[YOUR FULL NAME]

HR Assistant

[City], UAE | +971 5X XXX XXXX | name@email.com | linkedin.com/in/yourname
Visa status: [e.g. Residence visa, transferable] | Notice period: [Immediate / 30 days]

PROFESSIONAL SUMMARY

HR assistant with [X] years supporting recruitment, onboarding, payroll inputs and employee records for a [X]-employee company in the UAE. Familiar with [MOHRE contracts, WPS payroll inputs, visa process coordination] and [HR system].

KEY SKILLS

Recruitment coordination • Onboarding • Employee files • WPS payroll inputs • Leave and attendance • [HR system] • MS Excel

WORK EXPERIENCE

[HR Assistant] | [Company], [City, UAE] [Mon YYYY] – Present

- [Scheduled X interviews a month and sent offer letters within X days.]
- [Onboarded X new joiners: contracts, documents, visa and medical appointments with the PRO.]
- [Prepared monthly attendance and leave inputs for payroll for X employees.]

[HR / Admin Assistant] | [Company], [City] [Mon YYYY] – [Mon YYYY]

- [Responsibility + result.]

EDUCATION AND CERTIFICATIONS

[Degree, e.g. BBA in Human Resources] | [University], [Country] [YYYY]

- [CIPD Level 3 / SHRM / HR course], [YYYY]

LANGUAGES

English – [Fluent] | Arabic – [Level] | [Language] – [Native]