

Mini CV – December 2025

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

T: 04 312 67 03

Mounia.sifaoui@ccifranceuae.com

www.ccifranceuae.com



Administration

REF: KN_ADM_1225 **AED 13,000**
Executive Assistant / Administrative Assistant
Dubai or Abu Dhabi

Female, 39 years old, French

SKILLS : Detail-oriented and discreet with confidential information.
 Strong management and multitasking skills.
 Flexible and adaptable in new environments.
 Highly organized with a strong sense of urgency.
 Self-motivated with excellent problem-solving abilities.
 Able to work well under pressure.

EXPERIENCE : Economat des Armées, Abu Dhabi – Purchasing Assistant (Mar–Jun 2024)
 Handled client requests and prepared quotations.
 TSO/NGE Contracting, France – Administrative Assistant, HR Intl. (Sept 2022–Jun 2023)
 Supported senior leadership, managed travel, visas, and logistics.
 Sodial International, Paris – Executive Assistant, HR Intl. (2016–2020)
 Managed daily office operations, inventory, and staff coordination.
 Plasseraud Paris Patent Attorneys – Patent Admin Assistant (2014–2015)
 Processed client files and monitored deadlines.
 Lavoix Paris & Avocat – Patent Admin Assistant (2014)
 Handled procedures, invoicing, and client relations.
 Hédiard Luxury Grocery, Paris – Admin Assistant & Receptionist (2011–2014)
 Managed calendars, appointments, and daily admin tasks.

EDUCATION : High school certificat

LANGUAGES : French / Native
 English / Native

REF: SA_ADM_1225 **AED 17,000**
Procurement - Capex Lead
Dubai or 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

Administration

REF: CS_ADM_1225		AED 16,000	
Executive	Assistant/	Administrative	Manager
Dubai			
Female, 50 years old, French			
SKILLS : Team management skills Organizational skills Interpersonal skills Fast learner Multi task Respect of confidentiality Devotion			
EXPERIENCE : 2019- 2023: Head accountant for the Hospitals of Aix En Provence (France) 2029: Accounting and Internal Control Officer (French National School of Fire Officers) 2017-2018: Advisor Campus FRANCE, French Institute of Algeria 2008-2010: Accounting and Internal Control Officer (French Ministry of Defence) 1999-2007: Legal expert for the French Ministry of Economy			
EDUCATION : 1997: Master's Degree in Public Law (University Lyon 3- FRANCE) 1996: Bachelor in Political Science (Science Po Lyon)			
LANGUAGES : French (native language) English (professional)			

Finance

REF: YE_FIN_1225
AED 15,000
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)

REF: BR_FIN_1225
AED 10,000
**Finance, operations , business management
Dubai or Abu Dhabi**

Male, 40 years old, Français

SKILLS : Financial reporting, budget monitoring and cost control, project coordination and operational management, accounting operation, regularity and quality compliance, client portfolio and relation ship management.F

Project Coordinator – Real Estate Diagnostics | France
 • Managed €275K (AED 1.15M) portfolio & 250+ projects/year.
 • Ensured full compliance with budgets & regulations.
 • Grew client accounts (+11% in 2023, +8.5% in 2024).
 Administrative & Financial Assistant – Le Comptoir des Langues | Paris
 • Supported financial operations for a €2.5–3M (AED 10.5–12M) training center.
 • Handled cash flow, invoicing, collections & reporting.
 • Built dashboards and KPIs.
 Operations Manager – Burger King | France
 • Managed a €200K/month (≈€2.5M/year) restaurant.
 • Supervised a team of 20–30 employees.
 • Ensured quality, hygiene & safety compliance.

EDUCATION : INSEEC Business School, Paris | Master of Science in Financial Engineering

LANGUAGES : English (Professional Working Proficiency) - Arabic (fluent) - French (fluent)

Human Resources

REF: KB_HR_1225	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 Recruter_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	

Management

REF: GW_MGT_1225 **AED 20,000**
Problem Solver / Team Leader / Project Controller
Dubai or Abu Dhabi

Female, 37 years old, French

SKILLS : Quick Efficient Data Analysis - Problem Root Cause Definition and Solving - Efficient Communication and Reporting - Meticulous Anticipation for Project Planning and Scheduling - Detailed Cost Control and Budgeting - Integrated Schedule and Cost Risk Management - Rapid Learning and Adaptability to perform at various level in fast paced moving environment - Balance Private/Professional life.

EXPERIENCE : Project Control and Management Consultant - Abu Dhabi (Since 2024 - Today)
 Project Portfolio Risks Manager - Angola (2022-2024)
 Project Portfolio Resources Manager - France (2016-2022)
 Project Interface Engineer - Gabon (2013-2014)
 Project Planning & Risk Engineer - Scotland (2012-2013)
 Project Studies and Work Engineer - Cameroon (2008-2010)

EDUCATION : - Project Manager Professional certification, PMI, France
 - Project Risk Management, Project Cost Control initiation, ECP/IFP SCHOOL, France
 - Planning Planification with Primavera P6, PRIMA FRANCE, France
 - Specialized Master in Project Management and Systems Engineering, SUPELEC, France
 - Master of Science in General Engineering, ICAM-UCAC, Cameroon

LANGUAGES : French (Native language) / English (Upper Intermediate Level) / Portuguese (Intermediate Level) / Arabic (Notions)

REF: BR_MGT_1225 **AED 50,000**
General Manager / CEO / Regional Director
Dubai or Abu Dhabi

Male, 51 years old, French

SKILLS : Executive leadership, business transformation, P&L management, multi-site operations, restructuring, retail & B2B/B2C expertise, international expansion, omnichannel strategy, AI integration, performance optimization, multicultural team management.

EXPERIENCE : Over 20 years of international executive experience (Europe, India, Pacific, Brazil). Former CEO of a multi-brand retail group (18 stores), EVP Retail & Operations for a major industrial group in India, and Regional Director for Leroy Merlin, overseeing eight hypermarkets and 1,200 employees. Currently, a Strategic Consultant and Doctoral Researcher in AI at École des Ponts.

EDUCATION : Doctorate in Artificial Intelligence (ongoing) – École des Ponts
 Executive Program – MIT Sloan
 MBA – WU Executive Academy
 Master in Business Administration & Finance – University of Rennes 1

LANGUAGES : French (native), English (fluent), Spanish (professional), Portuguese (experienced), Romanian (professional).

Management

REF: CL_MGT_1225	AED 30,000
General Manager/Director of operations - Luxury, sports & guest experience	
Dubai	
Female, 35 years old, Belgian	
SKILLS : Operational leadership and team management High performance mindset (former olympic athlete) Adaptability and quick learning in dynamic environments Cross-cultural communication and interpersonal skills Strategic planning and KPI driven operations Luxury hospitality and guest experience excellence Operational efficiency and service culture Premium clients relations and VIP handling	
EXPERIENCE : - Golf Paris Longchamp: General Manager (Jan 2023 - Present): Operational leadership, 40+ staff management, partnerships & guest experience - Nhomade : General Manager and associate (Dec 2020 - May 2022): luxury culinary event management and co-creation of Michelin starred restaurant "Nhome" - Ladies European Tour: Professional golfer and board member (2013 - 2019): international pro golfer, Rio 2016 Olympian, sponsorship management, board of directors member	
EDUCATION : - Bachelor's degree in Business engineering - UCL (Belgium) (2009 to 2012) - Master's degree in Business engineering (finance) - Louvain School of Management (Belgium) (2012 to 2015) - Cuisine and Pastry Diploma - Le Cordon Bleu Paris (France) (2020)	
LANGUAGES : French (native language) English (fluent) Dutch (professional proficiency)	

Marketing

REF: SR_MKT_1225
Marketing & Communications Officer
Dubai or Abu Dhabi

Female, 24 years old, French

SKILLS : Marketing & Communication: Content creation, social media, campaign coordination, market research, branding.

Project & Data Management: Project planning, CRM, KPI tracking, performance analysis.

Technical Tools: Excel, PowerPoint, Google Suite, basic design & video editing.

Personal & Interpersonal: Multicultural Awareness, proactive, organized, adaptable, pragmatic.

EXPERIENCE : Marketing & Communications Officer : in World Organization of the Scout Movement – Cairo, Egypt (07/2025 to today)

Community Project Officer : in Torraha Association – Siwa, Egypt (04/2025 to 06/2025)

Junior Product Manager : in Zehnder Group France – Evry, France (10/2021 to 08/2024)

Project Manager : Mobilize Financial Services – Paris, France (10/2022 to 07/2023)

EDUCATION : MSc Marketing, Communication & Strategic Business Development, in INSEEC Business School (Paris, France).

Sep 2023 – Jul 2024

Master Business Engineering & Entrepreneurship, in The Makers Factory (Paris, France).

Sep 2022 – Jul 2023

Bachelor's Degree in Economics and Management, Marketing - University of Paris-Saclay

Sep 2019 – Jul 2022

Baccalaureate degree in economics and management, in General High School (France)

Sep 2016 – Jul 2019

LANGUAGES : French (native language)

English (Limited professional competence)

Arabic (intermediate)

REF: AQ_MRK_1225
AED 10,000
Graphics designers , sales in IT spaces
Dubai or Abu Dhabi

Male, 21 years old, Canada

SKILLS : Graphic Design (Logos, branding, flyers, business cards)

UI/UX (Figma, Adobe XD)

Web design foundations (HTML, CSS, Bootstrap, PHP)

Visual storytelling & creativity

EXPERIENCE : Logistics Assistant – Quebecor Media (2024)

• Data entry, order checks, returns, scheduling, client communication.

Manager – Harnois Gas (2022–2023)

• Daily operations, staff training, transactions, deliveries, cash handling.

Graphic Design Intern – Sortrac (2023)

• Created visual assets and supported web/graphic design projects.

Car Sales Representative – Paramount Leasing (2021–2025)

• Luxury car sales, client follow-up, marketing support, customer service.

EDUCATION : College Degree in Motion Design – Bernard-Gariépy Center

Specialized in animation, visual storytelling, and dynamic design.

Trade Diploma in Graphic Design – Bernard-Gariépy Center

Focused on branding, digital design, and creative production.

Graphic & Motion Design Studies – Garneau College

Expanded skills in design software, multimedia, and digital creation.

LANGUAGES : French (Native)

English (Fluent)

Other

REF: JS_Other_1225	AED 13,000
French Language Trainer & Curriculum Developer Dubai or Abu Dhabi	
Female, 23 years old, Indian	
SKILLS : Curriculum development, academic coordination, lesson planning, TEF/TCF/DELF preparation, level wise assessment creation, classroom management, documentation, scheduling, communication, specialised educational content design for students with different needs, MS Office (advanced), Power BI (data visualization), HR analytics.	
EXPERIENCE : French Language Trainer (A1–B2): TEF/TCF/DELF preparation, lesson planning, classroom delivery, student evaluation (July 2024 - present) HR Ops Trainee (Dec 2023- June 2024) Cyber Security Data Analyst (August 2023- November 2023)	
EDUCATION : MAFL – IGNOU (July 2025 - present) B.Ed – MDU Rohtak(September 2024 - July 2026) Advanced Diploma in French – Hansraj College, Delhi University (September 2024 - April 2025) BBA in Business Analytics & HR – Symbiosis International University (September 2020-July 2023)	
LANGUAGES : French, English, Hindi	

Project Management

REF: FJ_PM_1225	AED 50,000
Senior Project Manager - Development & Construction Director	
Dubai or Abu Dhabi	
Male, 32 years old, French	
SKILLS : Project & program Leadership. Full-cycle real estate development & construction. Delivery of industrial, logistics, commercial, mixed-use & luxury assets. Technical, financial & regulatory feasibility. Capex, budgeting, planning & risk management. Contract strategy & administration (Turnkey, D&B, Trades, FIDIC). Coordination of architects, engineers, consultants & contractors. Quality, safety & compliance oversight. Client, investor & authority interface. ESG integration, sustainability strategies & solar PV systems.	
EXPERIENCE : 2022-2025 Oger International - Development & Construction Director Led logistics, industrial & luxury projects (CAPEX 395M AED) 2020-2022 Axtom - Real Estate Program Manager Managed logistics development & construction (CAPEX 79M AED) 2018-2020 Bouygues Construction - Project Manager (EU Parliament) High-security refurbishment & data center construction (annual CAPEX 80M AED) 2017 Vinci Construction - Site Engineer Luxury residential refurbishment (CAPEX 45M AED)	
EDUCATION : Master's Degree - Civil Engineering & Architecture (HEI, France) Academic Exchange - UTFSM, Chile	
LANGUAGES : French (Native) English (Fluent) Spanish (Professional proficiency)	

Sales

REF: YB_SAL_1225 **AED 18,000**
Business analyst / Sales & Business development
Dubai or 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: MR_SAL_1225 **AED 40,000**
Senior Sales Executive in complex B2B environments
Dubai or Abu Dhabi

Male, 43 years old, French

SKILLS :
 Hunter mindset – Enterprise Acquisition
 B2B Complex Sales Expert
 Sales methodologies (MEDDIC, Challenger)
 International exposure (AMER, EMEA & APAC)

EXPERIENCE : nLighten: Senior Account Manager (since Jan 2025) - Datacenter
 Equinix: Senior Account Executive (from Jan 2020 until Dec 2024) - Datacenter
 Verizon: Account Executive (from Dec 2017 until Dec 2019) - Telecom

EDUCATION : Ecole des Ponts Business School: MBA Technology & Entrepreneurship (2011-2012)

LANGUAGES : English (5 years in US & UK), French (native)

