Vision, Global Ambition

Craft your objective not just with the role but also with national vision in mind, depicting alignment with the UAE's broader goals.

Case: Noor, an architect, set her objective around sustainable development, aligning with the UAE's 2071 vision for a sustainable future.



Cultural Acumen and Certification Highlights

Embracing Emirati Heritage

For a UAE national, showcasing familiarity with local traditions and the ability to adapt them to modern contexts can be a powerful asset.

WORK EXPERIENCE

Fradel and Spies Co
Project Manager • 2020 - Present

- Managed a diverse portfolio of projects, including commercial, residential, and cultural developments, ensuring each project reflected a deep appreciation for Emirati culture and traditions.
- Collaborated closely with architects, designers, and local artisans to infuse traditional Emirati elements into contemporary designs, resulting in projects that are both culturally rich and functional for modern needs.
- Spearheaded initiatives to incorporate sustainable and eco-friendly building practices in alignment with the UAE's commitment to environmental conservation, preserving the nation's natural heritage.
- Actively engaged with local communities to gather insights and feedback, ensuring that projects resonated with the aspirations and values of the Emirati people.

Case: Saleh, a project manager, highlighted his involvement in projects that balanced modern design with traditional Emirati aesthetics.

Local Certifications, Global Standards

In the Middle Eastern job market, the right certifications don't just highlight your skills; they showcase your commitment to evolving industry standards.

Case: Haneen, an HR professional, earned a certification in 'Emiratisation Strategies.' This showcased her commitment and expertise in aligning with UAE's vision of increasing the number of Emiratis in the workforce, giving her a competitive edge.

EDUCATIONAL HISTORY

Bachelor of Design
Borcelle University | 2018

- Bachelor's Degree in Multimedia Arts
- Graduated in 2018**
- Completed with a cumulative GPA of 3.88
- Senior Thesis: A Really Long Title for a Thesis Goes Here**

WORK EXPERIENCE

Senior Designer
Liceria & Co. | 2020 - present

- Oversaw and assisted in the execution of design works
- Became the team leader for multiple projects
- Was a mentor to all company junior designers

SKILLS

- Graphic and Web Design
- Illustration and Drawing
- Photography and Editing
- Videography
- Advertising and Branding
- Conceptualization and Copywriting

CERTIFICATE

Certificate in Emiratisation Strategies
Lorem ipsum



Navigating Employment Expectations in the UAE

Hiring expectations may differ between the public and private sectors in the UAE, especially for Emirati nationals. Here are some specialised insights for both:

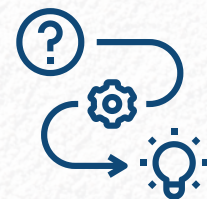
Public Sector:

- **Understanding of Local Governance:** Familiarity with UAE governmental processes, policies, and structures is a big advantage. Emirati nationals who can navigate these systems efficiently are sought after.
- **Cultural Diplomacy:** Adeptness at handling matters with a diplomatic and culturally sensitive approach, given the nature of many public roles, is essential.
- **National Vision Alignment:** A strong alignment with the UAE's vision, like We the UAE 2031 vision or the Centennial 2071, is crucial. Candidates who understand and embody these national development goals stand out.
- **Fluency in Arabic:** While many Emiratis are fluent in Arabic, the ability to draft official documents, correspondences, and communicate effectively in formal Arabic is vital in many governmental roles.
- **Leadership Potential:** Many public sector roles are leadership oriented. Demonstrating leadership qualities and potential for growth can be a distinct advantage.



Private Sector:

- **Global Mindset:** While understanding local culture is essential, the ability to think globally and interface with international partners is crucial, especially in sectors like finance, tourism, and real estate.
- **Technical Skills & Certifications:** Given the fast-paced nature of the private sector, having updated skills, especially in areas like IT, finance, and marketing, can be a game-changer. Relevant certifications add value.
- **Flexibility & Adaptability:** The private sector is dynamic, and roles often require adapting to new situations, technologies, or market shifts.
- **Networking Abilities:** Building and maintaining professional relationships, both within the local Emirati community and the broader business community, can be a significant advantage.
- **Entrepreneurial Spirit:** Many private firms value employees who think outside the box, show initiative, and have a problem-solving mindset akin to entrepreneurs.

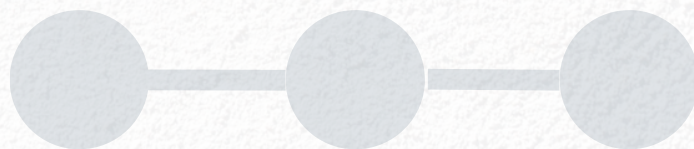


Conclusion

Tailoring your CV and application materials to emphasize these specific attributes can significantly enhance your prospects of securing a role in your preferred sector within the UAE's competitive job market.

For Emirati nationals, a CV is more than just a professional summary; it's a captivating narrative that encapsulates your journey within the dynamic landscape of the nation. It's an opportunity to convey your deep understanding of local governance, proficiency in cultural diplomacy, and alignment with the UAE's visionary goals, such as the "We the UAE 2031" vision or the ambitious "Centennial 2071" plan. Your CV should also showcase your fluency in Arabic, a key asset for many governmental roles.

To ensure your CV aligns seamlessly with the unique demands of the Emirati job market, consider our expert [**CV writing services**](#). We specialize in crafting compelling narratives that resonate with prospective employers and set you on a path to success in your desired sector.





Was this helpful?

Connect with us if you'd
like to know more

 info@markwilliams.ae