

CV INVENTORY – WORK SHEET

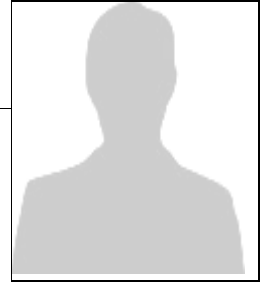
Job Target _____

Full Name _____
First Name Middle Name Last Name

Contact Phone _____ Mobile _____ P. O. Box _____ City _____

E-Mail _____ Web CV _____

Nationality _____ Birth date ____/____/____ Marital Status _____



Place Preferred

- Within Gulf
 Outside Gulf countries

Visa Status

- Employment
 Husband / Self

- Visit
 Exempt

Notice Period Required

- Immediate Availability
 One Month Notice

Driving License

- UAE
 GCC
 International
 No Driving License

Vehicle Status

- Own car
 Do not own car

Total Work Experience

GCC _____ years
 INTL _____ years

Languages Known English Arabic Hindi Tagalog Other Languages

Pls. indicate other languages _____

Education & Course Worksheet

Name of Institution/ Program _____

Year(s) Attended or Graduated _____

Degree/ Diploma/ Certificate _____

Class Rank (If Known) _____

Name of Institution/ Program _____

Year(s) Attended or Graduated _____

Degree/ Diploma/ Certificate _____

Class Rank (If Known) _____

Name of Institution/ Program _____

Year(s) Attended or Graduated _____

Degree/ Diploma/ Certificate _____

Class Rank (If Known) _____

Work Related Strengths / Weaknesses

Name of Company/ Supervisor _____

Aspects of Your Work Ethic/ Strength That the Employer Appreciated _____

Example _____

Aspects of Your Personality That the Employer Valued _____

Example _____

Facets of Your Personality That the Employer Valued _____

Example _____

Professional Training/ Work-Relevant Study

Course _____

Knowledge & Skills Acquired _____

Accomplishments (With Concrete Examples) _____

Relevant Projects/ Papers; Honours _____

Quotable Remarks by Teacher/ Instructor _____

Hobbies/ Activities (Please Mention How Your Hobbies Can Help In Your Future Job) _____

Memberships / Affiliations _____

Exhibitions –Seminars Attended _____

Foreign Travel _____

Part-Time Job/ Volunteer Work _____

Paid Work Worksheet

Name of Employer _____

E-Mail Address _____ **Telephone** _____

Type of Business/ Career Field _____

Job Title _____ **Dates** _____

Direct Supervisor's Name, Contact Information (If Good Reference; Otherwise, Note Co-Workers or Sources of Good Reference) _____

Major accomplishments (promotion / awards / business achievements)

Examples: "increased sales by 30% or "saved company 12% on office purchases"

Problems Faced _____

Action Taken _____

Skills Acquired _____

Knowledge/ Abilities Acquired _____

Job Responsibilities _____

Quotable Remarks by Seniors _____