

# Curriculum Vitae

John Doe

Dubai, UAE

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LinkedIn: linkedin.com/in/johndoe

Nationality: [Your Nationality]

Visa Status: Visit Visa / Employment Visa / Spouse Visa

## Career Objective

Dedicated and detail-oriented administrative professional with over 1 year of hands-on experience in office support, document control, and timekeeping activities. Seeking to contribute my organizational and communication skills as a Junior Admin Assistant at Emirates, while growing within a reputable and global company environment.

## Professional Experience

Admin Assistant

ABC Corporation - Dubai, UAE

Feb 2023 - Feb 2024

- Supported daily administrative functions including filing, correspondence, and timekeeping updates.
- Managed employee leave records and ensured accurate input into HR systems.
- Assisted in preparing basic reports, memos, and internal communications.
- Monitored and restocked stationery and office supplies.
- Operated and maintained office hardware such as printers and telephones.

## Education

High School Diploma / Matriculation

[Your School Name], [Country]

Graduated: [Year]

## Technical Skills

- MS Office (Word, Excel, Outlook, PowerPoint)
- Basic Data Entry & Report Generation
- Office Equipment Handling
- Email & File Management
- Fast Typing (50+ WPM)

## Core Competencies

- Time Management
- Multitasking
- Communication Skills
- Attention to Detail
- Team Collaboration
- Problem-Solving

## Languages

- English - Fluent
- [Your Native Language] - Native
- Arabic - Basic (if applicable)

## References

Available on request.

## Cover Letter

John Doe

Dubai, UAE

john.doe@email.com

+971-50-1234567

Date: [Insert Date]

Recruitment Team

Emirates Group

Dubai, United Arab Emirates

Dear Hiring Manager,

I am writing to express my keen interest in the Junior Admin Assistant position at Emirates, as advertised on your official careers portal.

With over a year of experience in administrative support, data entry, timekeeping, and internal correspondence, I am confident in my ability to contribute to the operational efficiency of your business unit. My previous role at ABC Corporation allowed me to hone my skills in document handling, mail distribution, and maintaining accurate staff records-all responsibilities I understand are crucial to this role at Emirates.

Emirates has always stood out to me as a company that values professionalism, excellence, and innovation. Being part of such an organization would not only allow me to utilize my skills to their full potential but also provide a dynamic environment for continued growth.

I am proficient in MS Office tools, well-versed in maintaining filing systems, and bring a positive, solution-focused attitude to any team I join. I am currently based in Dubai and am available for an interview at your earliest convenience.

Thank you for considering my application. I look forward to the opportunity to join the Emirates family and contribute to its continued success.

Yours sincerely,

John Doe