

CLASSIFIED ADVERTISING

SITUATION VACANT



GULF TIMES
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Sta. Clara International Co W.L.L., is looking for an Auto Electrician. Candidates must have a valid QID/transferrable visa. Send CV to scicqa2@gmail.com or WhatsApp 55732895.

FOR SALE

OPTICAL SHOP FOR SALE
Located in Mumtaza, Doha (Good location)
Fully equipped with new furniture, eyetest & lens cutting machine in 60 sqm space with mezzanine floor.
Stock products also for sale.
Phone: 55340681.

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.

URGENT REQUIREMENT FOR Cleaning And Hospitality Company
Filipino Lady Cleaner + Male Cleaner
Pest control Technician
Please send your CV who has relevant experience to: cleanworksq@gmail.com
Candidates should have a transferrable visa with QID.

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

OFFICE FOR RENT
Establish your business and rent your office at the prime location in Doha.
Rent starts at 3000 QR for fully-furnished & serviced spaces with trade licence approval included. Conveniently located at C-ring road, New Salata.
Book your Office Now.
Tel: +974 - 44099888 / WhatsApp: +974 - 55943982.

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

SITUATION WANTED

HR EXECUTIVE / HR ASSISTANT. Indian Female having 3 years experience in Human Resource Management. Having experience in Recruitment, Selection and hiring process, Handling HRIMS tool, Well Managing of all HR activities in a company. Available in Qatar for Immediate joining with Visa and NOC for transfer. Contact: 77349618, Email: sumypappachen31@gmail.com

AUTOCAD DRAFTSMAN (INDIAN, MALE): Civil / structural draftsman with 10 years of GCC experience. Good knowledge in civil, structural, fabrications, HV cabling, utility & TDP drawings. Experienced in multistoried buildings, Kahramaa projects & other various projects. Ready to join immediately with NOC. Contact : 70797610 / hsjafak@gmail.com

SENIOR ACCOUNTANT / ACCOUNTANT (Srilankan Male 32) - B.Sc (Accountancy), CMA (Australia) having 9 years experience in accounting field (in Qatar 6) which extends for AP,AR,WPS, Invoicing, Payments, Fixed Assets, P/cash, Bank Reconciliation, Related parties AC,LC, Inventory, Vast Experience in ERP, Final Reports, Maintaining GL, Assisting year-end Audit process Etc. Can join immediately with NOC. Contact: +974-50763909, Email: mjmraleen@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, transferrable visa with NOC also available. Contact: 66179631, Email: saji123pm@gmail.com

SENIOR ACCOUNTANT / ACCOUNTANT: Indian Male, M.Com. in finance with well experienced in accounting up to finalization. Having strong background in GL,AP,AR, Cash flow, Fixed assets,Inter-company,Bank & Credit card reconciliations too. Technically experienced in Oracle 11i,12g and database. Holding a Qatar driving license and a transferrable resident permit for immediate joining. Contact details: Mobile: 55167985; Email: bonyalias@gmail.com

RECEPTIONIST/SECRETARY Medical Center, Filipina 4 years Experience Qatar. Data Entry Cashier pharmacy can Able to Join Immediately with Valid QID with NOC. Contact: 51011089, Email: miramaca8@gmail.com

FM ENGINEER Facility Engineer with Good Experience in operation & maintenance. UPDA certified Electrical Engineer Good Experience in Hard FM, MEP, Civil, HAVAC Expert in Electrical Design QAQC. Good Experience in oil, Maintenance High rise building, Hospital field. Ready to join immediately. Mobile: 55334465, Email: nanu14116@gmail.com

7 YEARS EXPERIENCE IN GCC FIELD, Roads, infrastructural construction and facility management. Certified NEBOSH IGC, IOSH, level 2 first aider, ISO 4500, with NOC. Contact: 50891950, 60086769, email: benbenson280@gmail.com

TELECOM/ELV ENGINEER: UPDA Grade B (Grade A in Dec2024), PMP, CCNP certified. 12 years of experience in Fire Alarm, Access Control, CCTV, PA & IT Networking. Holder of valid QID with NOC and Qatar driving licence. Bachelor degree in Electronics & Communication Engineering. Looking for a suitable job and available to join immediately. Email: anwaryp2006@gmail.com / Mob: 55715705.

SENIOR ARCHITECT / LEAD ARCHITECT, 09 years of experience (Architectural, Fit-out, Landscaping and Marine Works) in Consultancy and Contracting field. Contact: 31119783, email: ibrahim898957@yahoo.com

PROCUREMENT / PURCHASE OFFICER / Senior with BBS Having 20 years Qatar Experience In Purchasing on Civil/Construction/Road & Infrastructure/MEP/HVAC, Excellent in negotiation, Maintain Vendor, Knowledge of Local/International Market, Qatar Driving License, NOC with transferrable Visa. Contact: 55424356, Email: mohamjan@hotmail.com

MECHANICAL ENGINEER looking for a suitable job with 19 years experience (12 years in Qatar) in construction industry such as Airport, stadium, metro and railway, high-rise building and 6 star hotel. Transferable visa with valid QID and driving licence. Contact: 50667370, email: bazhleigh_44@yahoo.com

SENIOR ACCOUNTANT / ACCOUNTANT: Indian Female, M.com Finance having 6 years of experience in a leading company in Qatar. Familiar with General Ledger, Bank Reconciliation, Payroll, AR and AP all HR related works etc. NOC Available. Contact Mob: 77405598, Email: josnajoseph1992@gmail.com

CUSTOMER SERVICE / CALL CENTER AGENT - Indian Male with 5 years of experience in Customer service, inbound and out bound calls handling customer focused, excellent knowledge in Ms office, excel and other IT softwares. Ready to join immediately with transferrable visa and NOC. Contact: +974-71459705, email: mohammadabdulr24@gmail.com

PRO (MANDOOB), 14 years sound experience in Qatar Government sector, dealing with all sorts of immigration papers and Qatar ministries, excellent Arabic & English communication skills & computer proficiency. Holding a valid Qatar driving license and with a transferrable visa with NOC. Contact Mob: 66508946, Email: asms79@gmail.com

IT ADMIN with 3 years of experience in office management, Graphic designing, Office assistant, Document handling, MS Office, Web development and Social Media Marketing. Ready to join immediately. Contact: 55578691, email: umairch0036@gmail.com

ELECTRICAL ENGINEER, UPDA GRADE A with Qatar civil defence approval, Male, Indian, 16 years experience in LV, ELV, Construction projects. Transferable visa with NOC available. Contact: 33695201, email: sselectrical1038@gmail.com

SENIOR PROCUREMENT OFFICER / Procurement manager, 17 years experience in Qatar, well-versed in Ashghal projects, Civil, Fitout, MEP, building Construction, Turnkey projects, infrastructure, Industry, Supply chain and preparing POs and contracts. NOC is available. Contact: 50149488, email: ahmedshabana390@gmail.com

ADMIN MANAGER LOOKING FOR A JOB. Arabic speaker / Fluent in English. With 9 years of experience in medical, commercial, logistics and administering business operations. Valid Qatar ID & Driving License. Transferable Visa. Contact: 70123080, email: sayedshhab88@gmail.com

ELECTRICAL ENGINEER (MEP) with 5 years of experience in Qatar working in construction firms in diverse building services and infrastructure projects including WOQOD petrol station and Shell projects. Expertise in project execution, QA/QC, T & C and handing over of electrical services (HV, LV, ELV). Transferable visa with NOC. Contact: 71154621, email: arunvilayil2544@gmail.com

PROCUREMENT / LOGISTICS OFFICER, BBA (hons) specialized in logistics and supply chain management, 4+ years experience, FMCG, Construction, planning, negotiation, procurement (RFQ, PO), ERP, valid QID, NOC. Email: ashikahamed2010@gmail.com / Contact: +974-30186529.

INDIAN MALE 42, MBA, 19 yrs work experience(18 yrs in India+ 1 year in Qatar). Valid QID, transferrable visa & NOC. Proven operations, managerial, admin, sales & customer service skills. Contact Mob: 55890853, email: binuareekkal@gmail.com

INDIAN LADY ON HUSBAND'S SPONSORSHIP having 3 years experience in logistics, seeking opportunities in customer service and reception roles across various sectors. Email: krishnaindira26@gmail.com / Contact: 55373960.

APPLICATION ENGINEER, Document controller, Sales coordinator having 4 years of experience. Education: Electrical / Electronic engineer. Contact: 31564389, email: barnikalasanganya@gmail.com

DOCUMENT CONTROLLER / ADMIN Sri Lankan male with higher National diploma in business and IT. 09 years experience in Qatar in construction in consultant company. Dealing with technical submission tracking and maintaining submittal log, and coordinating daily submissions, correspondence having QID with NOC. Can join immediately. Contact: 70919545, email: mazeen89@gmail.com

INDIAN, FEMALE, B TECH, MBA graduate with 20 years of experience in Total Facilities Management including Planning with NEBOSH, ISO, Six Sigma certifications is seeking a suitable placement. Contact: 33725139, email: ancykanish@gmail.com

ELECTRICAL ENGINEER, EGYPTIAN, 18 year experience, UPDA grade A, QCDD civil defence classification, experience in consulting offices and contracting companies MEP works (electrical, plumbing, fire alarm, fire fighting) for construction buildings. Mobile no # 33731890, email: aliali.as.1441980@gmail.com

PROCUREMENT / ADMIN JOBS / Sales support - Filipina with work experience at GRP manufacturing Co. & Trading of building materials in Qatar. With good communication skills, fast learner & team player. Proficient in MS office, tally & Oracle. Ready to join immediately, Transferable visa w/ NOC & Qatar driving license. Contact: 66061529, Email: charo2013.ch@gmail.com

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 transferrable NOC. Contact: 33972958, email: rafiullahs1990@gmail.com

ACCOUNTANT / ADMINISTRATIVE / Equity Trader, (Female Filipino). With over 15 years of experience. Proficient in Microsoft office, Knowledge in Accounting, Stock Market Trading, MS Office, Bookkeeping, cash flow, payroll, preparing checks and vouchering, Invoicing. Accounts payables and receivables. Seeking new roles in accounts/administration any office works. Have knowledge in travel arrangement. Ready to join immediately with NOC. Contact: 71607684, email: xianranis@gmail.com

SENIOR ACCOUNTANT: MBA, Bsc & CFM with over 13 years experienced in Qatar. Proficient in financial reporting and account to finalization. Expert in AP, AR, GL, budgeting, LC & LG, Payroll, bank, vendor, customer & related parties recon. Experienced in Construction, Real Estate & Hospitality, Food services & Catering. Can join immediately with NOC. Email: cnjingo@yahoo.com / Tel: 66400145.

ACCOUNTING, ADMIN & MAINTENANCE Officer. Indian female B. Com with 7 years experience, in properties & Facility Management co. in UAE & India. Expertise with ms office and tally. Ready to join with NOC Contact no: 55135473, email: reshanugraha72@gmail.com

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