

[Your Name]

[Target job title]

[City], [Country] · [Phone] · [Email] · [LinkedIn or website URL]

[Photo]

PERSONAL DETAILS (NATIONALITY, VISA STATUS, LOCATION)

[Nationality] · [Visa or work permit status] · [Current location] · [Notice period]

PROFESSIONAL SUMMARY

Operations coordinator with seven years' experience in logistics and facilities across the UAE and India. Currently managing supplier schedules and a team of six for a Dubai-based distribution firm, cutting late deliveries by a fifth in one year. Skilled in SAP, vendor negotiation and multicultural team leadership. UAE residence visa, valid UAE driving licence, available on one month's notice.

Example text — rewrite it for your own role and results.

CORE SKILLS

[Skill] · [Skill] · [Skill] · [Tool or software] · [Tool or software] · [Method]

WORK EXPERIENCE

[Job title] — [Company name], [City]

[Month Year] – Present

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

[Job title] — [Company name], [City]

[Month Year] – [Month Year]

- [Achievement with a number: what you did, for whom, and the result.]
- [Responsibility that matches the job you are applying for.]
- [Tool, process or project you improved, with scale or time saved.]

EDUCATION AND QUALIFICATIONS

[Degree or qualification] — [University or institution], [City]

[Month Year] · [Grade or classification, if strong]

CERTIFICATIONS AND TRAINING

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]

LANGUAGES

[Language] — [level, e.g. fluent / professional / basic]

ADDITIONAL INFORMATION (DRIVING LICENCE, NOTICE PERIOD)

- [Certification or licence], [Issuing body], [Number or date if relevant]
- [Certification or training], [Issuing body]