

**Dubai-Forever.Com’s Interview Questionnaire**

**If you think your current CV has answers to some of the questions asked here then please type “refer CV”.**

**1. Please select the type of CV you want.**

**a. Applicant Tracking System (ATS) - compliant CV. (This CV is used for online applications on job sites. ATS is the software that reads and stores your CV in a database).**

**b. Visual/ Infographic CV. (This CV is normally sent to recruiters by email. It is visually-appealing. It may not be compliant to the ATS).**

[**Click here to read more**](https://www.dubai-forever.com/cv-writing-services.html#ATS-Compliant-CV)**…**

**(Type ‘a’ or ‘b’ as the answer. Both are quite different from each other. So, we cannot club them together. If you want both, there is an additional cost.)**

Answer:

**2.** **Explain your current/ last profile in a few words.** (Example: I am Mohamed and work for ‘Emirates International’ as a Project Manager. I am involved in the construction projects of Residential Buildings in UAE. As a Project Manager, I take care of the entire project from conceptualization to finish and handover…)

Answer:

**3. Roles/ job titles you are targeting with the new CV.**

Answer:

**4.** **PLEASE NOTE THIS AREA IS VERY IMPORTANT**. **List at least 4-6 achievements you have earned during your present and previous companies. This should preferably be supplied with figures. “Employers LOVE numbers”. It helps to quantify your achievements.** [Everyone has some kind of achievements in their career. Recruiters use achievements to rank candidates and call those who have better achievements than others.]

[What you did for the company that helped the company increase its business. Now this may be directly or indirectly. If you optimize a certain process for example, that makes the company more efficient which in turn increases its business, lowers its cost for that particular process, lowers the number of man-hours required to deliver that particular process, lowers the time taken to complete that process, etc. So, approx. numbers, or percentage should be given which makes it clear by what amount or degree you helped the company in this optimization process.]

Answer:

**5. Navigate to** [**https://www.workcircle.com?a=1890**](https://www.workcircle.com?a=1890) **OR** [**www.indeed.com**](http://www.indeed.com) **and search for vacancies that you want to target with your new CV. Copy the link here. It will help in drafting your new CV.** (You may also copy links from other sites, if you did not find them here or copy-paste the entire job vacancy).

Answer:

**6. Key skills that you want us to focus on, while building your new CV.**

Answer:

**7. Total number of years of work experience.**

Answer:

**8. Current working location** (City and Country).

Answer:

**9. All Important Skills/ Competencies, with Proficiency Level** (Example: Expert/ Medium/ Beginner).

Answer:

**10. Sectors/ Industries you want to target** (Example: Construction/ Shipping/ Engineering, etc.)

Answer:

**11. Countries you are targeting** (You cannot target GCC with other countries since formats are different).

Answer:

**12. Please provide all your organization joining and leaving dates with month and year** (Please Note, Month is a Must):

**Please follow the given format:**

*Microsoft Inc., Dubai, UAE as Sales Manager – Jan 2011 – Jan 2016*

*Apple Inc., Abu Dhabi, UAE as Sales Rep – Jan 2009 – Jan 2011*

Answer:

**13. Provide at least 5-6 job roles/ job responsibilities for each organization you worked in. If you have the appointment letter (Job Description) of your current and past company, please copy-paste the job descriptions here** (or send it by email):

Answer:

**14. Educational details** (Add details of ALL your degrees/ certifications/ diplomas, etc. using the format given below):

Answer:

**[Education 1]** Name of Degree/ Qualification # 1:

Major {if any}:

Name of University/ College/ Institute:

City and Country:

Start and End Year:

**[Education 2]** Name of Degree/ Qualification # 2:

Major {if any}:

Name of University/ College/ Institute:

City and Country:

Start and End Year:

**15. Personal Information:**

* Personal Email ID:
* Mobile Number:
* WhatsApp:
* BOTIM (Call and Video App):
* LinkedIn URL:
* Skype ID:
* Date of Birth (dd/mm/yy):
* Driving License (Which Countries):
* Nationality:
* Languages (Example: Native/ Expert/ Medium/ Beginner):
* Visa Status (Example: Residence/ Employment/ Visit):
* Number of Dependants:

**16. Anything else that you need to mention to me:**

Answer:

**NOTE: Please send the following by email (if available)**

* Current/ previous CV. 786 110
* Current/ previous Cover Letter.
* Professional, high-resolution passport-size photo (.jpg | .jpeg | .png).
* Appointment Letter (current & previous Companies).
* Please email this filled up questionnaire to shabbir@dubai-forever.com.

**Ensure you read the** [**Terms and Conditions**](https://www.dubai-forever.com/terms-and-conditions.html)**. By filling up this questionnaire, you agree to it.**

**Thank you for choosing www.Dubai-Forever.Com**