









# Want to work abroad

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		Page No.
1.	Overview	4
2.	Things to Consider before Landing in Dubai for Job Hunt	5
3.	UAE Job Market Statistics	6
4.	Important things to Keep in Mind while Searching for Job	7
5.	Top Jobs Sites in Dubai UAE	8
6.	Top Recruitment Agencies Dubai UAE	9
7.	Facebook Pages and Groups – Latest Posted Jobs	11
8.	CV / Resume Free Download	12
9.	Visa Types / Companies Types	15
10.	UAE Labour Law	18
11.	Certificate Attestations	18
12.	Tips to find jobs in UAE	20
13.	Public Transports	21
14.	Useful Links	24



### **1.OVERVIEW**

The United Arab Emirates (UAE; Arabic: Dawlat al-Imārāt al-'Arabīyah al-Muttaḥidah), sometimes simply called the Emirates (Arabic: al-Imārāt), is a federal sovereign absolute monarchy in Western Asia at the southeast end of the Arabian Peninsula on the Persian Gulf, bordering Oman to the east and Saudi Arabia to the south, as well as sharing maritime borders with Qatar to the west and Iran to the north. <u>The country is a federation of seven emirates consisting of Abu Dhabi (which serves as the capital), Ajman, Dubai, Fujairah, Ras al-Khaimah, Sharjah and Umm al-Quwain.</u> Each emirate is governed by a Ruler; together, they jointly form the Federal Supreme Council. One of the rulers serves as the President of the United Arab Emirates.

### Dubai is not a country. It is one of the Emirates of United Arab Emirates.

Dubai (Population)		UAE (Population)	
3.089 million		9.27 million	
Jul 16	5, 2018	Jul 16, 2018	
43.3%	Indian	27.15% Indian	
23%	Emirati	12.53%	Pakistani
17%	Pakistani	11.32%	Emirati
7.5%	Bangladeshi	7.31%	Bangladeshi
4.2%	Filipino	3.13%	Sri Lankan
1.5%	Sri Lankan	38.56%	Others
0.3%	American		

5.2% Other countries



### 2. THINGS TO CONSIDER BEFORE LANDING IN DUBAI FOR JOB HUNT

If you're going to try and find a job in Dubai you need to be on the ground and it will be costly to book flights and hotels unless you have family and friends to stay with.

Here are the dates to avoid when searching for a job as most decision makers will be out of town:

### Ramadan (Holy Month): May/June

The UAE almost comes to a standstill in Ramadan when it comes to hiring, there's still work being delivered by companies but hardly ever a decision made regarding recruitment.

### Christmas/New Year: End of December / Early January

Obviously most expats take time off at Christmas to travel home and in my experience around this time decisions get postponed until the New Year. A lot of people away travelling during this period of time and recruitment processes internally definitely slow down. It's only a week or so here, not a deal breaker if you're in town.

### June / July / August – Peak Summer

The time between September to February is the best time for job search without feeling the intense summer heat and humidity. Also schools reopen and people, UAE citizens and foreigners, company MDs sometimes may take vacation in the months of June to August and this period UAE faces its peak summer temperatures ranging from 45 C to 52 C.



Source: https://www.timeanddate.com/weather/united-arab-emirates/dubai/climate



### **3. UAE JOB MARKET STATISTICS**

Top 10 UAE industries hiring in 2018:

- 1. Retail
- 2. Hospitality
- 3. Hospital and health care
- 4. Food and beverages
- 5. Marketing and advertising
- 6. Civil engineering
- 7. Construction
- 8. Education management
- 9. Airlines/aviation
- 10. Information technology and services

### Top Ten jobs in 2018:

- 1. Accountant
- 2. Project Manager
- 3. HR/Admin
- 4. Sales executive
- 5. Teaching
- 6. Banking
- 7. Project engineer
- 8. MEP
- 9. Nurse
- 10. Logistics

### Sources:

- Now hiring: Top 10 UAE industries to apply https://gulfnews.com/business/ sectors/employment/now-hiring-top-10-uae-industries-to- apply-1.2217429
- Good times ahead for jobseekers in UAE, Middle East https:// www.khaleejtimes.com/business/local/good-times-ahead-for-jobseekers-inuae- middle-east----
- Looking for a job change in UAE? Here's the 2018 salary guide https:// ٠ www.khaleejtimes.com/news/general//looking-for-a-job-change-in-uae-heresthe-2018-salary-guide



### 4. IMPORTANT THINGS TO KEEP IN MIND WHILE SEARCHING JOB

### Finding Jobs through the Internet [Recommended and Best

Aside from looking through job listings found in newspapers, why not browse the internet for the latest jobs? There are also numerous websites in Dubai dedicated to employment seekers. We recommend you look for job advertisements directly posted by employers rather than those from recruitment agencies although some international and locally-based recruitment companies do offer excellent services. You can directly contact the Human Resources Department of major companies in your field of interest. Always remember that most companies do not advertise all employment vacancies. If you are lucky, they can create a position for you depending on your skills and experience.

- Job Websites
- ٠ **Recruitment Agencies**
- Facebook Pages / Groups
- WhatsApp Groups

### Finding Jobs through Newspapers [Outdated way

Although the economic setback has prompted many companies to cut jobs during the global recession, Dubai's job market has been improving in the last few months with companies making up for lost capital. If you go through the newspapers in Dubai such as Gulf News and The National, there are plenty of job vacancies available. Some post dummy vacancies in order to collect high profile candidates to give to prospective employers. Some employment seekers only apply to job advertisements posted by an employer which is a big mistake. There are numerous candidates for a certain vacancy which makes you even fortunate if your resume has been viewed.

### Other Ways of Finding a Job Overseas

There are other methods that you can use when looking for a job overseas. The best method would be through your connections. This strategy applies to job seekers located in most countries worldwide. If you know someone who is already working for a company, he or she can approach the HR person and hand over your CV, while in the meantime, providing you with an excellent reference. If you do not have global connections, all is not lost. Recruitment companies can sometimes be very helpful. We recommend you do your homework before making a final decision as to which recruitment company you decide to register with. Dubai has some excellent and internationally renowned recruitment agencies but you may find those that are well advertised on the internet but are a waste of money and provide an extremely unprofessional and slow service. There are licensed recruitment agencies in Dubai such as Kershaw Leonard, BAC Middle East, and Clarendon Parker which will be able to help you find a suitable job in Dubai. The majority of recruitment agencies charge a small fee to be able to access job postings or post your CV live.



## **5. TOP JOB SITES IN DUBAI, UAE**

1	Ineed	https://www.indeed.ae/	
2	Dubizzle	https://www.dubizzle.com/	
3	Bayt	https://www.bayt.com/	
4	Naukri Gulf	https://www.naukrigulf.com/	
5	GN Careers	https://gulfnews.com/gnmedia/gncareers	
6	Monster Gulf	www.monstergulf.com/	
7	Linked In	https://www.linkedin.com/	
8	Job Sera	https://www.linkedin.com/showcase/job-sera	
9	RightVows	www.rightvows.com/	
10	Gulf Recruiter	www.gulfrecruiter.com/	
11	Trovit	https://www.trovit.com/	
12	Caterer Global	www.catererglobal.com/Jobs	
13	Dubai Jobs	https://www.dubaijobs.net/	
14	Job Finder	https://www.jobfinder.ae/	



### 6. TOP RECRUITMENT AGENCIES IN DUBAI

Agency Name	Phone Number	Link
Accel HR Consulting	+971 4 352 4561	<u>Upload CV</u>
ANOC	+971 4 311 6888	<u>Upload CV</u>
Aarch Consulting	+971 4 358 2126	Upload CV
Adecco	+971 4 368 7900	<u>Upload CV</u>
BAC Executive Recruitment	+971 4 439 8500	Upload CV
Charterhouse	+971 4 372 3500	Upload CV
Emirates International	+971 4 321 3826	Upload CV
Future Focus	+971 4 321 7222	Upload CV
Gulfaar	+971 4 266 5741	<u>Upload CV</u>
Hays	+971 4 559 5800	<u>Upload CV</u>
Innovations Group	+971 04 4578900	Upload CV
Irwin & Dow	+971 4 434 2878	<u>Upload CV</u>
Lobo	+971 4 3695120	Upload CV
MBR Group	+971 4 396 4141	Upload CV
Medical International	+971 4 363 5323	Upload CV
Mensana & Partners	+971 4 390 9700	Upload CV
Nadia	+971 4 331 3959	Upload CV
Najma Consultancy	+971 4 345 5707	Upload CV
Options Group	+971 4 401 9105	<u>Upload CV</u>
Pinpoint HR	+971 4 443 1789	<u>Upload CV</u>
RightVows	+971 554839659	<u>Upload CV</u>
RÖC Human Resources	+971 4 421 5293	<u>Upload CV</u>
Santini Human Solutions	+971 4 325 2272	<u>Upload CV</u>
Soundlines HR Consultancy	+971 4 453 9225	<u>Upload CV</u>
SSA Middle East	+971 4 325 5033	<u>Upload CV</u>
vww.rightvows.com email: info@rightvows.com		

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	How to get Job in Dubai 2018 10
Egon Zehnder International	Upload CV
Fish People	Upload CV
Gulf Connexions	Upload CV
Hill McGlynn	Upload CV
Korn/Ferry	Upload CV
Michael Page	Upload CV
Morgenall	Upload CV
Parkhouse Bell HR Consultancy	Upload CV

## Top websites for applying online for jobs in UAE



### \More Recruitment Agencies

- 1. http://dubaiemploymenttips.com/recruitment-agencies/list
- 2. https://www.edarabia.com/recruitment-agencies
- 3. https://www.naukrigulf.com/recruitment-companies-in-uae
- 4. http://www.livingindubai.org/best-recruitment-agencies-in-dubai
- 5. <u>http://emiratesdiary.com/jobs-in-uae-2/list-of-recruitment-agencies-in-dubai-abu-dhabi</u>
- 6. https://www.dubai-forever.com/recruitment-agencies-in-dubai.html

**Connecting Your Talent** 

### 7. FACEBOOK PAGES AND GROUP – LATEST DUBAI JOBS

### **Facebook Pages:**

- https://www.facebook.com/JobsInDubaicom •
- https://www.facebook.com/dubaijobz •
- https://www.facebook.com/JobsInDubai •
- https://www.facebook.com/walkininterviewindubai ٠
- https://www.facebook.com/rightvows/

### **Facebook Groups:**

- 1. https://www.facebook.com/groups/1773776452648895/about
- 2. https://www.facebook.com/groups/uaejobsindubai/about
- 3. https://www.facebook.com/groups/628692917283168/about
- 4. <u>https://www.facebook.com/search/top/?q=rightvows%20job%20search</u>

### WhatsApp Group for Job Search and Career Advice





Chat with our experts for all your job related inquiries in Gulf countries



### 8. CREATE AND DOWNLOAD YOUR CV / RESUME

Note:-There is a huge difference in CV pattern followed in GCC:

- . Stand out., Your CV should demonstrate your unique blend of skills and experience. Make sure you include examples of commercial success, problem resolution or management achievements.
- **Keep it simple.**, Your choice of font and layout are key to making sure a • would-be employer carries on reading your CV. Simple formats work best.
- Don't be generic., Work out who or which industry sector your CV is destined for and tailor it to highlight the right aspects of your experience for them.
- **Check and check again.**, Avoid errors at all costs. This means spelling mistakes, dates which conflict with one another and incorrect email address and phone number.
- Update., Firing off an old CV will look unprofessional, so make sure that yours is regularly updated to meet the requirements of any jobs you see advertised.
- **Use a template.**, By following a CV template you are not restricting the way in which you can express yourself, but you will find that your CV becomes easier to read and covers all the most important aspects of your work history.

"A great resume, done right, will tell a genuine story, capture 40% more interviews, influence your network to recommend you more often, and can often prompt job offers at more than 10 to 20% than you are currently making. Its a fact that we all will invest time and money for our education/applying for jobs in all job portals and for traveling to attend interviews. Talking about ourselves, showcasing our successes, and generally bragging about our accomplishments, for most people is hard.Really hard.Its equally important to present yourself in a better way in front of an Employer.Minimum 500+ cvs a recruiter is getting for each vacancy If we take one minute for each cv it will take approximately 8 hours .So they will check key words only as a recruiter will spend maximum 15 to 20 seconds on a CV. **RightVows resumes** prepared by CV Experts having 10+ years' experience in Recruitment Industry.



## IMPORTANT INFORMATION YOU SHOULD NOT MISS IN YOUR CV





### **Create Your CV through Professionals**

For details visit <a href="http://rightvows.com/MakeMyCV/">http://rightvows.com/MakeMyCV/</a>



# Have you **Ever thought ?**

In most cases you were denied an opportunity...

Not because you are "incapable", But becuase of your inability to "showcase yourself" while sending your CV

Spend time on your CV or seek Professional Assistance https://www.rightvows.com/MakeMyCv/

### **Download Readymade CVs:**

- http://www.cvtemplatemaster.com/cv-template
- https://www.monster.co.uk/career-advice/cv-writing-tips/cv-templates •
- https://resumegenius.com/resume-templates •



### 9. TYPES OF VISAS IN UAE

There are 2 Types of Visas in United Arab Emirates.

- 1. Short Term Visas (Tourist or Visit Visa for 14 days or 30 days or 90 days)
- 2. Long Term Visas (Residence Visa for 2 to 5 years)

**Note:** Long Term visas usually issued for 2-5 years and it allows owner to live in any emirate of UAE along with given privileges:

- Residence Permit for Family members. Note:-Those who are on Father or Spouse visa are permitted to work in UAE. For details https://government.ae/en/information-and-services/visaand-emirates-id/sponsoring-residency-visa-by-expatriates
- Free Visa admission to GCC Countries
- Purchasing real estate in any Emirate of UAE

### Note:-Kindly carry 10 passport photographs in white background for stamping your resident visas

For Visit Visa enquiries contact <a href="http://rightvows.com/RightConnect/">http://rightvows.com/RightConnect/</a>

### **Freelance Visa**

Dubai's newest, easiest freelance package.

### <u>3 easy steps:</u>

1. Apply and submit your online application.

Visit - https://gofreelance.ae/

2. When your application is approved, you will receive an email notification. You can then come down to one of the business centers in DMC or DKP to personally sign your documents and pay the fee.

3.Shortly afterwards you'll receive your freelance permit via email. Fees

The fee for the freelance package is AED 7,500 per year which is inclusive of the Freelancer Permit and access to the Business Centre. If a visa is required, axs center will help you through the process, simply and easily.



### **Employment Visa**



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### Visit Visa



17



### **10. LABOR LAW**

For details visit <a href="https://www.moid.gov.ae/Laws/UAE\_Labour\_Law.pdf">https://www.moid.gov.ae/Laws/UAE\_Labour\_Law.pdf</a>

### **11. CERTIFICATE ATTESTATIONS**

### What is meant by legalisation/ Certificate Attestation?

When a document has been issued in one country (country of origin) and to be used in another country (country of use) it needs to be legalised/ attested from relevant authorities from both the countries.

In general, the Ministry of Foreign Affairs/ Department of Foreign Affairs & Trade/ Global Affairs of the country of origin is the first in the chain to legalise/ attest a document after the signatures of the signing authority in the document has been verified & authenticated by a Solicitor/ Notary Public in the country of origin.

Subsequently it has to be legalised/ attested from the Embassy/ Consulate of the country of use in the country of origin and in the end it has to be legalised/ attested from the Ministry of Foreign Affairs/ Department of Foreign Affairs & Trade/ Global Affairs of the country of use.

### What are the documents that are generally legalised/ attested?

Educational certificates, Educational Transcripts, Professional Certificate, Vital documents like Birth Certificate, Marriage certificate, Death certificate, Transaction documents like Power of Attorney, Divorce Certificate, Certificate of Marital Status, Police clearance Certificate, Criminal Records, Medical Certificate, Experience Certificate, and many other individual and personal documents issued in one country and to be used in another country needs to be legalized/ attested from the country of origin and also in the country of use.

For Attestation enquiries contact <a href="http://rightvows.com/RightConnect/">http://rightvows.com/RightConnect/</a>



### TYPES OF COMPANIES IN UAE

### Two Types of Companies in UAE:

- **LLC** is only the legal form of a company which stands for Limited Liabilities Company. The distinction should be whether the company is a local company that is, Dubai/ Abu Dhabi/ Sharjah or any one of the 7 states of UAE-based or a free zone company. Regulatory bodies are different for local companies and free zone companies. However in General terms what people are referring to is that if you want to start a business where you are able to market your goods or services inside UAE you have to have a local company.
- Free Zone companies are not mandated to market within UAE. If it is local company maximum a foreigner can own a stake is 49%. Other 51% has to be held by the local partner. When people refer to LLC Company that is the arrangement of shareholding. The only way you can have 100% ownership in a company in the UAE is either it is based in free zone or if local company, the type of the trade license is professional. But even in case of professional license, you need a UAE citizen as Service Agent who will sign on your behalf in all government departments.



### **12.TIPS TO FIND JOB IN DUBAI**

Go through RightVows Online Tutorial Why am I not getting Jobs in Gulf Countries ? https://WhyAmINotGettingJobin GCC

- Utilise walk in interviews.
- Beware of frauds and scams.
- Working in UAE without a valid visa is crime.
- Use the best season for visiting.
- Visit and use maximum job listing sites.
- Always believe in yourself.
- Relax and get entertained every day.
- Do healthy routines & exercises.
- Stress can decrease your performance.
- Call home or meet some friends regular.
- If you feel any doubt, check with police.
- Keep your visa and passport always with you.
- Make friends on <u>www.Meetup.com</u>.

### Be focused and patient:

Focus is a very important factor; never lose it. It doesn't matter you are in Dubai or Dublin. You need to do is focus on your job search with extreme concentration. Sooner or later, with hard work and patience, you will get the job that you desire. Finding the best employment overseas takes a lot of research and effort. The old and new forms of media still present ample opportunities for employment seekers looking from their home country. Some destinations might restrict such acts and for the job seekers benefit, we do not recommend this approach.



### **13.DUBAI PUBLIC TRANSPORT**

If you are keen on navigating the city without driving your own vehicle, the city does have a reasonable choice of public transport that provides access to every part of the metropolitan area. The primary forms of public transport are the Dubai Metro, taxis, buses, and water taxis, also known as *abras*. Below are 9 key facts about public transport in Dubai:

 Dubai Metro – The Dubai Metro is a state-of-the-art, driverless, fully automated rail system that is clean, fast, and efficient. Although it is not very extensive, there are planned extensions to the system, and it does connect to the Dubai Airport – and some of the major tourist destinations such as the Mall of the Emirates and the Burj Khalifa. The red and green lines are currently operational, with the RTA planning three more lines. There is no eating or drinking allowed on the metro and offenders can incur heavy fines. Detailed information about stations, fares, and timings – as well as the latest updates on the Metro system – are available on the <u>Dubai Metro website</u>.





- 2. Taxis Compared to other similar metropolitan cities, taxis in Dubai are relatively cheap, well maintained, and strictly regulated by the Dubai Road and Transport Authority (RTA). All taxis are metered so there is no ambiguity in paying for your trip. There are many different taxi companies in Dubai, and most of the drivers are courteous and speak Basic English.The RTA has also introduced a Smart Taxi App, which is very convenient, allowing a person to book the nearest taxi from their smartphones based on their location. The app is capable of instantly pinpointing a person's location, and is great for booking a taxi even if you don't know exactly where you are. The app is available for both Android as well as iPhones.
- 3. **Buses** Dubai's network of buses is quite extensive and buses are a great connection point from the metro to your destination. They are very affordable, accept Nol cards as a form of payment, and can get you to destinations that the Metro does not reach such as Jumeriah Beach. Buses can also take you between emirates, which the Metro system is not currently designed to do, and is an affordable way to travel if you are on a budget. To plan your journey using one or more of Dubai's extensive bus fleet, click <u>here</u>.
- 4. Nol cards In a bid to make public transport more efficient and convenient for the public, the RTA introduced the Nol card, which is a smart card that can be used on the various RTA public transport forms such as buses, trams, water buses, and the metro system. The Nol card has several advantages, the biggest being that there is no need to carry around cash to pay for transport just top up your card and use it to pay for any of a variety of public transport systems. There are four different types of cards with various value-added services. More information on the card is available on its website.





5. Dubai Tram – The long awaited tram was launched in November of 2014, and is a rail system that is part of a modern integrated public transport system that provides efficient and quick access to the densely populated areas of Jumeriah Beach Residence, Dubai Marina, and the business areas along Al Sufouh Street. The tram connects to the Metro Station as well as the Palm Monorail. For more information about the tram, including fares and timetables, visit the links below:





### **14.USEFUL LINKS**

### 1. City guides and information

- www.dubai.ae
- www.dubaicityguide.com
- www.dubaitourism.ae
- www.timeoutdubai.com
- www.justlanded.com
- <u>www.visitabudhabi.ae</u>
- www.timeoutabudhabi.com
- www.abudhabi.com
- <u>www.ameinfo.com</u>

#### 2. **Government departments**

• www.dubai.ae

#### 3. Local news

There are two English speaking newspapers in Dubai:

- www.gulf-news.com
- www.khaleejtimes.com

### **Emergency numbers**

Police - 999 (from anywhere in

the UAE)

Ambulance - 998

Fire - 997

Dubai Police Call Centre - 901

Dubai Police (non-emergency) - 04-609 6999

To report sexual crimes against children -

04-266 1228 Criminal Pursuit Department -

04-288 1226

Wanted Persons Department - 04-266 0929



Al Ameen service from Dubai Police (To report crimes anonymously) - 800 4888 from within the UAE

### +971 800 4888 from outside the UAE

Al Ameen SMS service - +971 50 1894444 from within the UAE only



- TOP 50 COMPANIES IN UAE <u>https://www.forbesmiddleeast.com/</u> en/list/top-50-companies-in-uae
- REVEALED: Dubai's 50 biggest companies <u>https://www.arabianbusiness.com/</u> photos/revealed-dubai-s-50-biggest-companies- 470723.html
- German Companies in Dubai<u>http://</u>
  <u>dubaiemploymenttips.com/companies/german</u>

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