

# Step-By-Step Guide to Finding a Job in the UAE

## QUICK GUIDE TO APPLYING FOR JOBS IN THE UAE

### KEY INFORMATION

#### PREPARATION PHASE

- The best time to start looking for a job in UAE is between January to May and September to November. Consider the things will slow down during summer, Ramadan and Christmas.
- Ensure that your educational and professional credentials are validated by By the UAE diplomatic missions your home country for validation beforehand.

#### SKILLS AND QUALIFICATIONS

- Expertise in specific software applications such as AI, Microsoft Office and ERP systems (SAP, Oracle, etc.) improves your chances of getting hired.
- Obtaining certifications or specialized training in high-demand fields such as artificial intelligence or machine learning can significantly improve your credentials.
- Keep in mind that Arabic language proficiency is noted as advantageous.

#### NETWORKING AND RESEARCH

- Engaging with established professionals through LinkedIn in the UAE allows you to tap into their networks, gather firsthand information about job opportunities, and potentially secure referrals or recommendations.
- Contacting your home country's diplomatic missions, trade attachés and business councils.
- Writing an email to an employer is a good way to increase your chances of being seen while networking.
- You should also pay attention to Employees' posts about the company on social media
- Here are the [top 10 exhibitions](#) you shouldn't miss in Dubai UAE in 2024-2025!

### WRITING A CV

#### CV PREPARATION

Your CV is a marketing tool that effectively communicates your suitability for the desired position; therefore, it is critical to tailor it to each job application, emphasizing relevant experiences and accomplishments that match the job requirements.

- Provide specific examples or quantifiable achievements demonstrating your expertise in these areas.
- Write a summary paragraph that demonstrates your experiences and express your future career aspect.
- If you do not live in the UAE, make sure to mention that you are willing to relocate.
- If you studied outside the UAE, clarify how your qualifications are internationally recognized.
- If possible, include a UAE contact number on your CV to demonstrate your readiness and availability for employment in the UAE.
- Try to prepare your CV maximum as two full pages.
- If you need any assistance during the preparation of your CV, you can contact IdeaHR by filling out the form below.

#### COMMUNICATION & PREPARATION

- Keep a soft copy of your CV and pre-scripted emails on your smartphone to respond quickly to employer inquiries or job opportunities, even if you cannot access your laptop.
- This will demonstrate your readiness and enthusiasm for the opportunities.
- Prepare a cover letter which demonstrates your eagerness about the role.

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### JOB SEARCH – ONLINE

#### CAREER PORTALS

Staying proactive and engaged with employment agencies and job portals is essential for keeping up with the latest job openings and industry trends. Popular job portals in the UAE are:

- LinkedIn → One of the largest professional networking sites on the internet. It can help you to find the right job, connect and strengthen your professional network, and learn the skills you'll need to advance in your career. Also, LinkedIn allows you to set up job alerts to stay up to date on new job postings that match your preferences. Ensure to activate this feature.
- Indeed → US-based career site that has now gone around the world. In addition to job postings, the site includes company reviews and ratings to help job seekers learn more about the company.
- Bayt → A job portal that only lists job opportunities in the Middle East. You can also find out recruitment industry trends and tips for both job seekers and employers through Bayt.
- Some agencies that specialize in recruiting for a wide range of industries and sectors, offering personalized assistance and guidance throughout the hiring process operating in UAE are:
- IdeaHR → Offers HR consulting services to start-ups, the public sector and large corporate entities. Also assists individuals in finding the ideal roles based in the UAE. <https://ideahrcompany.com/>
- Others → You can use other agencies like Korn Ferry, Heidrick & Struggles to help you in this process.

#### SHARE YOUR CV

<https://ideahrcompany.com/submit-cv/>

### SMALL TIPS

#### FOLLOW UP AND PERSISTENCE

Follow-up on job applications and interviews demonstrates your proactive attitude and genuine interest in the position.

- This can be accomplished by politely emailing or calling to ask about the status of your application or to express gratitude for the opportunity to interview.

#### UNDERSTANDING LOCAL LAWS AND REGULATIONS

- Get informed about specific regulations.
- This will allow you to demonstrate your knowledge and readiness to potential employers and reduce the risk of legal issues caused by violations of local laws.
- For example: candidates in accounting and finance should understand regulations related to Value Added Tax (VAT).

#### PLANNING AND EXECUTION

Before leaving your home country, make a strategic plan to ensure a focused and organized job search.

- Establish clear goals.
- Define your target industries or businesses.
- Outline specific actions and timelines for achieving your objectives.

In the meantime, be sure to retain flexibility and adaptability.

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## Who We Are

Located in Dubai, IDEa HR Company is a human resources consultancy firm serving the entire GCC region. Actively engaged in recruitment and placement projects, IDEa HR Company provides HR consultancy to companies, supporting them in performance enhancement and productivity projects tailored to their organizations. In addition to executive and career coaching on an individual basis, they also offer services in CV preparation and interview readiness to individuals going through job transitions. They enrich their project-based collaborations with expert consultants in their field.

## Why Choose Us



**Long-Standing Presence & Extensive Experience**



**Vast Network in the Region**



**Our Ability to Rapidly Create Value**

## Individual Services

If you need assistance regarding the topics mentioned below:

- How to prepare & update your CV?
- How to manage your career path and expectations?
- How to prepare for a competency-based interview?
- How to prepare for an assessment?

## Our Services

### Recruitment

- Candidate screening and evaluation
- Resume review and shortlisting
- Organizing and conducting interviews
- Reference checks
- Temporary and Contract Staffing

### Talent Acquisition and Management

- Building and managing a talent pool
- Strategic talent planning
- Candidate database management

### HR Consultancy

- Assessment Center
- Performans & OKR Consultancy
- Optimization of HR processes and strategic planning
- Creating a competency set

### Coaching & Mentoring

- Executive and Leadership Coaching
- Career Coaching
- Mentoring

### Learning & Development

- Leadership Development
- Cultural Transformation and Change Management
- New Generation Training Programs
- Micro Learning
- Innovation and Creativity Workshops

