

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



GULF TIMES
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AIRLINE STAFF REQUIRED (Qatar ID holder)
2) Male staff - Singles. Age (19 - 23) years
3) Salary QR.1400.
4) 1 year experience on amadeus GDS.
5) (On company: Accommodation, Transportation, health insurance, sponsorship fees).
6) No Tattoos & No Chains.
7) Send your CV on Whatsapp: 55831010

REQUIRES FIRE ALARM SYSTEM ENGINEER
Fire Safety and MEP Company looking for a Fire Alarm System Engineer (B Tech/ BE in Electrical/ Electronics). Must have minimum a UPDA "C" grade and recent QCDD certification.
candidate with NOC and Immediate join (Indian visa available).
Forward your CVs Email: jobs.atsdoha@gmail.com
WhatsApp: +974 77885046.

URGENT HIRING FOR THE FOLLOWING POSITIONS:
QC Engineers - Mechanical / Electrical
Draftsman - Mechanical / Electrical / ELV
Tig Welders
Minimum 4 years experience required.
Local hiring only.
Please send CV to: btccqatar@yahoo.com

WANTED

ACCOMMODATION WANTED

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FIRST FLOOR - THREE BED ROOMS WITH BATH ROOMS
BACK YARD MUST - DRIVER ROOM, BATHROOM, KITCHEN AND LAUNDRY SPACE
POSSESSION / LEASE FROM 1ST OCTOBER 2024

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SITUATION WANTED

SENIOR ACCOUNTANT / ACCOUNTING MANAGER. An Indian male, holding a master's degree in commerce, with an impressive 10-years track record in FMCG, Trading, and Contracting companies. Demonstrates versatile proficiency in both financial and management accounting, well experienced in accounting software such as Tally, Peachtree, QAD, SAP, and Oracle is available for immediate employment with transferable visa. Please contact: 66466591, Email: zakariyakommachi@gmail.com

ACCOUNTANT (FILIPINO-FEMALE) Detail-oriented and experienced with over 20 years of comprehensive expertise in financial management, accounting operations, and payroll processing. Adept in various accounting software including Peachtree, QuickBooks, Tally, ERP, and MS Office Suite. Can join immediately w/ NOC. Please contact Mob. 66478635, email: kayecbb2013@gmail.com

PROCUREMENT/ LOGISTICS OFFICER Professional with 4 years of experience, proficient in Material Procurement, Planning, Sourcing, Inventory Control, Supply Chain Management and Logistics control. Well known the Customs clearance and have contacts of china suppliers which will make 70% of savings/profit. VISA/NOC Transferable, Contact no: +974 39936184, Email: sheikrashik97@gmail.com

CIVIL ENGINEER / INDIAN / PMP Certified 9+Years Exp in Govt projects in Qatar Civil construction buildings, boundary wall, fitout, FM, road works & Flat pack projects at PHCC /H?? /HIA /QFZA /KM /KATARA / EPC-3 /ARAMCO-KSA. Managing engineering operations & site supervision/coordination & closure of the projects. Looking for preferable position. Immediate joining Valid QID WITH NOC & DL. Contact: 33864278, 33646009, Email: sami.menz@gmail.com

INDIAN MALE GRADUATE having 15+ years of experience in Qatar & GCC. Looking for a job as a Sr. inventory controller or Warehouse manager, NOC available for immediate joining with Qatar Driving license. in Retail, production and manufacturing companies. Contact: 70011978, email: smfarhan1dxb@gmail.com

PHYSICAL EDUCATION TEACHER / Football Coach / Personal Trainer - Indian Male: Seeking job for all of this position with B.P.Ed having a D- license football certification having 1 year experience in football coaching and having a work experience in special Olympics Bharat and khelo India para games. Contact: 33913532, Email: basilm521@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.

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: mafaheel@yahoo.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

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 or WhatsApp 55732895.

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

WE ARE LOOKING FOR
Business development professionals (Civil) Indians Preferred
Minimum 5 years of work Experience
Must have Qatar Driving License
Strong written and verbal communication skills in English
Must have Valid QID and NOC
Interested candidates please share your cv to hari@sitcoqa.com

GLASS COMPANY IS REQUIRING
Procurement Officer
Minimum of 3-5 Years of Experience in Procurement.
Excellent command and proficiency of English Language and Professional Proficiency in using Microsoft Office.
Send your CV to AGjobs03@gmail.com

URGENTLY REQUIRED
Male Nurse - Minimum 3 years Qatar experience in Contracting company with valid MOPH Licence. Required good knowledge in MS Office especially in Excel & Word. Join immediately with NOC.
If interested please send CV to: atcc.atpsdoha@gmail.com

IMMEDIATE HIRING:
Technical Formwork Design Engineer with AutoCAD proficiency
Forklift Operator
Must have experience in the Scaffolding & Formwork industry and with NOC.
Submit your CVs to: info@alphiqatar.com / s.vasu.kundar@alphi.fr
Contact us at: 77289274 / 77689506.

LOOKING FOR A CUSTOMER SERVICE COORDINATOR
Bachelor's degree in Business Administration, or equivalent
At least 2 years of experience in Customer service or a relevant field
Computer knowledge: Microsoft Office
Proficiency in English is a must
Filipino nationality.
Interested candidates, send your CV to: recruitment-qa@boecker.com

GLASS COMPANY IS REQUIRING
Document Controller (Local Hire)
Minimum of 3-5 years of experience in a similar role. Experience in Administrative functions, preparation of submittal materials, compliance statement. Method statement etc.
High level of computer literacy and proficient in MS-Office & AUTOCAD
Send your CV to AGjobs03@gmail.com

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

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Updated on 1st & 16th of Every Month