

Mini CV – March 2026

The CCI FRANCE UAE recruitment team is pleased to share a selection of candidates who have recently registered (within the last 30 days) and are based in Dubai.

If you would like more information on a candidate, please feel free to contact us with the reference of the Mini CV.

Our database includes over 4,000 candidates. If you have specific recruitment needs, we would be happy to conduct a more targeted search and provide details on our recruitment terms and conditions.

The Recruitment Team

Your key contact:



Mounia SIFAOU

Recruitment & Project Specialist

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Administration

REF: SA_ADM_0326 **AED 17,000**
Procurement Admin **Dubai/Abu Dhabi**

Female, 24 years old, Switzerland

SKILLS : Administrative support and document management
 Procurement coordination and tender support
 Contract preparation (commercial sections) with Legal
 Due diligence and compliance checks
 Strong written and verbal communication (FR/EN)
 Supplier and stakeholder coordination
 Budget tracking and PR/PO processing
 Audit documentation review
 Microsoft Office (Excel, Word, Outlook, PowerPoint)
 Multicultural teamwork and adaptability

EXPERIENCE : I have experience in administrative, procurement, and compliance support through roles at KPMG and TotalEnergies. At KPMG, I assisted audit teams with document verification, client communication, and preparing audit files. At TotalEnergies, I progressed from Procurement Intern to CAPEX Lead, supporting tender documentation, drafting commercial contract sections, managing supplier communication, processing PRs/POs, monitoring budgets, and performing due diligence. I bring strong organizational skills, attention to detail, and the ability to work in international environments.

EDUCATION : Bachelor's degree in Business Administration at Heriot Watt University

LANGUAGES : French and English- native

REF: MS_ADM_0326 **AED 25,000**
Executive Assistant, Office Manager **Dubai**

Female, 54 years old, French

SKILLS : • Executive & Personal Assistance • Complex International Travel Management • VIP Event Planning & Logistics • Office & Operations Management • Financial & Administrative Oversight • Diplomacy, Protocol & International Relations • Public Relations & Stakeholder Communication • Project Coordination • HR Support & Staff Administration • Languages Fluency: French – English – Arabic • Pack office

EXPERIENCE : Highly experienced Executive and Personal Assistant with over 28 years of experience supporting CEOs, Chairmen, and VVIP individuals across Europe, the Middle East, the USA, and previously based in Paris. Skilled in complex travel coordination (commercial and private aviation), VIP protocol, diplomacy, high-level event planning, confidential personal support, office management, and international operations. Recognized for polished presentation, strong interpersonal skills, discretion, and the ability to thrive in fast-paced global environments.

EDUCATION : Master's Degree in Accounting and Finance. University Rene Descartes Paris X

LANGUAGES : French, English and Arabic

Finance

<i>REF: YE_FIN_0326</i>	<i>AED 15,000</i>
Financial Analyst	Dubai
Female, 25 years old, Canadian	
SKILLS : financial analysis, business valuation, relationship management, reconciliation, budgeting, market monitoring, investment product knowledge, process automation, MS Office (Excel, Word, Powerpoint), Power BI, SAP, LucideChart, LibreOffice.	
EXPERIENCE : RBC Direct Investing: Investment Services Representative (May 2025- July 2025) RBC Direct Investing: Customer Service Representative (Nov 2024- May 2025) Royal Bank of Canada: Career Launch Program (Feb 2023- March 2024): Rotation 1- Commercial Service Advisor, Rotation 2- Jeune en Tete, Rotation 3- Physical Network strategy. Batabof Embroidery Supplies: Supply Chain and Operations (Jan 2021-Mar 2023) Sheldon Goldberg Insurance: Inside Sales Coordinator (Jul 2021- Oct 2021)	
EDUCATION : Bachelors of Commerce in Finance from Concordia University (2018-2023)	
LANGUAGES : English (fluent), French (fluent), Arabic (native language), Spanish (intermediate)	

<i>REF: AS_FIN_0326</i>	<i>AED 45,000</i>
CFO	Dubai
Male, 40 years old, French	
SKILLS : Financial leadership (CFO/Head of Finance) • FP&A / Controlling • Budgeting & rolling forecasts • Cash & working capital management • Management reporting & KPI design • Closing process (monthly/quarterly) • Cost control & margin analysis • Business partnering with Ops/Sales/Product • Process improvement & internal controls • ERP/accounting tools + advanced Excel/Google Sheets • Due diligence / M&A support • Stakeholder management (banks, auditors, investors)	
EXPERIENCE : • Led finance functions in high-growth and turnaround contexts (CFO/Finance Director roles), building reliable reporting, budgeting and forecasting routines for leadership teams and boards. Implemented monthly closing processes (calendar, checklists, ownership), improving data quality, cut-off discipline and decision-ready management accounts. Built KPI frameworks and dashboards across P&L, cash, and operational drivers; translated numbers into clear actions for non-finance stakeholders. Managed cash and working capital (collections, payables, inventory/stock where relevant), improving visibility and control over short-term liquidity. Designed and rolled out lightweight financial procedures and internal controls suited to SMEs (approval workflows, documentation, risk controls). Supported M&A and financing workstreams: due diligence preparation, normalization of EBITDA/cash, business plan modeling, and discussions with banks/advisors. Hands-on with ERP/accounting tools and advanced Excel/Google Sheets; comfortable bridging gaps between operations, accounting, and performance management.	
EDUCATION : • French Chartered Accountant track (“Expertise Comptable”) – strong grounding in accounting, audit, tax, and corporate finance • Continuous professional development in finance leadership, FP&A, and business modeling (hands-on, project-based learning)	
LANGUAGES : French English	

HR

REF: KB_HR_0326	AED 14,000
HR & Administrative Specialist	Dubai/Abu Dhabi
Female, 42 years old, French	
SKILLS : HR Operations, Talent Acquisition, Payroll & Compensation Management, Employee Relation, Training & Development, Recruitment & onboarding, HR Policies & Compliance Administrative support, Procedure Simplification, Planning & Organization, Time Management, Internal Communication Rigorous, Service Oriented, Fast Learner, Communication Problem solving, Confidentiality, Multi-Task Tools: HRIS, SAP, Microsoft suite, Notion, Zoom, Teams...	
EXPERIENCE : Human Resources Administrator and Internal Trainer_CNRS (National Center For Scientific Research) France _ 09/2015 to 10/2025 Human Resources Executive _Saint Nazaire les Eymes City Hall France_09/2014 to 05/2015 Training Specialist_STMicroelectronics France_03/2014 to 09/14 Recruiter_Adecco Group France_04/2013 to 08/2013 Training Assistant_STMicroelectronics France_06/2011 to 09/2012 Administrative & Sales assistant_Various companies (temporary contracts & maternity leave replacements) France_11/2004 to 05/2011	
EDUCATION : Bachelor Degree in Human Resources_Pierre Mendes France University France_2012 Associate Degree in Marketing_Grenoble Institute of Technology France_2003	
LANGUAGES : French: native speaker English: Intermediate	

REF: HS_HR_0326	AED 13,000
Humain ressources	Dubai/Abu Dhabi
Female, 27 years old, French	
SKILLS : Employee relations Recruitment and talent acquisition Onboarding and offboarding HR administration Training and development Teamwork Problem solving Adaptability Management Microsoft office	
EXPERIENCE : Experienced HR Manager with a strong background in HR strategy, recruitment and employee relations. Skilled in managing end to end processes supporting opérationnel teams and implementing HR projets that enhance organizational performance. Adept at change management payroll and HRIS administration and talent acquisition with a track record of fostering employee engagement and strengthening labor relation. Proficient in HR software data analysis and reporting with excellent communication and problem solving.	
EDUCATION : MASTER 2 HR MANAGEMENT LICENCE HR RECRUITMENT BACHELOR HR ADMINISTRATION BAC	
LANGUAGES : French Arabic English	

IT

REF: KK_IT_0326	AED 10,000
Customer Care IT Support Web Designer Dubai/Abu Dhabi	
Female, 40 years old, Mali	
SKILLS : Dynamic and bilingual IT professional with over 15 years of experience in customer service and 10+ years in IT Support, Website Development, and Graphic Design . Highly organized, results driven, and collaborative, with strong analytical and sales abilities.	
EXPERIENCE : IT Support & Customer Relations Officer General Immobilière Sarl – Bamako, Mali October 2009 – July 2010 Bilingual Telesales Executive Teleperformance Canada – Toronto, Canada January 2014 – October 2014 IT Support Specialist Moov Africa Malitel – Bamako, Mali October 2017 – October 2018 Bilingual Customer Relations Specialist Maisha Spa & Wellness – Kigali, Rwanda October 2022 – December 2024	
EDUCATION : Master’s Degree in Computer Engineering Sup’ Management Mali – Bamako, Mali 2005 – 2009	
LANGUAGES : • French (Native) • English (Fluent)	

Legal

<i>REF: SA_LEG_0326</i>	<i>AED 18,000</i>
Legal Advisor	Dubai
Female, 31 years old, French and Moroccan	
SKILLS : Legal research, contract drafting, negotiation, legal advising, EU product compliance, administrative tasks, litigation	
EXPERIENCE : 6 years of experience as a legal advisor in France in a Law Firm, a Court of Appeal and at a Chamber of commerce and Industry. I specialize in International and domestic business law as well as EU product compliance.	
EDUCATION : Master's degree in Law With 2 postgraduate degrees in Law (one in Business Law, the other in International and European Law). A Certificate in DIFC Compliance Series 2025	
LANGUAGES : French (native); English (bilingual); Berber (native); Arabic (beginner but taking classes); Spanish (intermediate)	

<i>REF: SA_LEG_0326</i>	<i>AED 22,000</i>
Paralegal or Legal Officer	Dubai/Abu Dhabi
Female, 30 years old, French	
SKILLS : Legal research & judicial drafting Case analysis & legal reporting Court procedures & hearing preparation HR fundamentals & labour law compliance Strong organisational & analytical skills	
EXPERIENCE : Legal Officer / Assistant Legal Adviser Judicial Court of Montauban – French Ministry of Justice 2019–Present <ul style="list-style-type: none"> • Legal research, case analysis & drafting of judicial decisions • Hearing preparation & structured case summaries • Contribution to judicial mediation project Socio-Judicial Officer France Victimes – AVIR 82 2019–2020 <ul style="list-style-type: none"> • Socio-judicial reports for the Public Prosecutor • Victim support throughout proceedings HR Assistant TECHFIRM IS FRANCE 2019 <ul style="list-style-type: none"> • HR administration & employment contracts • Recruitment support & work permit management 	
EDUCATION : Master's Degree in Labour Law- European Labour Law Track- University of Toulouse 1 Capitole (2016-2018) Bachelor's Degree in Private and Public Law - University of Toulouse 1 Capitole (2013-2016)	
LANGUAGES : French (Native) Arabic (Native: reading, speaking and writing) English (professional working proficiency)	

Marketing

REF: AG_MKT_0326	AED 30,000
Business Intelligence & Process Analyst Data, ERP & Automation	
Dubai	
Female, 35 years old, French	
SKILLS : Business Intelligence & Data Analytics Client Insights & Performance Analysis Reporting & Visualisation Process & Operations Optimisation ERP & CRM Implementation	
EXPERIENCE : Business Intelligence & Process Analyst Kinara International Dubai Jan 2025–Present <ul style="list-style-type: none"> • ERP implementation, dashboards & workflow automation • Improved data quality & decision-making Data & Business Analyst Equans (Bouygues Group) Geneva 2022–2024 <ul style="list-style-type: none"> • ERP/SQL data integration • Power BI dashboards & reporting optimisation Data Client & Performance Project Manager CCI France 2019–2021 <ul style="list-style-type: none"> • Customer metrics tracking • Executive dashboards & performance insights Digital Marketing Coordinator Mobalpa France 2019–2021 <ul style="list-style-type: none"> • Marketing automation & KPI monitoring • Campaign optimisation & conversion growth 	
EDUCATION : MSc2 Data Analytics and Marketing Manager, Insec Business School, 2021 MSc 1 Marketing Digital E-Business (50% English), Insec Business School, 2020 Bachelor degree in Sales And Marketing Grenoble Business School, 2013	
LANGUAGES : French, English	

Sales

REF: YB_SAL_0326 **AED 18,000**

Business analyst / Sales & Business development
Dubai/Abu Dhabi

Male, 34 years old, French

SKILLS :

Business analysis, requirements gathering, process mapping (AS-IS/TO-BE), data analysis, reporting and dashboards, market research, lead generation, client relationship management, project planning, KPI tracking, Agile/SAFe, stakeholder management, cross-functional collaboration, CRM tools (Zoho), Excel, documentation, strategic thinking, problem solving, reliable and organized, multilingual (Arabic, French, English), fast learner, efficient, multitasking, team spirit, professional and positive attitude.

EXPERIENCE :

Sales & Business Development Manager,, Marketing Pulse, Dubai (Aug 2025- Present)
 Business Development Manager, Advantage Group, Dubai (Dec 2024 – Jul 2025)
 PMO-Business Analyst, EDF, Paris (Oct 2023 – Aug 2024)
 Site Project Manager, Vinci Energies, Paris (Oct 2019 – Mar 2022)
 Site Project Manager, Legendre, Paris (Sept 2016 – Aug 2019)

EDUCATION : MBA, International Marketing & Business Development, EM Normandie Business School, Dubai (Sept 2024 – Jun 2025)
 Master's in Civil Engineering, CESI Engineering School, Paris (Oct 2016 – Oct 2019)

LANGUAGES : French, English & Arabic

REF: KF_SAL_0326 **AED 22,000**

Sales Manager

Dubai/Abu Dhabi

Male, 32 years old, French

SKILLS :

B2B sales & business development
 Key account & partnership management
 Negotiation, deal closing & revenue growth
 Operational & project management (hospitality, F&B, events)
 Budgeting, cost control & margin optimization
 Cross-functional team coordination
 Market entry & international development (EMEA)
 Client experience & stakeholder management
 CRM, reporting & performance tracking

EXPERIENCE :

Sales & Business Development:
 Led B2B sales and partnership development across hospitality, F&B, events and consulting
 Managed full sales cycle: prospecting, pitching, negotiation, closing and account management
 Built commercial offers aligned with operational capacity and profitability targets
 Operations, Events & Projects:
 Managed restaurant, event and large-scale hospitality operations
 Coordinated teams, suppliers, budgets, timelines and on-site execution
 Contributed to international projects and market entry initiatives

EDUCATION : Executive MBA (2020) – GPA 3.65
 Business & Hospitality Management background
 Training in sales, operations management and project management
 Continuous professional development in revenue, strategy and analytics

LANGUAGES : French (native)
 English (fluent)

Sales

REF: MA_SAL_0326 **AED 40,000**

Sales & Business development Director
Dubai/Abu Dhabi

Female, 59 years old, French

SKILLS : Regional Sales Leadership | MEA & Africa Expansion | Telecom & Mobility | B2B / Operator Sales | Revenue Growth | Channel Management | Strategic Negotiation | Forecasting & P&L | CRM & Power BI | Team Leadership

EXPERIENCE :

Sales Manager MEA – PanzerGlass | Dubai | 2021–Present
 +30% Avg YoY growth across 8 markets
 Regional Director Africa – Avenir Telecom | 2019–2021
 \$3.5M revenue | +40% vs budget
 Regional Director Africa – WIKO Corporation MEA | 2015–2019
 \$7M revenue | +60% growth
 General Manager Mobility – Ingram Micro | 2013–2015
 \$6M revenue | Targets achieved
 BDM Sub-Sahara Africa – LG Electronics | 2012–2013
 \$2M revenue
 Previous Roles (2003–2012)
 Mi-Fone | The Property Store | Unicom | The Caudwell Group
 Up to \$150M trade revenue | Africa & International markets
 International Sales Director – Avenir Telecom France | 1998–2003
 +75% international growth
 Export Manager – Shahum Industrie France | 1993–1998
 Created export dept. | 17 countries developed

EDUCATION : Masters Degree in Chinese with specialization in Economics
 Aix en Provence – France

LANGUAGES : French - Native / Spanish - Fluent / Italian - Fluent / English - Fluent / Chinese - Conversational