

At DESIwork we produce for you an ATS-Optimised CV written to match each individual job description you are applying for.

"Every CV we produce is designed to be approved by Hiring Managers, Recruiters and Applicant Tracking Systems (ATS)."

Our templates follow the format used by many multinational employers and recruitment agencies across the GCC. They are designed to put you at the top of screened resumes.

RAHUL SHARMA
SENIOR SALES MANAGER

+91 90 123 4567 | rahul.sharma@email.com | linkedin.com/in/rahulsharma

Dubai, UAE | Indian | Employment Visa | Notice Period: 30 Days

CORE SKILLS

- Sales Management
- Business Development
- Key Account Management
- Strategic Planning
- Negotiation & Closing
- Revenue Growth
- Team Leadership
- Market Analysis
- CRM (Salesforce)
- Forecasting & Budgeting
- Customer Relationship Management
- P&L Management
- Presentation Skills
- Contract Negotiation

TECHNICAL SKILLS

- Microsoft Excel (Advanced)
- Microsoft PowerPoint
- Salesforce CRM
- SAP (Basic)
- Power BI (Basic)

EDUCATION

MBA in Marketing
Syndicate International University
Pune, India
2013

B.Com (Hons.)
University of Delhi
Delhi, India
2011

CERTIFICATIONS

- Certified Sales Professional (CSP)
- Advanced Negotiation Skills - Hifemeter
- Salesforce Sales Cloud Certification

LANGUAGES

- English - Fluent
- Hindi - Native
- Tamil - Conversational
- Arabic - Basic

PROFESSIONAL SUMMARY

Results-driven Sales Manager with 12+ years of experience in driving revenue growth, building strong client relationships and leading high-performing sales teams across UAE and India. Proven ability to develop and implement sales strategies, expand market presence, and deliver strong financial results. Expertise in key account management, negotiation, forecasting, and P&L management.

PROFESSIONAL EXPERIENCE

Senior Sales Manager
ABC Trading LLC, Dubai, UAE
Jan 2022 - Present

Key Responsibilities

- Lead a team of 25 sales professionals and drive sales across UAE & Oman market.
- Develop and execute strategic sales plans to achieve revenue and profit targets.
- Identify new business opportunities and expand key accounts portfolio.
- Build long-term relationships with clients and stakeholders.
- Monitor market trends, competitor activities and customer needs.
- Prepare sales forecasts, reports and presentations for management.

Key Achievements

- Increased annual revenue by 38% (2022-2023)
- Won largest account worth AED 12M in 2023
- Improved customer retention rate by 15%
- Achieved 115% of annual sales target for the last 5 years

Sales Manager
XYZ Retail Pvt. Ltd., Mumbai, India
Jun 2018 - Dec 2021

Key Responsibilities

- Managed sales operations for West India region with a team of 18.
- Implemented sales strategies which increased market share by 15%.
- Handled key accounts including modern trade and e-commerce channels.
- Conducted market analysis and competitor benchmarking.

Key Achievements

- Achieved 35% growth in revenue YoY.
- Reduced operating costs by 10%.
- Launched 3 new products successfully.
- Recognized as 'Best Sales Manager 2020'.

Assistant Sales Manager
LMN Industries Ltd., New Delhi, India
Jul 2014 - May 2018

Key Responsibilities

- Supported sales team in achieving monthly and quarterly targets.
- Managed client relationships and ensured escalations.
- Prepared MIS reports and sales performance dashboards.

Key Achievements

- Consistently achieved 100%+ of monthly sales targets.
- Improved lead conversion rate by 18%.

PERSONAL DETAILS

Date of Birth	15 May 1990	Nationality	Indian
Marital Status	Married	Current Location	Dubai, UAE
Driving License	UAE Driving License	Visa Status	Employment Visa
Passport No.	21234567	Availability	Immediate

RAHUL SHARMA
SENIOR PROJECT MANAGER - CONSTRUCTION

+91 90 123 4567 | rahul.sharma@email.com | linkedin.com/in/rahulsharma | Dubai, UAE

Nationality: Indian | Visa Status: Employment Visa | Notice Period: 30 Days | Driving License: UAE Valid

PROFESSIONAL SUMMARY

Results-driven and highly motivated Project Manager with 12+ years of experience in managing large-scale construction and infrastructure projects across the UAE and India. Proven ability to deliver projects on time, within budget and to highest quality standards. Experienced in project planning, budgeting, risk management, stakeholder management and leading multidisciplinary teams. Strong knowledge of FIDIC contracts, Primavera P6, MS Project and construction management best practices.

CORE COMPETENCIES

- Project Planning & Scheduling
- Budgeting & Cost Control
- Contract Management
- Risk Management
- Resource Management
- Stakeholder Management
- Team Leadership
- Quality Assurance / QC
- Health, Safety & Environment (HSE)
- Procurement Management
- Change Management
- Claims & Disputes Management
- Progress Monitoring & Reporting
- Primavera P6 / MS Project
- AutoCAD / MS Office
- Value Engineering
- Site Management
- Vendor Management
- Client Relations
- Communication Skills

PROFESSIONAL EXPERIENCE

Senior Project Manager
ABC Construction LLC, Dubai, UAE
Project: High-rise Residential & Retail Development (2+45) - AED 200 Million
Jan 2022 - Present

Key Responsibilities

- Lead and manage all aspects of construction projects from inception to handover.
- Develop project plans, schedules and budgets and ensure timely execution.
- Coordinate with consultants, contractors, vendors and government authorities.
- Monitor project progress, costs, quality and safety performance.
- Identify project risks and implement mitigation strategies.
- Prepare and submit progress reports to senior management and clients.

Key Achievements

- Delivered project 2 months ahead of schedule and 1% under budget.
- Improved the productivity by 18% through effective resource planning.
- Achieved zero major safety incidents during the project execution.

Project Manager
PQR Engineering Pvt. Ltd., Mumbai, India
Project: Commercial Complex & Mall Development - INR 850 Million
Jun 2018 - Dec 2021

Key Responsibilities

- Managed end-to-end project execution in building planning, design coordination and construction.
- Managed contracts, variations, claims and change orders.
- Conducted site inspections and ensured quality standards.
- Managed and developed project teams of 25+ members.

Key Achievements

- Completed project 1 month ahead of schedule.
- Reduced project costs by 7% through value engineering and vendor negotiations.
- Received 'Best Project Delivery Award 2020' from the company.

Assistant Project Manager
LMN Builders Pvt. Ltd., New Delhi, India
Project: Residential Township - INR 450 Million
Jan 2014 - May 2018

Key Responsibilities

- Assisted in planning, scheduling and monitoring project activities.
- Coordinated with the teams, subcontractors and suppliers.
- Prepared daily progress, P6/MS and material requisition.
- Ensured compliance with safety and quality standards.

Key Achievements

- Consistently met meeting progress targets.
- Improved documentation process efficiency.
- Recognized for outstanding coordination and team support.

EDUCATION

B.E. Civil Engineering
University of Mumbai, India
2013

CERTIFICATIONS

- PMI - Project Management Professional
- PRAXIS P6 Professional
- NPTEL International Course Certificate in OMR
- Autodesk AutoCAD Certified Professional

TECHNICAL SKILLS

- Primavera P6 | MS Project | AutoCAD | MS Excel (Advanced)
- MS Word | PowerPoint | Power BI (Basic)

LANGUAGES

- English (Fluent) | Hindi (Native) | Arabic (Basic)
- MS Word | PowerPoint | Power BI (Basic)

PERSONAL DETAILS

Date of Birth	15 May 1990	Marital Status	Married
Passport No.	21234567	Visa Status	Employment Visa
Availability	Immediate	Current Location	Dubai, UAE

ATS Score Optimisation Checklist

Section	ATS Importance
Professional Summary	☆☆☆☆☆
Job Title Matches Vacancy	☆☆☆☆☆
Keywords from Job Description	☆☆☆☆☆
Core Skills	☆☆☆☆☆
Reverse Chronological Experience	☆☆☆☆☆
Quantified Achievements	☆☆☆☆
Education	☆☆☆
Certifications	☆☆☆☆
Technical Skills	☆☆☆☆☆
Languages	☆☆☆
Clean Formatting	☆☆☆☆☆

ATS Formatting Rules

When you submit your resume by the standard “apply” button method, your CV will likely be screened by an Applicant Tracking System (ATS). Large companies use an ATS to screen CV's for key word and alignment to the individual Job Description. To secure an interview you must maximise compatibility with modern ATS platforms by doing the following:

- Use a single-column layout.
- Choose ATS-friendly fonts such as Calibri, Arial or Aptos (10–12 pt). Avoid tables, text boxes, graphics, icons, logos and photos.
- Use standard headings such as **Professional Summary, Experience, Education and Skills**.
- Save the final document as both **Microsoft Word (.docx)** and **PDF** (only if the employer accepts PDFs).
- **Tailor the CV to every application by matching the job title and incorporating keywords from the job description.**
- Quantify achievements wherever possible (e.g. "Increased sales by 25%" or "Managed a team of 18 staff").

Desiwork Unique Service

Specialist services we provide:

Service	Description
ATS CV Review	We analyse your existing CV and provide an ATS compatibility score (0–100%) with recommended improvements.
Job-Matched ATS approved CV	Rewrite the CV specifically for a target job description, optimising keywords, skills and achievements for ATS ranking.
Premium Career Pack	We source you 10 suitable live job vacancies in the country and city of your choice.
	We write a tailored ATS compliant CV for each of the 10 positions.
	Contact details for the Hiring Manager for each of the 10 jobs.
	LinkedIn profile optimisation.
	Customised cover letters for each role.
	Keyword analysis in your CV and an Interview preparation guide.
	ATS match score for each application.
	We ensure your application stands-out from the crowd.

“We provide you with 10 suitable jobs and matching CV and the contact details of the Hiring Manager for each position, you contact the Hiring Manager directly.”