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SITUATION VACANT

SECRETARY TO GM

A reputed company in oil & gas sector is looking for a female candidate under Husband's / Father's Sponsorship. Good in spoken and written English with minimum 2-3 years' experience of working in similar roles and should have excellent computer skills (Excel, Word and Drafting Emails).

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Electrical or Mechanical Engineer with expertise in MEP systems to coordinate between MEP and civil works.

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URGENTLY REQUIRED!!! ACCOUNTANT Having Bachelor's Degree in Commerce,

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Must be Proficient in Tally, Microsoft Office and Business letter
Applicants must have transferable visa with NOC, immediately.
Email: otshrrecruitment@gmail.com

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Female Executive Secretary
3-years experience working with high profiles
(Chairman, CEO) in Qatar.
ARABIC and ENGLISH Speaker
Email: 123hrqatar@gmail.com

Language: English, Hindi & Arabic Experience: Minimum 1 to 2 Years Document: Transferable NOC Job Responsibilities: Receptionist cum

JOB TITLE: RECEPTIONIST (CONSTRUCTION)

Job Responsibilities: Receptionist cum
Document Controller
(Interested candidates send the resume to following email)

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Email - mahdi@ecooo.com

Or contact / whatsapp: 77984403

Note: applicant should be in Qatar.

URGENT REQUIREMENT

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experience in Consultant
Send CV to email: info@iec-qa.com /

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SITUATION WANTED

CHIEF ACCOUNTANT / INDIAN MALE Accountant with 19+ years Experience in accounting field (18 years in Qatar) M.Com. Extensive experience in all aspects of accounting including APAR GLBRS WPS payroll, Monthly-Yearly closing of Financial Statements, Product Costing, Budgeting, Internal Audit. Ready to join immediately. Contact: 30483724, email: bobbyfintra@gmail.com

ELECTRICAL ENGINEER: 11 years experience (8 years in Contractor in Qatar & Muscat and 3 years in India). Have experts in Construction, Supervision, Testing, Commissioning & Maintenance of Diverse project including infrastructure (highrise building&Roadconstruction), Kahrama substation & in airport project. Driving license, UPDA under process and immediate joining. Contact: 55681887, email: abilashbhaskar1991@gmail.com

INDIAN FEMALE, 27 YEARS, under father's sponsorship, studied in Qatar till highschool and postgraduated in Business Administration in HR and Finance with 4 months project experience in a reputed company in Qatar looking for jobs. Email: meghanair997@gmail.com, Contact no: 50230234 / 55286918.

PHARMA SALES/MARKETING/MEDICAL EDUCATOR Indian male with 12 years experience (Marketing, Training and Patient Counseling) in leading pharmaceutical MNCs, holding MBA in (Marketing and HR) seeks suitable position. Contact no: +974 30015931, Email id: nithinuday@gmail.com

HR ASSISTANT / RECRUITMENT Coordinator (Under Husband Sponsorship), specialized in HR and Administration with more than 3 years of experience in HR policies, onboarding, recruitment and payroll activities and proficiency in MS Suite, seeking suitable opportunities. Ready to join immediately. Ph: 31146279, Mail: fathimaswabireenai@gmail.com

CIVIL SUPERVISOR. Having 15 years Experience. in Qatar 11 years. and I have good experience High Rise building, infrastructure. Fit Out, Oil & Gas, earthworks, and all type of Construction Work. and CPW PTW Permit receiver. I have valid Driving Licence. Valid QID with NOC available. Join immediately. Email: jmihraj@gmail. com / Mobile: 31578613.

MMUP(GRADE - A)/PMP. with 16 yrs. Of work expertise in Project and Construction Management. Construction fields like high rise buildings and, Steel structure works & construction works, Civil works. Experienced in Oil and gas industry, infrastructure and utilities works, I have valid driving license. Now, I looking for a suitable job. Contact No. 66240180 / ganesh.sep09@gmail.com. With

FORKLIFT OPERATOR with a valid license and 2 years of experience. I'm actively looking for a job opportunity. Please let me know if there are any openings. Contact: 55604034, email: elem2299@gmail.com

PROJECT DIRECTOR. Seeking suitable senior / mid level positions with B.Tech (Civil) - 23+ years of GCC / India Exp in Engg. / Const/ Fit out / Joinery / EPC / Infra & Interface / Tunnel / Contracts/ ID/ Real Estate with PMP/ RMP/ UPDA / PSP, salary negotiable with valid QDL & QID to join immediately. Contact: 55597387 / email: manojmadhu@live.com

ACCOUNTANT with 15 years Qatar experience until finalisation. Well-versed in MS Office, ERP system and accounting software, Payroll and WPS. Indian male 39 year old having a driving licence, QID with NOC. Mob. 66966298, Email. binsemmi@gmail.com

ADMIN ASSISTANT/TRAVEL AGENT. Female Filipino. Over 6 years of experience. Graduate of Bachelor's degree. 4 years with Admin Assistant and Another 2 years experience in Customer Service. Open to any job vacancy that aligns with qualifications. Ready to join immediately. Contact: 55106585 / heedah.tao@gmail.

IT SUPPORT/ADMIN ASSISTANT/Customer Service Male Filipino with more than 5yrs experience in IT industry. IT graduate. Can troubleshoot hardware and software and provide technical support. Have experience in customer service and admin. Open to any job vacancy related to my experience. With transferable Visa. Ready to join immediately. Contact: +974-30801042, email: omar.macalandong@gmail.com

SUPPLY CHAIN, PROCUREMENT, Operations,Trade Marketing, 10 + Years of Experience in FMCG and Manufacturing. Contact: +974 33025542, email: yousuf. yahyya@gmail.com, www.linkedin.com/in/yousuf-yahyya/ Locally available in Doha, Qatar.

EGYPTIAN CIVIL ENGINEER with 18 years experience in Gulf UAE and Qatar with 6 years as project manager in Qatar in deferent fields of construction in a big construction companies. Seeking for suitable job. Please contact: 31223434 or anwerm358@gmail.com

APPLICATION ENGINEER, Document controller, Quotation making, Procurement, Administrators, MS office & contract Administrator, organize and schedule appointment officer, Junior Engineer, Marketing Junior. Contact: 31564389, email: barnikalasowjanya@gmail.com

IT SUPPORT ENGINEER. Indian female having 3 years of experience in IT sector. Qualified in MTech communication engineering, CCNA certified. Seeking roles as IT Support/Admin/Document Controller. Ready to join immediately with valid QID and NOC(Husband sponsorship). Contact: 33688454, Email: ansuvarughese123@gmail.com

33 YEARS FREELANCER PLANNER Contracts and QS Chartered Arbitrator MCiArb. MRICS. Primavera baseline programms. Weekly updates, EOT, cost claims. Dispute resolution. Email: kembel67@gmail.com / mob: 66712265.

FEMALE LOOKING FOR OPTOMETRIST JOBS. Fresher in Qatar with three years of experience in Optical Field. Good Communication skills in English and Hindi. Ready to join immediately. Contact: 31420667, email: aksaajoptom@gmail.com

JORDANIAN CIVIL ENG. Experience 4 years in construction & infrastructure works. UPDA, driving license, NOC, QID all are available and active. Ready to join immediately. For contact please call: 50135770 or by email: o.yameen@yahoo.com

QUANTITY SURVEYOR (MMUP/UPDA Certified). Bachelors in QS. Having 9 years experience in both pre and post contract in Building & Infrastructure projects, Civil and Fit-out Works. Preparation of BOQ, Estimation, Claims Preparation, IPA and all other works. Contractor and Consultant experience. Excellent in MS Office, Auto Cad, Planswift and Primavera P6. Certified in Quantity Surveying. Contact: 66220472, email: samueladeolu4@gmail.com

SENIOR ACCOUNTANT/ACCOUNTANT: Male, MBA (Finance) & Diploma in CPA. Having 13+ years working experience in Accounting field. Expertising ability to work up to finalization of accounts,GL,AP, AR, Bank Reco,Payroll (wps), monthly/yearly closing, Fixed Asset,Budgeting, Audit Accounts. Well versed proficiency in Oracle JDE,SAP,Quick Book, Peachtree Sage50, Tally Erp9 & Ms Excel. Immediately Available, work visa Noc/ Transferable available. Contact: 70117786, Email: alishams2023@gmail.com

CONSTRUCTION MANAGER, MMUP Grade A registered Civil Engineer (Reg. No. 7251) having 17 years of experience in Qatar. Possess hands on experience on several turn key infrastructure projects executed in the country between 2007 and till date. Seeking potential employment opportunities from the fields of Site Supervision, Inspection & Project Management, Email: anoopjasteen@gmail.com / mob: 55770821.

AV ENGINEER (Design Estimation Presales): 13 years of experience in Audio Video/ELV systems (Designing, Estimation & Presales) Hands-on experience in (BGM,PAVA,VC, Video Wall, Access control, CCTV). NOC available, Contact: 77285389, Email: gim90rik@gmail.com

FINANCE/ACCOUNTS MANAGER (Indian - Male). 19+ Years of experience in various finance roles including Finance Manager/Chief Accountant (Qatar 15 Yrs.) Trading, Construction & manufacturing industries. Financial reporting, WCM, Budgeting & forecasting, Cashflow, costing, Banking & Project Finance/Credit Facilities. Internal/External Audit & ICV. Familiar with ERP/SAP systems, Qatar DL, NOC. Tel: 33550037, Email: jabezpcherian@gmail.com

B TECH ELECTRICAL ENGINEER having 4 Years experience in Qatar, Driving Licence, UPDA certified, Kahramaa QAQC Approved, NOC Available ready to join immediately. Experience in Kahramaa Field, construction Field. Mobile: 66744919, Mail Id - sadhiqmohammedkv@gmail.com

FINANCE MANAGER with over 16 years of successful experience in Group Finance across various disciplines in Qatar. Proven expertise in Contracting & Trading, Real Estate & FnB Division. Qualified MBA Professional. Contact me at surabiabi@hotmail.com / mob: 66216411.

NURSERY & KINDERGARTEN CLASS Teacher / Teacher Assistant with 5 years Experience as Early Childhood Teacher having Bachelor of Science Education, having residence transferable visa with NOC. Available to join immediately. Contact No: 55771917 / 33541360, Email: leo4reall2004@yahoo.com

ADMINISTRATION / FINANCE: Sri Lankan female (Bachelor of Commerce) having 5 yrs experience. Currently working in Qatar. Good communication skill in English,Computer knowledge. Transferable QID with NOC. Ready to join immediately. Contact: +974 39906466, Email: dilshanisamarasinghe94@gmail.com

CIVIL ENGINEER: Indian Female Civil Engineer, 2 Years of Experience as a Planning Engineer. Hands-on Experience in Various projects including Roads, Ramps, Residential buildings & Infrastructure projects. Work Experience in AutoCAD, Primavera P6, Revit, Staadpro, Tendering, Quantity Survey, Estimation & Scheduling. Ready to Join Immediately. Transferable Visa with NOC. Contact mob: 50560578 / Email: nasnanasrin91@gmail.com

CIVIL FM ENGINEER with Qualification of Masters in Engineering Having 8 years of experience in FM, maintenance, Fitouts, Finishes, Arch's work on various projects including MOE school projects, HIA, Hospital, commercial and Residential buildings etc.. Having QID & NOC can join immediately. Email: burhankhanmohd@gmail.com / contact no: 31401256.

ACCOUNTANT / ASSISTANT ACCOUNTANT. Indian Female, Graduate in commerce, having good experience as Accountant. Proficient in finalization of book of accounts, bookkeeping, bank reconciliation, GL, Cash flow, Payroll, petty cash register. Expertise in ERP, MS Office, Tally ERP, MS Excel. Ready to join immediately with NOC. Contact: 70969149, Email: rinic1995@gmail.

INTERIOR DESIGNER / 3D VISUALIZER / Autocad Drafter - Indian female having advanced diploma in interior designing and styling. Extensive knowledge in space planning. Ability to draw and handle the Auto CAD. Can create realistic images and animation of landscape, interiors and exterior using 3ds Max, V- ray, Corona, Sketchup, Lumion, Revit architecture. Having valid QID with NOC. Contact: 70448276, email: nashvatnashva@

RECEPTIONIST / ADMIN ASSISTANT. Filipino Female with Bachelor's degree in hospitality Management, with over 6 years experience in the same field, last position held is Team Leader here in Qatar. Contact: 33047439, Email: maureen.beltran3097@gmail.com

MECHANICAL ENGINEER WITH NOC - Indian male with 8 years of experience in MEP-construction & Fitout work. like Stadium, High Rise Buildings & shops etc. Sound knowledge in HVAC, drainage plumbing. Good understanding of IT, material submittal QCS etc. Can join immediately. Contact: 30660075, Email: akesharuketty@gmail.com

ADMINISTRATIVE / ACCOUNTANT ASSISTANT / Store Keeper/Admin/Data Entry. Indian male (MCA) with 8 year experience in Qatar & 3 years of experience in India. Strong knowledge in accounting, billing, invoicing,Book keeping, store maintenance & reconciliation, proficiency in MS office, MS word, Power point. Seeking for suitable job with transferable visa. Contact: 77508794, Email: ponnusamycrp@gmail.com

AM SEARCHING FOR A JOB as Forklift operator, I have six years experience in Qatar with valid license. Contact: 77637413, email: markaloysius146@yahoo.com

MECHANICAL/ESTIMATION/Sales Coordinator/Technical Sales Engineer. B.tech (Mechanical Engg.), Indian male with more than 2 years of experience in Qatar and overall 3 years of experience including in India. Having good communication skills and knowledge in MS Office as well as in Autocad. Ready to join immediately, transferable work Visa and NOC available. Contact: +974 74403457, Email ID: swithin333@gmail.com



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