

# CLASSIFIED ADVERTISING

## SITUATION VACANT

### Executive Secretary

Seeking a highly skilled Executive Secretary with 5 to 7 years of experience

Ideal candidate will have a strong background in management, excellent communication skills, and the ability to handle various administrative tasks with professionalism and efficiency.

**\*\*Key Responsibilities:\*\***

- Manage and organize the daily schedule and appointments for executives.
- Prepare, draft, and manage correspondence, reports, and management letters.
- Coordinate and arrange meetings, conferences, and travel arrangements.
- Develop and prepare high-quality presentations.
- Act as a liaison between executives and other departments.

**\*\*Qualifications:\*\***

- 5 to 7 years of relevant experience in a similar role.
- Fluent in English (both written and spoken); proficiency in Arabic is an advantage.
- Strong skills in preparing presentations and managing correspondence..
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to handle confidential information with discretion.

If you meet the above qualifications and are looking for a challenging and rewarding opportunity to:

[careersandprojects@hotmail.com](mailto:careersandprojects@hotmail.com)

### URGENTLY REQUIRED FOR A CIVIL INFRASTRUCTURE COMPANY

Planning Engineer - 5 years plus experience- In GCC in Infrastructure & Civil Works, with Expertise in Primavera

- Understanding project specifications and developing schedules to meet them and contribute to the program sections of Monthly reports.

- Monitoring and tracking project progress and writing up reports, ensuring all projects are completed on time and within budgets. Ensure Project controls are established and maintained on all projects.

- Review of contractor's programs in accordance with the contract

- Provide assessment of Extension of Time claims

Telecommunications Engineer- 2 years Plus experience- In Telecom OSP Projects

- Design, implement, and maintain telecom OSP projects with a focus on both civil works and fiber optic installations.

- Excellent problem-solving skills and attention to detail. Ability to work effectively both independently and as part of a team.

- Qatar Driving License with own vehicle

Interested Candidate who are available in Qatar with NOC and can join immediately can send their CV, educational Certificates at [newjobsdoha@gmail.com](mailto:newjobsdoha@gmail.com)

### URGENT REQUIREMENT

FOR RLIC PROJECT WORKS

Permanent & Long-Term Job

- ▶ HSE Manager (Min. 15years experience in Oil & Gas)
- ▶ QA/QC Inspector – Civil / Piping / Welding (Min. 15years experience)
- ▶ HSE Supervisor / Officer
- ▶ Rigger / Foreman
- ▶ Spray Painter / Foreman
- ▶ Instrument Fitter / Foreman
- ▶ Pipe welder (Tig & Arc) / Foreman
- ▶ Structural Fitter / Foreman
- ▶ Millwright Fitter / Foreman
- ▶ Pipe Fitter / Foreman

REQUIRED MINIMUM 5 YEARS' EXPERIENCE IN OIL & GAS

Send CV to: [HRDOHA123@GMAIL.COM](mailto:HRDOHA123@GMAIL.COM)

WhatsApp: 60004517 / 60001831 / 60004318 / 60001729

 GULF ASIA CONTRACTING

### WALK-IN INTERVIEW (EMCO Qatar)

<b>30-August-2024 (Friday)</b>	<b>Time: 09 AM to 02 PM</b>
<b>Planning Engineer</b>	Degree in Civil Engineering with 5 to 10 years' experience.
<b>QA/QC Engineer / Inspector</b>	Degree in Civil Engineering with 5 to 10 years' experience.
<b>Quantity Surveyor</b>	Degree in Civil Engineering with 5 to 7 years' experience.

EMCO Qatar  
Global Business Center  
Building No. 40, 4th Floor,  
Umm Ghuwailina.  
Opp. to Old Airport Arrival  
Terminal.

Scan for Location



[hr\\_fmrec@gmail.com](mailto:hr_fmrec@gmail.com) /  
WhatsApp: 00 974 5100 9064

### Project Engineer

Job Opportunity: Project Engineer  
Location: [DOHA, MESSAIED- QATAR]

We are seeking an experienced Project Engineer to join our dynamic team. The ideal candidate will have:

- Proven experience in project execution within the Oil & Gas, Petrochemicals, and Fertilizers industries.

**Qualifications:**

- Bachelor's degree in Engineering (preferably Mechatronics engineering)
- Minimum [3] years of relevant experience.
- PMP certification is preferable.
- Strong problem-solving skills and attention to detail.

Please send your resume and a cover letter to:  
[talentrecruitment40@gmail.com](mailto:talentrecruitment40@gmail.com)  
[m.issa@servtech-co.com](mailto:m.issa@servtech-co.com)



GULF TIMES

Classified

Advertising

Tel: 44466609

44466648

**REQUIRE FOR CONTRACTING COMPANY:**

- One (1) Lady Receptionist / Secretary
- Must have a tough personality & positive attitude
- Experience in reception works
- Can address problems quickly and effectively
- Carry out, maintain, and record reception activities
- At least 2-years' experience in the same field
- Knowledge in basic computer skills (Word, Excel, Internet, Email)

Send CV to - [greaterdoha\\_trading@yahoo.com](mailto:greaterdoha_trading@yahoo.com)

**IMMEDIATE HIRING**

General Accountant 1 nos  
Minimum 2 to 3 years experience  
in the hotel field.

GSA male receptionist with  
IDS knowledge 2 nos.

Email cv to [hr@horizonmanor.com](mailto:hr@horizonmanor.com)

Sta. Clara International Co W.L.L.,  
is looking for an Auto Electrician.

Candidates must have a valid  
QID/transferable visa.

Send CV to [scicqa2@gmail.com](mailto:scicqa2@gmail.com) or  
WhatsApp 55732895.

**DESIGN & ESTIMATION ENGINEER**

Experience: 7 -10 Years  
Should have experience in Estimation for Fire Alarm,  
Fire Fighting, Emergency/Exit Light & Ventilation  
System. Oil and Gas tender estimation for project and  
maintenance is preferred.

QCDD certification & Qatar driving license is preferred.  
Send your Resume [qatarvacancy19@gmail.com](mailto:qatarvacancy19@gmail.com)

**URGENTLY HIRING**

Reputed Advertising company in Qatar is hiring  
an experienced Sales Executive. Minimum  
3 years' experience in Advertising / Signage  
industry with Qatar / GCC driving licence.  
(Attractive Salary package).

Email: [vacancyspd@gmail.com](mailto:vacancyspd@gmail.com)

**SALES EXECUTIVE**

Experience: 3 - 5 Years  
Education: Graduation in Electrical or Mechanical  
Should have good experience in sales for fire  
protection System (Product and Maintenance)  
Qatar driving license is Mandatory.

Send your Resume - [qatarvacancy19@gmail.com](mailto:qatarvacancy19@gmail.com)

**SALES EXECUTIVE**

Experience: 3 - 5 years  
Experience in the field of  
Advertising, Signage, Exhibitions & Events.  
Qatar Driving license is mandatory.

Send your Resume  
[qatarvacancy19@gmail.com](mailto:qatarvacancy19@gmail.com)

**LOOKING FOR FEMALE HAIR STYLIST**

for Ladies Salon  
Minimum 3 years experience in the field.  
Required transferable visa.

Send CV to  
[applyqatar9@gmail.com](mailto:applyqatar9@gmail.com)

**JOB OPENINGS.**

Lead Mechanical Technician  
Lead Instrument Technician  
Instrument Tube Fitter  
Instrument Technician  
Requirements: Oil & Gas Experience  
PTW Knowledge. Valid QID  
Email: [hr10mieq@gmail.com](mailto:hr10mieq@gmail.com)

**URGENT HIRING**

Requested bike riders only for  
immediately hiring with food delivery company  
(contracted with Talabat), all facilities are provided from  
company with very good orders rates.  
Candidates must have Qatar License & NOC.  
For contact please whatsapp only 50444711

**TO LET**

**FAMILY ACCOMMODATION**

One BHK available near Turkey Hospital,  
Salata Jadeed area. Rent QR2650/-  
including Water & Electricity.  
Interested please call: 30633118  
(with A/c - Non Furnished).

**FOR RENT**

**2 STORES IN BIRKAT AL AWAMIR FOR RENT.**  
Direct from owner.  
8000 sqm land with 3 portions of 1150 sqm each.  
Available as single or as 3 stores with or  
without empty land.  
1440 Sqm land with 1150 Sqm store with mezzanine  
office and labor camp.  
Contact: 66962332 / 55351648,  
email: [applyqatar9@gmail.com](mailto:applyqatar9@gmail.com)

## SITUATION WANTED

**A POST GRADUATE IN LOGISTICS** and Supply Chain  
Management with more than a year of experience in  
Business Development. Looking for job opportunities  
where I can leverage my skills and contribute to a  
growing organization. I have QID and Qatar Driving  
license. Contact: 703232957, email: [jeswin01998@gmail.com](mailto:jeswin01998@gmail.com)

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

**ACCOUNTANT/ ADMIN ASST.** Indian Male (25 years old),  
Bachelor Degree holder in Commerce. Have 4 years  
experience in Finance and administration. Familiar with  
Tally and strong knowledge in MS office. Ready to join  
immediately. Also applied for license and transferable  
Visa with NOC. Contact no: 33233023, email: [ibadu248@gmail.com](mailto:ibadu248@gmail.com)

**SR. ACCOUNTANT: INDIAN MALE** having MBA finance  
holder looking for job. Having 10 years of experience in  
the same field handling finalisation of accounts, AR, AP,  
BS report, MIS reports, etc. Holding valid Qatar DL with  
valid ID. Ready to join immediately. Contact: 52074708,  
email: [rishadpanathur@gmail.com](mailto:rishadpanathur@gmail.com)

**SEEKING A ROLE IN ADMINISTRATION,** Assistant  
Accounts, or Operations. B.Sc & M.Sc in Mathematics  
with strong MS Office Skills. 1 year Qatar experience as  
Teacher with valid NOC and Qatar ID. Willing to work  
immediately. Email: [sreelakshmisuresh643@gmail.com](mailto:sreelakshmisuresh643@gmail.com),  
Contact: +974 70028110.

**SENIOR ACCOUNTANT / ACCOUNTANT:** Indian Male,  
MBA (Finance) and 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, Cash Flow, Audit Accounts. Well versed proficiency  
in oracle JDE, SAP, Quick Book, Peachtree Sage50, Tally  
Erp9 and Ms Excel. Immediately Available, work visa  
NOC / Transferable. Contact: 50429611, Email:  
[shamseerail807@gmail.com](mailto:shamseerail807@gmail.com)

**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 assistant. Open to any  
job vacancy related to my experience. With transferable  
Visa. Ready to join immediately. Contact: +974-33203085  
or [omar.macaialandong@gmail.com](mailto:omar.macaialandong@gmail.com)

**CIVIL SITE ENGINEER, INDIAN,** Having 9 years of Qatar  
experience in Road, Pipeline and Infrastructure  
Construction Field. Looking for suitable career and job  
opportunity. Expert in Handling Manpower, Work Quality  
and Completing activities on Time. Valid Qatar Driving  
Licence, Transferable Visa. Contact: 77816438, email:  
[nayeem7781@gmail.com](mailto:nayeem7781@gmail.com)

**LEAD OR SENIOR PLANNING ENGINEER** 18 years  
experience in Oil and Gas (EPC/FEED/EPCM) Power  
and Infrastructure. Contact: 33593275, email:  
[planning2022@gmail.com](mailto:planning2022@gmail.com)

**FACILITIES COORDINATOR** with over 10 years in facility  
management., maintenance, repairs, safety protocols  
including security systems, inventory management and  
budget control. Obtained data base integrity. Worked  
with vendors, contractors and property managers to  
ensure timely completion of repairs and maintenance  
tasks. Passionate about exceptional hygiene and service  
quality. Ready to join with NOC. Contact: 70467294,  
email: [kazy4u2001@yaoo.com](mailto:kazy4u2001@yaoo.com)

**LOGISTICS COORDINATOR** (Female Filipino) with 7  
years of experience. My expertise includes efficient  
logistics coordination, compliance with transportation  
regulations, and strong interpersonal skills for negotiating  
with suppliers, retailers and forwarders. I also have a  
keen eye for detail in managing shipping documents to  
ensure accuracy and efficiency in logistics operations.  
Ready to join immediately Contact No.: 30810119, Email:  
[angelicastro0601@gmail.com](mailto:angelicastro0601@gmail.com)

**ADMINISTRATION / MARKETING / pre sales / sales**  
support and customer service manager with 3 year  
experience in Qatar and 12 years in total experience.  
Looking for suitable openings. Experience In IT,  
Advertising and BPO industry. Ready to join Immediately  
with Transferable work visa. Contact: 70209646, Email:  
[osama\\_anjum@hotmail.com](mailto:osama_anjum@hotmail.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](mailto:anoopjasteen@gmail.com) / mob. 55770821.

**HR & ADMINISTRATION MANAGER** - Indian, More than  
15 years of Qatar experience in Retail, Administration,  
HR, Recruitment, Public Relation, Designing policies,  
Payroll, Employee relation, Leasing, Qatar Labor  
Laws, General Administration. Can join immediately with  
Transferable Visa. Contact: 74008047, email:  
[mgnath2023@gmail.com](mailto:mgnath2023@gmail.com)

**QCDD, UPDA CERTIFIED, INDIAN.** Mechanical Engineer  
with 15 years experience in HVAC, fire fighting, plumbing  
system installation, T&C, maintenance work. Fire fighting  
specialized. Local Transferable visa, driving license.  
Contact: 66616579, email: [mahfoze85@gmail.com](mailto:mahfoze85@gmail.com)

**ACCOUNTANT:** Female Mcom Finance with more than  
one year experience in Accounting including General  
Ledger, Bank Reconciliation, Payroll, Balance Sheet,  
AR&AP. Also expert in Tally Prime, ERP, MS Office,  
Outlook. Good at English & Hindi. Can join immediately  
with transferable visa & NOC. Mob No. +974 71626987,  
email: [asnanisar85@gmail.com](mailto:asnanisar85@gmail.com)

**LOOKING FOR JOB** Light driver and messenger Good  
driving and experienced in handling customers  
complaints, resilient and fast learner. I have been 8  
years in Doha, Qatar. Education: HSC (Higher Secondary  
Certificate). NOC: Available. Languages: English/Hindi.  
Contact: 31028000, email: [asif.bangladesh71@gmail.com](mailto:asif.bangladesh71@gmail.com)

**SENIOR ACCOUNTANT / Chief Accountant.** Qualification:  
MBA Finance, M.Com, B.com experience 22 years (15  
years of Gulf Gcc) proficient in financial & management  
reporting, cash flow, Funds flow, budgeting, procurement,  
payroll and accounts upto finalizations expertise in ERP  
softwares. With NOC. Contact# 31645319, email:  
[mafazeel@yahoo.com](mailto:mafazeel@yahoo.com)

**SALESFORCE CRM DEVELOPER & Admin** (Integration  
with 7 years experience, LWC, Aura, Apex, Admin  
Configuration) Sales Cloud, Service Cloud, Experience  
Cloud & FSC Cloud, Banking backend operations, IAM  
Analyst, IT Customer support, Project Coordinator,  
efficient to lead team, data management and  
documentation skills, Risk management. Holding valid  
QID. Contact: 74027400, email: [priyams1212@gmail.com](mailto:priyams1212@gmail.com)

**NDT TECHNICIAN** (Certified ASNT Level II) with 12+  
years of experience in GCC, oil and gas sector with Valid  
visa & NOC. Immediate Joiner. Contact: 31471332 /  
30141781, Email: [rockynaushad@gmail.com](mailto:rockynaushad@gmail.com)

**SENIOR ACCOUNTANT / FM MANAGER:** Indian male  
with 17 years experience in GCC. Proficient in all  
accounting aspects including AP, AR, GL, LC, Payroll,  
Budgeting and Project accounting. Education: Bcom.  
Qatar driving license, transferable visa with NOC also  
available. Contact: 66179631, Email: [saj123pm@gmail.com](mailto:saj123pm@gmail.com)

**FINANCE MANAGER** with over 16 years of successful  
work experience in Group Finance across various  
industries & sector in Qatar. MBA Professional with work  
experience in Engineering, Contracting & Trading, Real  
Estate & FnB Division. Have valid NOC & Qatar Driving  
License. Contact me at email: [surabiabi@hotmail.com](mailto:surabiabi@hotmail.com) /  
Mobile: 66216411.

**HOUSEKEEPING OR BUILDING Supervisor / Office**  
assistant, Digital printing operator with 10+ years of total  
experience and 2 years of Qatar experience. Looking for  
any job opportunities openly with free lance visa and  
transferable NOC. Contact: 33972958, email:  
[rafullahsr1990@gmail.com](mailto:rafullahsr1990@gmail.com)

**INDIAN, SR MECH ENGG,** 15 yrs of MEP exp. Can  
estimate (MEP), design, execute Mech. Works, heat load  
(HAP), engg. work, capable to manage work at site, shop  
& As built dwg review, handing over, QCDD documents  
preparation, Kahramaa co-ordination. Worked in project  
like substation, tower, Fifa stadium, air base etc.  
Willingness to work in maintenance. Contact: 31306519,  
email: [ejazmd1@gmail.com](mailto:ejazmd1@gmail.com)

## GULF TIMES CLASSIFIED ADVERTISEMENT

Corrections or amendments of text, change of size or  
cancellation of an ad once booked should be done,  
before 12:00 Noon.

# AT YOUR SERVICE



## ARCHITECTURAL CONSULTANCY

**DESIGN / APPROVALS / SUPERVISIONS** for your buildings in Kerala. M: 5568 4140, E: anila.vinod@yahoo.com



## BUS RENTAL / HIRE

**Q MASTER W.L.L.** 15/26/30/65 Seater Buses with / W-out Driver  
Contact # 55853618, 55861541 (24 Hours) F: 44425610 Em: qataroffice@yahoo.com

**THOUSANDS TRANSPORT** 60/67 Seated A/C non AC Buses w/ w-out driver  
T: 4418 0042...F: 4418 0042...M: 5587 5266...Em: sales@thousandstransport.com

**TRAVELLER TRANSPORT** - 13/22/26/36/66 Seater Bus With & Without Driver.  
Tel: 44513283 Mob: 30777432 / 55899097. Email: info@travellertransport.com

**HIPOWER TRANSPORT:** 13/22/26/66 Seater Buses & Pickups with & without driver.  
Tel: 4468 1056, Mob: 5581 1381, 7049 5406, ..... Em: hipower@safarigroup.net



## BUSINESS SOLUTION

**QATAR ASPECT WLL** Business Setup, Local Sponsor, CR License, PRO Service  
Call..... T: 77912119 .....Em: info@qataraspect.com



## CARGO SERVICES

**AMBASSADOR CARGO D2D** worldwide, Intl freight, packing, relocation storage & all logistic support..T: 4437 3338..M: 5500 8857..Em: info@ambassadorcargo.com

**GOODWILL CARGO** Air, Sea & Land Cargo Services Worldwide Door to Door  
Packing & Moving T: 4462 6549, 4467 8448..M: 3318 8200, 3311 2400..Em: sales@goodwillcargoqatar.com



## CAR HIRE

**AL MUFTAH RENT-A-CAR** Main office D-Ring Rd. T: 4463 4444, 4401 0700  
Airport 4463 4433..Al khor 4411 3344..Leasing 5589 1334...Em: reservations@rentacardoha.com...www.rentacardoha.com

**AL SAAD RENT A CAR** Head Office-Bldg: 242, C-Ring Road T: 4444 9300  
Branch-Barwa village, Bldg #17, shop #19.....T: 4415 4414, ...M: 3301 3547

**AVIS RENT A CAR** Al Nasr Holding Co. Building, Bldg. 84, St. 820, Zone 40  
T: 4466 7744 F: 4465 7626 Airport T: 4010 8887 Em: avis@qatar.net.qa, www.avisqatar.com

**THOUSANDS RENT A CAR**  
Bldg No 3, Al Andalus Compound, D-ring Rd..T. 44423560, 44423562 M: 5551 4510 F: 44423561

**BUDGET RENT A CAR** Competitive rates for car rental & leasing  
Main Office T: 4432 5500...M: 6697 1703. Toll Free: 800 4627, Em: info@budgetqatar.com



## CARPENTRY & FABRICATION

**PREMIER ENGINEERING & TRADING CO. W.L.L.** , Veneer pressing, cutting, plaining, etc... Doors, Furniture, Cubicles... M: 3338 8017, E: premierqatar@gmail.com



## CLEANING

**CAPITAL CLEANING CO. W.L.L.** All type of Cleaning Services-Reasonable Rates  
T: 44582257, 44582546 F: 44582529 M: 33189899 Em: capitalcleaningwll@gmail.com



## ISO / HACCP CONSULTANTS

**QATAR DESIGN CONSORTIUM** - ISO 9001, 14001, 45001, 39001, 27001, 22301, 41001, etc.  
T: 4419 1777 F: 4443 3873 M: 5540 6516 .....Em: jenson@qdcqatar.net



## PEST CONTROL & CLEANING

**QATAR PEST CONTROL COMPANY**  
T: 44222888 M: 55517254, 66590617 F: 44368727, Em:qatarpest@qatar.net.qa

**DOHA PEST CONTROL & CLEANING CO. W.L.L.**  
T: 4470 9777.. M: 5551 3862, 5551 4709..F: 4436 0838...Em: sales@dohapest.com

**NEW INDEX PEST CONTROL & CLEANING**  
M: 3346 8777 / 7771 3256 ..... Em: info@newindexqatar.com



## REAL ESTATE

**AL MUFTAH GENERAL SERVICES** www.rentacardoha.com  
T: 4463 4444/ 4401 0700...M: 5554 2067, 5582 3100...Em:reservations@rentacardoha.com



## TRANSLATION SERVICES

**ASIA TRANSLATION SERVICES** www.asiatranslationcenter.com  
Sofitel Complex, 1st Floor...T: 44364555, 4029 1307, 44440943 Em:asiatranslation@gmail.com

*Updated on  
1<sup>st</sup> & 16<sup>th</sup> of Every Month*

**QRS.  
1500/-**

**AT YOUR SERVICE  
DAILY FOR THREE MONTHS**