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A diversified business entity based in Al Khor is looking for dynamic professionals to join their team.

EXECUTIVE SECRETARY (to CEO): (Job Code: AHG-CO-ES1024)

- Provides high-level administrative support and assistance to the CEO office. Maintains the executive's agenda, plans appointments and meetings, attends meetings and takes minutes, handles phone calls, manages correspondence, arranges travel, maintains records, and assists in various administrative tasks including financial reports preparation & analysis & drafting letters.
- Incumbent must be a qualified professional with bachelors/masters with 3-8 years of work experience with similar title preferably with Construction industry in any Gulf countries

(Sr.) HR EXECUTIVE: (Job Code: AHG-CO-HR1024)

- Assisting the HR Manager in managing day to day operations of the HR department including recruitment & onboarding, performance management & improvement systems, employment & compliance regulations, employee engagement, employee relations & communications, assisting in framing HR
- Applicant must have minimum 5-8 years of expertise in Qatar in handling functionalities of HR especially in recruitment, employee engagement & employee relations. Good at stakeholder handling & interpersonal skills, knowledge of Qatar labor laws & regulations. Preferably a Graduate/Master's in Human Resources.

CONTRACTS MANAGER: (Job Code: AHE-EPD-CM1024)

- Primary responsibility will be to write high quality bid responses for new tenders. Introducing and coordinating the bid response process, developing and maintaining standards as well as identifying ways to improve the quality, consistency and efficiency of the bid response process. Ensure submissions are made on time and to the required quality. Successful execution of the project portfolio by assisting with PMs & technical staffs
- Candidate must possess Bachelor's degree in Engineering with minimum 10 years' experience in GCC in a contracts management environment, within projects preferably in the Oil and Gas industry with exposure to contract law, negotiations, contractor management, insurance, legal and industry practices.

Note: For all above requirements, job location will be at Al Khor and candidate must have valid & transferable QID, preferably ready to join immediately.

> Interested candidates, apply now with your updated resume mentioning the job code in subject line to

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Please note only shortlisted candidates will be contacted.

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- Civil Technicians, Technical Officers (concrete injection experience)
- Instrumentation Technicians, Supervisors
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Contact no - 55125827, email - acca4jobs@gmail.com

- ACCOUNTANT, CMA, ACCA Finalist, Bachelor's Degree in Accounts, with 4 years of experience in Accounts & Audit. Proficient in all accounting aspects including Finalisation, AP, AR, GL, Budget, Variance Analysis, Forecasting, Cashflow Management, Cost Control & liaise with Auditor. Proficiency in ERP including Sage Peachtree, EBMS, Tally, & Advance in MS Excel. Having NOC. Contact: 55176173, sinsriaz@gmail.com.
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- CIVIL ENGINEER: Indian, Male. With 11 years of experience in road infrastructure, residential, and commercial construction projects. MMUP certified and holds a valid Qatar driving license. Currently available for immediate employment with NOC secured. Mob: 55865395, Email: sharathkumar.nk@gmail.com
- AUTOCAD DRAFTSMAN (8 years experience in Qatar). Thorough knowledge in preparation of shop drawings, As-built drawings, piping, Schematic diagram, PFD, P&ID, MEP, Fibre optic network, Coordinate drawings, LLD, HLD. Valid QID & NOC available with Immediate joining. Mob: 31201535, Email: frqatar1535@gmail.com
- LOGISTICS ASSISTANT/Customer service/ Operations/ Logistics Admin. Indian lady under husband's sponsorship seeking suitable opportunities in any industry. Have 3 years experience in logistics in Qatar. Ready to join immediately. Contact: 55373960, Email id: krishnaindira26@gmail.com
- SENIOR/ CHIEF ACCOUNTANT Sri Lankan Male with BSc. Accounting ,CIMA (UK) qualified having more than 14 years of experience in Finance. Proficient in MIS Report and analysis, budget and forecast ,statutory and ICV audit. Worked knowledge in SAP and Oracle,having Qatar driving licence, can join immediately. Call 77956941, Email- gazzadsiraj@gmail.com
- ACCOUNTANT / BUSINESS ANALYST: MBA in International business & Finance possessing 3 years of experience in Qatar. Well versed in AP, AR, WPS, Budget, Cash flow & MIS report & Analysis .Proficient in Oracle, Oracle-JD Edwards, Microsoft AX Dynamics, Microsoft 365 Business Central ,Sage Peach Tree. Holds driving license & QID. Looking for suitable opportunities. Mob:77813936. Email: Farhanbinumer@gmail.com
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- FINANCE MANAGER / CHIEF ACCOUNTANT Indian Male. M.B.A. Finance + CMA (pursuing) with 13+ years' experience (medical & hospitality) in Qatar. Proficient in Financial & Management Reporting, Cash Flow, Budgeting, cost control, Procurement, Finalization of accounts and Payroll. Expertise in ERP softwares. Having Qatar driving license with transferable QID and NOC. Contact: 55112762, Email: jobij3@gmail.com
- ESTIMATION ENGINEER(MECHANICAL): UPDA/MMUP Registered, Graduated mechanical Engineer with over 10 years of industry expertise in MEP and building services across diverse sectors including residential and commercial buildings, infrastructure, oil and gas projects etc. Seeking for a challenging opportunity in estimation, procurement and cost control .Currently available with transferable visa and NOC. Email: suhail4kl@gmail.com Mob: 77304620.
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- PROCUREMENT / LOGISTICS MANAGER, INDIAN MALE, having more than 16 years working experience (in Qatar),handled project/Commercial procurement, expert in Vendor Management,Demand Planning, Warehousing, inventory & process improvements.

 Familiar in working with ERP Software, valid Driving License & transferable visa.

 Looking for suitable opportunities.

 Contact: 74095300, Email: supply2420@gmail.com
- CHIEF ACCOUNTANT/ Senior Accountant: Srilankan Degree holder, MBA in Finance, BBA in Accounting, CIMA (UK), AAT(SL) Having 08+years' experience in Qatar including in Ernst & Young. Ability to work up to finalization of Accounts, AP & AR, MIS, WPS, Banking,Budgeting,Audit, Financial Statements. Proficient in Sage 200,Peachthree, Tally, SAP & MS Excel. Available to join Immediately, QID with NOC. Contact: 55977099, Email: milhanimtiyaz@gmail.com
- CHIEF/SENIOR ACCOUNTANT- Sri Lankan Male, MBA Finance(uk), CBA, MAAT over 14 years of Experience in Finance, Accounting, Auditing, Accounts Finalization, Management Reporting, GL, AP, AR, Payroll (WPS) and Budgeting. Expert in ERP Accounting Softwares and Advanced knowledge in MS office skills. Immediately available with NOC. Contact 74743989, zany04@gmail.com
- MY EXPERIENCE IN THE SHIPPING and logistics industry more than 7 yrs in export and i am familiar with freight forwarding, NVOCC, DG and transportation awaiting for opportunity. Contact: 71629787, email: smibrahim993@gmail.com
- SAFETY OFFICER: I am a certified and experienced safety officer looking for a job. I have worked in GCC (Qatar) for twelve (12) years with notable mega projects delivered successfully. Nebosh IGC 1,2&3,ISO 45001 lead Auditor, BSC/Degree,IOSH,OSHA,Hamad international first aid, working at heights, Authorized Gas tester, permits coordinator,H2S,Confined space,ERT and fire warden. Contact: 77821233, email: peterchozen@yahoo.com
- CHIEF /SR. ACCOUNTANT Indian Male, 19 years experience in Qatar, AR AP bank LG LC performance bond. Various types of management report Cash flow, Finalization of accounts Dealt with auditors. Experience in Trading Manufacturing and Construction companies. Microsoft Word, softwares like Tally ERP, Sage 50, Microsoft Dynamics,Quick books etc. Looking for a suitable jobs. Email: suji555@gmail.com / mobile 66127005.
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- SENIOR ACCOUNTANT, INDIAN MALE, CMA USA qualified and having 17 years of GCC experience (13 years in Qatar). Well experienced in finalization of accounts & financial reports, MIS reporting and analysis, General accounts, Budgeting, Auditing and proficient in various accounting softwares. Having valid QID with transferable visa and NOC, seeks suitable placement, can join within one month. Please contact: 55773271, Email: mchacko32@gmail.com
- LAND SURVEYOR. 11 years of experience in survey field. Indian, male. Strong experience in Oil and Gas projects Qatar. Building construction, pipeline, tanks, utility projects, preparing data in AutoCAD. Using total station, gps, auto level. 8 years of experience in Qatar. Have Qatar ID and Driving license. Can join immediately Email: simonmathew4@gmail.com, Phone 30203284.
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- CA INTERMEDIATE QUALIFIED with 10 years experience in the field of auditing and accounting including MNC experience. Immediate Joiner with valid visa and NOC (Presently visa is under husband sponsor). Contact 70546483, bhavaninatarajan93@gmail.com
- ACCOUNTS / ADMINISTRATION. Sri Lankan Female with 9+years experience. Petty Cash, Finalization of Accounts, Bank Reconciliation, Invoicing, WPS & Payroll. Leadership Skills & quick learner. Expertise in ERP, Tally, MS Office and other tools. Ready to join immediately with QID with NOC. Contact: 50337203, Email: tfmubassira@gmail.com
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- ACCOUNTANT/SENIOR ACCOUNTANT. Indian Male. Bachelor degree in accounting with 9 year experience in Qatar. Ability to work accounts up to finalization, Banking, AP,AR,GL Reconciliation,Cash flow, Budgeting, Petty Cash, WPS, monthly report etc. Proficiency in SAP B1,Sage,Tally etc Transferable Visa with NOC & Qatar Driving License. Can join immediately. Contact: 31430335, Email: muhammedbasheerpkd@gmail.com
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- QHSE MANAGER. 20yrs work experience in oil and gas, infrastructure and construction projects including quality and safety management systems. BTECh Chemical Engineering, MSc. Environmental science, Ashghal Approved, UPDA-MMUP, NEBOSH, IOSH, OSHA etc. Available immediately. Contact: 50920837, email: rasheed.tunde@yahoo.com
- AM A EXPERIENCED FORKLIFT OPERATOR with driving license and Qatar ID with Third party certificate am looking for a job with a reputable company. WhatsApp/Contact: +974 31261208, email: nkem3001@vahoo.co.uk
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- DRIVER HOLDING QDL, Experienced GCC. 9 Yrs, Saudi and Kuwait. Looking forward for good opportunity to join any organisation, Good communication skills, and Active. Indian national, Ready to join immediately, freelance visa. Mail id. nihalyash79@gmail.com / contact. 70970248.
- MEDICAL INSURANCE COORDINATOR/Clinical coder/
 Medical billing coder with experience in coding. Female
 Indian CPC certified coder looking for suitable position.
 Transferable visa. Contact: 33931281, email: suhailaas001@gmail.com
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- PLANNING ENGINEER / Senior planning engr with MMUP/UPDA, total 11yrs exp in various industries including Building, Fit out, infrastructure and MEP. Responsibilities include Planning, Scheduling, Monitoring, Reporting, EOT. Proficient in Primavera P6, Power bi,Autocad, MS office and other planning tool. Can join immediately with NOC/transferable visa. Mobile: 74705448, email: frendupandey@gmail.com
- UPDA CERTIFIED CIVIL ENGINEER (Indian) from Tamilnadu looking for job with Genuine Organisation to showcase the Skills. Familiar with All kind of construction works including Structural, Architectural and Fitouts experience in Residential Apartments, High rise Buildings as six plus years in Qatar & India. Well known in Auto CAD, Staad Pro, MS office. Ready to join immediately. NOC and Qatar Driving License Available. For contact: 55742507 (Whatsapp Available), 51152448, email: mohan48.rpmg03@gmail.com
- CHIEF ACCOUNTANT/FINANCE MANAGER: 10 years plus experienced Indian male looking for the position in the finance. MBA finance graduated with CA inter. Preparing various reports like P&L,BS, AR,AP, Analysis, budgeting and forecasts. Having valid Qatar ID and Driving License and ready to join immediately. Contact: 70824894, email: ryan3ryanmhd@gmail.com
- CIVIL STRUCTURAL ENGINEER with 13+ years delivering oil & gas and water mega reservoir projects. Proficient in structural analysis, design, and calculations for reinforced concrete (RCC) and steel structures. Skilled in industry-leading software like Stadd Pro, Tekla Tedd, Etab, Safe, and AutoCAD. Available for immediate hire. Contact: 77418800, email: akbarsyead1989@gmail.
- LOOKING FOR PROJECT QA/QC MANAGER / Deputy Manager / Lead QA/QC: B Tech civil Engineer, 27+ years of total Experience (5+ years in Qatar), in Oil & gas-13 yrs, Metro rail -6.8 yrs, Airport & Highways. Experience in Project quality Managements. Can Join immediately. Contact: 71247008, mail: kmaharana_76@hotmail.com
- SENIOR/CHIEF ACCOUNTANT. Sri Lankan male (B.com), AAT & CMA Fin. Having 14 years of experience (11 yrs in Qatar) in financial accounting. Expertise in GL,AR,AP, Payroll & WPS, Budgeting, Cash flow, Banking & Facilities, Credit Control, FS Finalization & MIS Report. High Proficiency in MS Office & Different ERP Accounting Software's. Having QDL, transferable work visa & Can join immediately. Contact: 77276917, email: mrmzameer@gmail.com
- SENIOR ACCOUNTANT/ACCOUNTANT: 11 years experience in Qatar, Expertise in managing all accounts, Accounts finalization, Cashflow, Budget, WPS payroll, AP, AR, Financial reporting Bank reconciliation software skill ERP, Microsoft Dynamics, Oracle, Peachtree & Tally prime. Valid QID, Qatar driving license. Transferable visa with NOC available. Contact: 59932268, Email: muhammadvk.qa@gmail.com
- SENOIR QUANTITY SURVEYOR & Cost Control Engineer: Sri Lankan male looking for job. BSc (Hons) Quantity Surveying and MSc Quantity Surveying (Reading) with 17 years (13 years in Qatar). Expertise Experience in post contract and pre contract. Familiar with Revit, AutoCad, MS Office with good interpersonal and Communication skills. Holding Qatar Driving license. Visa with NOC. Contact: 33301063, 33050806, Email: rahamedbsc@gmail.com
- SENIOR ACCOUNTANT with 9 years of experience in Accounts & Audit. Proficient in all accounting aspects including Finalisation, AP, AR, GL, Budget, Variance Analysis, Forecasting, Cashflow Management, Cost Control, Audit, WPS, and ICV. Proficiency in ERP including Oodo, Peachtree, Tally, & Advance in MS Excel. Education: Chartered Accountancy-Int Bachelor Degree in Accounts & Finance. Having NOC and Qatar Driving Licence. Contact: 66714313, email: mhdriyaz007@gmail.
- FACILITIES CIVIL ENGINEER (UPDA grade C) with 13 years of experience, 5 years of experience in FM filed (facilities management and maintenance) in Government project in Qatar, valid Qatar driving licence, valid Qatar ID with NOC, ready to join immediately. Contact: 55684912, email: nassim.haroun@yahoo.com
- HR ASSISTANT AND ADMINISTRATION Officer: Indian Female, Qualified in B.com & MBA (HR). 3 Years Experienced (Oman and Qatar) in office administration with excellent coordination and communication skills in company operations, HR, Payroll, Documentations and digital skills including MS Office. Ready to join immediately with valid QID. Mob: +974-31464234 & Email: shahanasmoidu26@gmail.com

- LOGISTICS SALES & OPERATIONS: MBA with 5+ years of Experience in Logistics, Sales and Operations. Skilled in Shipping and Freight Forwarding, Market Analysis, Client Relations, Proposal Development and Negotiation. Immediate Joining (QID Transferable with NOC & Qatar Driving License). Contact: 66158702, Email: viveksk550@gmail.com
- RECRUITER / HR COORDINATOR (MBA, CIPD) Female. Over 6 years of experience in various HR Functions, including End to End Recruitment, Talent Acquisition, Employee relation, Onboarding and Offboarding, Documentation, SAP Success factors. Holds a valid family sponsorship and a Qatar driving licence. Contact: 33632097, email: jeejabasheer@gmail.com
- SENIOR ACCOUNTANT INDIAN MALE 5 years work experience in Doha, Transferable visa with NOC, Master in Business Administration Finance, Having experience in, Accounts payable, Accounts receivable, WPS, Petty cash, Bank reconciliation, Financial report to top management, Audit Closing. Well knowledge in Oracle, SAP, MS office. Contact: 31537577, email: sasindraninc@gmail.com
- LOOKING FOR A DEPARTMENT MANAGER, Sales Coordinator and Admin Officer Position Sri Lankan Male, Having over 14 years of experience including 12 years in GCC as a Department Manager, Sales Coordinating & Admin Officer. Specialising in Sales Conversion Growth, Inventory Managing Transferable QID with NOC, Available with immediately. Mob -71472218, email: ishrathmohamed780@gmail.com
- DATA ENGINEER: B-Tech Information Technology (Female Under Husband Sponsorship) 3+ years Experienced Data Engineer Worked on ETL Operations. Microsoft Azure, Databricks, Azure Data Factory, SQL, Spark, Python, PySpark, Scala, C, C++. Immediate Joining. Contact: 59912766, Email: jismymartinm@gmail.
- HSE OFFICER with 10 years extensive experience in building construction, MEP, Oil and Gas and Road. Having University degree, Qatar driving license and other Safety certifications such as NEBOSH, OSHA and other Safety training Certificates looking for a reputable Company to join. Contact: 66108180, email: rasjust4u@yahoo.com
- HR COORDINATOR / HR OFFICER, Indian female having 17 years experience in HR Administration and Operations with major International schools in Qatar and other organisations. Sound knowledge on HR databases. Seeking suitable positions. For more information please contact Mob: 66524859 and email: rubyanish2017@gmail.com
- QUANTITY SURVEYOR. BSc (Hons) with over 8 years experience in Pre and Post Contract. Specializes in Quantity take-off, Interim payments, BOQ preparation, Supplier and Sub-contractor payments and all other QS related works. Familiar with AutoCAD, Planswift, SAP, Ms-Office, Primavera. Immediately available with NOC. Contact: +974 31051440, Email: safeeraligcc89@gmail.com
- ADMIN/COORDINATOR/SALES (Male-Indian) (DUEL MBA IB and Aviation & Airport Mgmt). 3 years of experience in Qatar. Valid Qatar Driving License, Proficient in MS Office, Strong communication skills, Transferable Visa & can join immediately. Contact no: 33719633, email id: sharukh.ajaleel@gmail.com
- LAND SURVEYOR 8 years of experience in survey field Pakistan Male strong experience in Qatar metro station work also building experience floresta garden tower pearl Qatar construction Excavation pipeline tanks Roads utility project preparing data in AutoCAD. Using total station auto level 6 Years experience in Qatar have Qatar ID. I Can join Immediately. Email: naveedsehnsa123@gmail.com / Phone 77532485.
- QUANTITY SURVEYOR: BSc (Hons) Sri Lankan male Having 10 years Gulf Experience in Qatar in Post-Contract projects. Mainly Preparation of Interim payments, BOQ, variation and claims, subcontract management, related to the procurement works, and all other commercial works. Available with QID and NOC, Ready to join Immediately. Contact: +974-66735269, email: armmurseeth@gmail.com
- MECHANICAL ENGINEER: Having total 5 years of experience which includes 3.5 years in Qatar as various positions in mechanical engineering field including oil&gas. Looking for any suitable positions. (MS office, AutoCAD, Solid works etc..). I have transferable visa QID and NOC, Ready to join immediately. (Indian Male). Contact No: +974 70398872, email: mhdnasift@gmail.com
- SENIOR ACCOUNTANT / Chief Accountant / Finance manager. Qualification MBA Finance, M.com,B.com 24 years of experience (including UAE 15 years GCC Gulf) with different nature business accounting experienced and different softwares ERP experienced upto finalizations. Proficient in financial strategies, cash flow, Funds flow management, MIS reporting, procurement, financial reporting, treasures, budgeting, and auditing with NOC. Email: mafazeel@yahoo.com / contact: 31645319.
- ACCOUNTING/FINANCE. Indian male, 16 yeas experience in Qatar, AR AP, bank, various types of management report, Finalisation of accounts, deal with auditors. Experience in construction and trading companies. MS office, softwares like Tally, Sage 50, foxpro in Erp etc. Looking suitable position. Email: saji123pm@gmail.com, Mob: 66179631.
- ACCOUNTANT/ADMINISTRATION FEMALE: BCOM graduate in finance and 3+ year Qatar (GCC) experience in accounting and auditing field. Have experience in payroll,petty cash, manufacturing,bank reconciliation, AR, AP, Can handle all day to day activities of business, knowledge in tally,ERP,tally prime,excel,ms office, peach tree,quick book, and Zoho, ready to join immediately with resident visa. Contact: 66293106 / 31238459, Email: hisanafarhath97@gmail.com
- COMMUNICATIONS OFFICER/Public relations officer/ Advertising officer/Social media manager/ With a degree of science in media and digital communication and a 2 years experience in the field. Good in English (both written and Spoken). Female With Valid QID and Can join immediately. Contact: 66207472, email: priscakathureq@gmail.com
- QA/QC CIVIL INSPECTOR/SITE ENGINEER UPDA Certificate: having (9 years Qatar+ 4 years India) 13 years of experience in Qatar project execution and management Qatar Energy onshore,Kharamaa Construction project of 875.5 MWP Solar Power Project Onshore ,Substation,Road & Utility infrastructure,Mega Water reservoir Projects. Having Valid Visa With NOC Please Contact: 30831124, Email: maran2502@gmail.
- SENIOR ACCOUNTANT CUM ADMIN / HR Officer-Indian Male having 10 Plus Years of GCC Experience in All Accounting jobs up to Finalization including Payroll &Admin/HR jobs with Well Knowledge in all Accounting softwares & MS Office. Have Transferable RP. Contact: 33221247, email: aashcg@gmail.com