[YOUR FULL NAME]

[Target Job Title, e.g. Accountant]

Dubai, UAE | +971 5X XXX XXXX | name@email.com | linkedin.com/in/yourname

Nationality: [optional] | Visa status: [e.g. Residence visa, transferable / Visit visa valid to DD Mon YYYY] | Notice period: [e.g. Immediate / 30 days]

PROFESSIONAL SUMMARY

[Job title] with [X] years of experience in [industry or skill]. [One proof: a result with a number, e.g. Closed month-end in 4 working days for a 120-person company.] Looking for a [target role] position in [Dubai / Abu Dhabi / UAE].

KEY SKILLS

[Skill 1] • [Skill 2] • [Skill 3] • [Software or tool] • [Software or tool] • [Language]

WORK EXPERIENCE

[Job Title] | [Company Name], [City, Country] [Mon YYYY] – Present

- [Action verb + task + result with a number, e.g. Reduced supplier payment errors by 30% by introducing a weekly reconciliation.]
- [Action verb + task + scale, e.g. Managed 250+ customer accounts across the GCC.]
- [Tool or system you used and what you achieved with it.]

[Job Title] | [Company Name], [City, Country] [Mon YYYY] – [Mon YYYY]

- [Responsibility + result.]
- [Responsibility + result.]

EDUCATION

[Degree, e.g. Bachelor of Commerce] | [University], [Country] [YYYY]

[Optional: grade, relevant modules, or 'Degree attested for UAE' if it is.]

CERTIFICATIONS

- [Certification name], [Issuing body], [YYYY]

LANGUAGES

English – [Fluent] | Arabic – [Basic / Fluent] | [Other language] – [Native]

ADDITIONAL INFORMATION

UAE driving licence: [Yes / No] | Available to join: [date] | References available on request