

# CLASSIFIED ADVERTISING

## SITUATION VACANT

### WALK-IN INTERVIEW.

#### FOR RLIC PROJECT WORKS

JANUARY 31, 2025, Friday 09:00AM - 1:00PM

#### ENGINEER

Piping, Electrical, Instrumentation, Equipment, Civil, Building, Painting

#### SUPERINTENDENT

Piping, Electrical, Instrumentation, Equipment, Civil, Building, Painting

#### SAFETY

Officer, Supervisor (NEBOSH IGC)

#### CO-ORDINATOR

HSE PTW, Risk, Incident investigation

#### MANAGER CONSTRUCTION -

CIVIL, PIPING, EQUIPMENT

#### SUPERVISOR

Civil, Electrical, Instrument, Building, Painting

#### FOREMAN

Civil, Rigging, Instrument, Millwright, Painting, Electrical

#### OPERATOR - MOBILE/TOWER CRANE

Required minimum 5 years' Experience in Oil & Gas

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

Contact: 60004517 / 60001831 / 60004318 / 60008672 / 60001729

OFFICE LOCATION



**GULF TIMES**

Classified Advertising

Tel: 44466609

44466648

### Walk in Interview

**1. Van Salesman/Lead Salesman**  
(Dairy Experience with DL)

**2. Merchandiser**  
(Dairy Experience with DL)

**3. Sales Supervisor**  
(Dairy Experience Light DL)

**4. Procurement Officer**  
(Dairy Experience)

**5. HR Generalist**

#### Interview Dates:

1st Feb , 3rd Feb & 9th Feb 2025 - Time: 10 AM to 02 PM  
Venue: Arab Qatari Company for Dairy Production  
Street 2, Industrial Area

Location: <https://maps.app.goo.gl/eQstVfNpAHe2S3e7>  
Email ID: [m.shameem@mazzraty dairy.com](mailto:m.shameem@mazzraty dairy.com)  
WhatsApp: +974 55101854

A Leading Facilities Management company in Qatar is hiring for the below position

**Scaffolding Supervisor**  
Qualified Scaffolding Supervisor with 8 years of experience, including at least 4 years at a supervisory level, and a mandatory 5 years of experience in the Oil & Gas industry.

Suitable candidates shall forward their CVs to [hr.fmrec@gmail.com](mailto:hr.fmrec@gmail.com) / WhatsApp: 5100 9064

**Renowned Medical Group in Qatar is seeking an Executive - Pharmacy Purchase.** Preference will be given to candidates from the Philippines. Work visa holders with NOC are encouraged to apply. Please submit your CV to [qatarcareers123@gmail.com](mailto:qatarcareers123@gmail.com)

**We are hiring for a Sales and Marketing Executives** in the field of Printing and Production

Must have a car.

Interested candidates please send CV to [hrrecruitment979@gmail.com](mailto:hrrecruitment979@gmail.com)

### WALK-IN-INTERVIEW

(FOR LEADING SERVICES COMPANY)

Date: 17th & 31st January 2025 (Fridays)  
Timing: 09:00 am - 04:00 pm  
Location: Industrial Area Street 582  
(Camp 38, Building 06, Zone: 57, Street No: 582, Near Al Nashimi Cafeteria)

SCAN FOR THE LOCATION



A LEADING SERVICES COMPANY IN QATAR IS LOOKING FOR

POSITION SALARY

POSITION	SALARY
BMS OPERATOR	ATTRACTIVE SALARY
CARPENTER	
ELECTRICIAN	
ELECTRONICS TECHNICIAN	
FIRE ALARM OPERATOR	
FM HELPER	
HVAC TECHNICIAN	
MECHANICAL TECHNICIAN	
MULTI SKILLED TECHNICIAN	
PAINTER	
PLUMBER	
TECHNICAL OFFICER ELECTRICAL	
TECHNICAL OFFICER MECHANICAL	
PUMP STATION OPERATOR	
FCC OPERATOR	

- Food: Provided by Company or QR 300/=
- Accommodation & Transportation will be provided by the company.
- 3+ years of relevant experience is required.
- Valid Qatar ID with NOC to transfer the sponsorship is a must.
- Documents to bring: Updated CV, Valid Qatar ID, etc.
- Age: 40 & below.

Mobile: 66524474  
Email: [recruitment.e-s@outlook.com](mailto:recruitment.e-s@outlook.com)

A Qatar Free Zone-based company specializing in the distribution of material handling equipment (electric forklifts, stackers, hand pallet trolleys) is looking for a qualified candidate for the position of

### Operations Manager

- Requirements:**
- Age below 35 years
  - Valid QID and Qatar driving license
  - Proficient in computer applications
  - Dynamic, self-motivated, and a team player
  - Strong verbal and written English communication skills
  - Electrical / Mechanical Engineer preferred.
  - 3-5 years of Admin & Sales experience in machinery and/or electrical equipment is preferred

Interested candidates, please email your CV to: [dazeqfz@gmail.com](mailto:dazeqfz@gmail.com)

### FOR SALE

**COMPANY FOR SALE.**  
Good Opportunity.  
Company for sale in Graphics designing, Printing and Embroidery.  
Contact: 55833811.

**URGENTLY REQUIRED**  
Service Advisor (Heavy Vehicles).  
Civil Engineer, Foreman ( Civil)  
Minimum 2 to 3 years of relevant Local experience required.  
Interested candidates, please send your CV to [jobsalkhor@gmail.com](mailto:jobsalkhor@gmail.com), [qatarjobs309@gmail.com](mailto:qatarjobs309@gmail.com).  
Whatsapp: 31191187, 70907890.

**URGENT REQUIREMENT.**  
A reputed pvt firm is looking for Male marketing executives. Minimum 4 years sales experience in Qatar. NOC required. Qatar Driving license is a Must. Should speak English, Malayalam and Hindi.  
Send your CV to: 71337055 / [hrrecruiterqtr@gmail.com](mailto:hrrecruiterqtr@gmail.com)

**FOOD STUFF COMPANY LOOKING FOR**  
Sales Executive 3500 QAR  
Sales Manager 4000-5000 QAR  
Medium Truck Driver 2000-2500 QAR  
Email: [hr.itcdoha@gmail.com](mailto:hr.itcdoha@gmail.com)

### MANPOWER

### AVAILABLE CONSTRUCTION WORKFORCE FOR LOCAL HIRE

Highly Proficient Civil and MEP Construction Workforce with more than 5 years' experience in major infrastructure and Oil & GAS projects in Qatar, immediately available on local hire in following categories: Carpenters/ Steel Fixers/Masons/Scaffolders/ Riggers/Electricians/ Pipe fitters/Ductman/Labors/ Operators/ Drivers/ Construction Site Staff - Safety Officers, Engineers, QA/QC, Quantity Surveyor, Draftsman etc./ Admin Support Staff etc.

Only Main Contractors are invited to contact at:  
Tel: 7478 9294 Email: [operations@pigeonengg.com](mailto:operations@pigeonengg.com)

**NEW DELIVERY COMPANY DEALING WITH**  
Restaurants needs:  
Software engineer, Marketing officers  
Bike riders and car riders, Waiter  
With experience in same field  
Send CV through whatsapp: 71749010.

**LOOKING FOR CANDIDATES AT IT COMPANY**  
for the below position:  
Office Admin - Preference: Female, Transferable Visa  
IT Sales account manager - Preference: Driving license, Transferable Visa. IT sales experience .  
Send CV to: [hr@dns.com.qa](mailto:hr@dns.com.qa)

### BUSINESS

**LOOKING FOR BUSINESS PARTNER**  
We are seeking a partner with us in expanding our facilities management company. With a proven track record of delivering high-quality maintenance services, we are assured for growth and innovation.  
Please contact us at +974 72039108 to discuss potential collaboration.

## 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.

**STOP PLASTIC POLLUTION**

**REDUCE USE CYCLE**



**Shop with reusable bags and help protect the environment**

Issued in public interest by GULF TIMES

More Classified on the following page

## AT YOUR SERVICE

**ACCOUNTING SERVICES**

**GULF FINOVATE** - Financial Planning / Website / ERP/ IT Support.  
U-301, B-72, D-Ring Rd. T: 44335164, E: [info@gulf-finovate.com](mailto:info@gulf-finovate.com) / W: [www.gulf-finovate.com](http://www.gulf-finovate.com)

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**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](mailto: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](mailto:sales@thousandstransport.com)

**TRAVELLER TRANSPORT** - 13/22/26/36/66 Seater Bus With & Without Driver.  
Tel: 44513283 Mob: 30777432 / 55899097. Email: [info@travellertransport.com](mailto: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](mailto:hipower@safarigroup.net)

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**BUSINESS SOLUTION**

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

**CARGO SERVICES**

**GOODWILL CARGO** Air, Sea & Land Cargo Services Worldwide Door to Door  
Packing & Moving T: 4462 6549, 4487 8448. M: 3318 8200, 3311 2400. Em: [sales@goodwillcargoqatar.com](mailto:sales@goodwillcargoqatar.com)

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**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](mailto:reservations@rentacardoha.com)...[www.rentacardoha.com](http://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](mailto:avis@qatar.net.qa), [www.avisqatar.com](http://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](mailto:info@budgetqatar.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](mailto:capitalcleaningwll@gmail.com)

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**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](mailto:jenson@qdcqatar.net)

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**PEST CONTROL & CLEANING**

**QATAR PEST CONTROL COMPANY**  
T: 44222888 M: 55517254, 66590617 F: 44368727, [emqatarpest@qatar.net.qa](mailto:emqatarpest@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](mailto:sales@dohapest.com)

**REAL ESTATE**

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

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**SCHOOL LAB SUPPLIES**

**SLS SCIENTIFIC LABORATORY SUPPLIES-QATAR**, Turnkey solution, direct source from UK,  
Mob:51080075 | email: [slsqatar@scientific-labs.com](mailto:slsqatar@scientific-labs.com) | [www.science2education.co.uk](http://www.science2education.co.uk)

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**TRANSLATION SERVICES**

**ASIA TRANSLATION SERVICES** [www.asiatranslationcenter.com](http://www.asiatranslationcenter.com)  
Softel Complex, 1st Floor..T: 44364555, 4029 1307, 44440943 Em: [asiatranslation@gmail.com](mailto:asiatranslation@gmail.com)

**QRS. 1200/-**

**AT YOUR SERVICE DAILY FOR THREE MONTHS**

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



## SITUATION WANTED

**HR & ADMIN MANAGER / Senior Officer:** MBA graduate, experienced male HR and Operations Professional, 13+ years experience in Qatar. Proficient as HRBP in Recruitment, Onboarding, HR policies, Compensation & Benefits, Qatar Labor Law, HRMS, Paralegal & administration. Holds driving license, ready to join with NOC. Contact: 50554300, email: mxaxxm@gmail.com

**ELECTRICAL ENGINEER (UPDA Grade B).** PMP Trained, Indian, 17yrs of experience in Qatar, Contracting and Consultancy experience in infrastructure, building and maintenance projects (Ashgal Projects, Doha metro, Airport etc.) well experienced in construction specification, management, inspections and coordination. Valid driving license and Transferable visa. Ready to join immediately. Contact: 55037533, email: asfi1612@gmail.com

**FINANCE ASSOCIATE / Chief Accountant / assistant manager.** Indian Male, M.com (Fin.), B.com, 14 years of experience in accounting, budgeting, reporting and analysis. Expertise in FS finalization, banking, GL, cash flow and auditing. Proficient in Quick books, Oodoo ERP, Tally ERP, MS Word, Excel & PP. Having Qatar driving licence and transferable visa. Contact No: 30204847, Email: vineeshp343@gmail.com

**SENIOR ELECTRICAL ENGINEER ( EGYPTIAN)** 18 years experience 8 years in Doha in construction field. Civil defense - QCD certified. Kahramaa certified. UPDA certified - Grade D. Looking for a job. Contact: 77321004, Email: ahmedalrefaay1985@gmail.com

**ELECTRICAL ENG,** 6 years exp, Indian Female UPDA and QCDD approved experienced in procurement and estimation in field of ELV, FIRE, CCTV systems looking for suitable position. Contact - jazjasna94@gmail.com / Mobile - 66970581.

**HSE MANAGER** (Qatar Energy LNG Approved). 14 Yrs Total Experience in both Construction and Oil & Gas in Qatar. BSc. Physics, NVQ level 6 Diploma (Grad IOSH Member), NVQ level 5 Diploma, NEBOSH IGC, OSHA 30 Hrs (USA). ISO 45001: 2018. IOSH Managing and Working Safely. H2S and JSA etc. Gas Plant Process Operator (Delta V DCS) (SHELL). Proficiency in English. Ready to join. Contact: 974-55934177, email: chokofrankinjun@yahoo.com

**LOOKING FOR A DRIVER JOB** (light manual). I have 12 years experience pick and drop staff, collect & submit documents in various offices. I have NOC, QID and valid driving licence. Mob: 71472245, 33596099, email: rasheetahamed3355@gmail.com

**LOOKING FOR DRIVER JOB.** I have (Medium, Light & Heavy) I have 12 years experience in Doha Qatar. Nationality Sri Lankan male languages, (English, Arabic, Hindi) seeking good opportunities NOC available. Email: muhammadjihan070@gmail.com / Contact: 00974-30720152.

**SALES MANAGER / SALES EXPERTISE.** 22 years Sales experienced expertise looking for Sales Manager position. Who has well knowledge about international purchase & suppliers. Mobile: 77392932, Email: skkalluprambil@gmail.com

**CATERING & RESTAURANT MANAGER** with 16 years of experience. BSc Hotel management, Food safety Level 3 Certification, ISO Internal Auditor Certificate, Expertise Inventory Management, POS system, P&L, proficient in MS Office. Transferable Visa with NOC. Available to join immediately. Email: jijomash@gmail.com / Contact: 50656171.

**QA/QC,** 18 years of experience in construction quality with strong expertise in both civil & MEP works. Worked in Kahramaa project, Qatar Rail, Football stadium, high-rise buildings, industrial Plants shipbuilding. Independently managing projects from start to handover, including T&C of MEP systems. Certified ISO Lead Auditor & PMP certificate. Email: karthick0703@gmail.com / Contact: 66449761.

**COORDINATOR (SALES) / Admin Assistant, HR Assistant,** Or any suitable position. Having 5+ years of experience in Qatar, Able to join immediately. Email: jobhuntohaha2024@gmail.com / Contact: 77114462.

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

**SR.Architect MMUP GRADE A-16 yrs** of exp (with valid QID & Driving License) worked on large EPC projects. Site supervision, design review & project management. PMP, CFM, LEED GA certifications. Ready to join immediately with NOC available. Mobile: 31412215, Email: rehan.modak@gmail.com

**SALES MANAGER.** A result driven dynamic Sales Manager with 16 years of experience and a proven track record of driving business growth through strategic planning, market research, budgeting, product portfolio development and effective team management is looking for new opportunities. Email: tomthana@gmail.com, Mobile: 66442973.

**LADY ACCOUNTANT/HR:** MBA-FINANCE & HR with more than 4 years of work experience in Qatar, in-depth knowledge in Tally ERP, MS Word, Excel, RM & Adler Journal Entries, B/S, Data entry, AR, AP, Petty Cash. With Husband Sponsorship Read to join. Contact: 77817657, email: neemasasi25@gmail.com

**FILIPINA- 3YRS PLUS EXPERIENCE** in the field in Reception/Admin works, Document Controller, Finance Admin support. Knowledgeable in MS office (Excel, word, Emails). Can join immediately. Under working visa transferable with NOC. Contact: 55271109, Email: derdreiniamac@gmail.com

**GENERAL TECHNICIAN** with 3 years experience (workshop) I am looking for a company that can give me a career as a general technician or general maintenance technician I have a professional bachelor's degree in mechanical (Grade B) I am available to join you immediately. E-mail: sameumaxime@gmail.com / Contact: 71918529.

**LOOKING FOR JOB NURSING ASSISTANT.** I have certificate and training attested. Prefer to work at clinic. Contact: 30674919, email: mocoerhea620@gmail.com

**PROJECT ENGINEER - PMP, UPDA-Grade B.** Mechanical Engineer with 15 years' experience in Qatar's Oil & Gas and Power Generation EPC projects. Expert in piping, mechanical, electrical systems, design reviews, and project execution. Experience with Qatar Energy and multinational projects. Transferable visa. Qatar driving license. Email: vinishkv@gmail.com / Mobile: +974 66202415.

**I AM LOOKING FOR JOB OPPORTUNITIES** in Logistics, operations or Administration. Have post graduation in Logistics and Supply Chain Management and have two years of experience in Business Development. Holds QID and Qatar Driving License. Contact: 70332957, email: jeswin01998@gmail.com

**ADMIN & HR OFFICER/BANK OFFICER** Bachelor graduate with experience in Administrative and HR Functions such as Employee Management, Recruitment, Documentation and Payroll. Proficient in MS Office, RAMCO, Oracle, JDE System. With 14 years total work experience. Ready to join immediately with QID and Transferable visa. Contact: 70408760, Email: lykamarieatienza1989@gmail.com

**WAREHOUSE SUPERVISOR-INDIAN, MALE.** Having more than 12+ years experiences (11 years Dubai) in warehouse supervisor (FMCG & retail) field. Currently working as a receiving supervisor in Al Meera. Handled Warehouse operations Inbound, Outbound, Inventory. Good knowledge in SAP, WMS and ERP. Driving license and NOC available. Contact: 66231245, email: rathishkumbanad@gmail.com

**MANDOUB & PRO** familiar with clearing all transactions with Government departments and companies. With 20 years of experience. Arabic and English speaking. Having a Qatari driving licence. Contact: 55571712.

**SENIOR ACCOUNTANT/ACCOUNTANT:** Indian Male, MBA (Finance) and Diploma in CPA. Having 13+ years of experience (11+ years at Qatar) in financial accounting. Expertise ability to work up to finalization of accounts, GL, AP, AR, Bank Reco, WPS, monthly/yearly closing, Fixed Asset, Cash Flow, FS finalization. Well versed proficiency in oracle JDE, SAP, Quick Book, Peachtree Sage50, Tally ERP9 and Ms Excel. Immediately Available, transferable work visa with NOC. Email: shamsfinance786@gmail.com / Contact: 50429611.

**SENIOR ELECTRICAL ENGINEER/Construction Manager.** UPDA, Indian, 25 years experience (19 years in GCC) in construction and testing & commissioning of mega projects. Experienced in KAHRAMAA & QCDD inspections. Looking for opportunity in Construction Company or Consultancies. Can join immediately (NOC available). Qatari driving license. Contact: 70121518, email: aejazhafeez@gmail.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. Transferable Visa with NOC. Contact no: 33233023, email: ibadu248@gmail.com

**CIVIL SITE ENGINEER:** Having 17+ years experience in construction (12yr in Qatar) such as Highrise building, Warehouse, Villas, School & Commercial buildings. Having valid QID & driving licence. Ready to join immediately. Contact: +974-77515060 or Email: vipinmulackal1987@gmail.com

**LECTURER PAKISTANI:** M. Phil English literature +IELTS. 10+ years of experience in teaching different standard with valid Qatar ID and NOC. Ready to join immediately. Contact: +974 - 71162687, 50539169, email: iqra.ashraf005@gmail.com

**EXPERIENCED RECEIVABLE ACCOUNTANT / Credit Control Officer.** Professional Expertise: 9 years of experience in receivables management, credit control, debt recovery, and financial accounting. Proficient in Tally ERP, SAP Orion, QuickBooks, Sage 50, and Microsoft Office Suite. Certifications: Master of Commerce (Finance). Availability: Ready to join immediately under a transferable visa. Valid Qatar ID and Driving License. Contact: 66327516, email: bijbose@outlook.com

**CONSTRUCTION MANAGER, MMUP Grade A** Civil Engineer with more than 17 Years of experience in Qatar. Possess hands on experience in several turnkey projects executed in the country since 2007. Seeking potential opportunities from the fields of Site Supervision, Inspection & Project Management. Mob. +974 55770821, email: anoopjasteen@gmail.com

**INDIAN MALE:-** Experienced Senior Accountant Seeking Opportunity. Qualified Senior Accountant with 10 years of local Qatar experience in Seeking a challenging role to contribute expertise and drive financial excellence. Kindly contact on 33410386 or gufran.kunke@yahoo.com

**SRI LANKAN MALE** with 14+ years of Qatar experience seeks Administrator/Coordinator/Doc. Controller role in Operations, Procurement, Maintenance, MEP or Oil & Gas sector. Fluent in English, Tamil, Hindi, Malayalam. Proficient in Excel, Word, Outlook, PDF, and experienced in ERP software (ManERP, Adler). Holds a valid Qatar driving license. Available immediately for transfer Visa with QID. Email: shakeelsnu@gmail.com / Contact: 51057641.

**SENIOR MECHANICAL QAQC ENGINEER (MEP)** with more than 15 years experienced in inspection, Test, and all QAQC documentation with handing over. Contact: 70596209, email: martinsjuba19@gmail.com

**HR&ADMIN-OFFICER (FEMALE): INDIAN** with 7 years experience Practices (Recruitment, Policies & Strategic planning, Operational Administration, Payroll Management, Business aid coordination, coordinating meetings, appointments, events & travel arrangements. Update and maintain office policies & procedures, Maintain employee database, Preparing & editing letters, reports, presentations and emails, Performance Review, Employee Engagement, Onboarding, Exit formalities,). Immediate join-valid QID, Available@ 31542187 & sreelakshmi07@gmail.com

**SALES ENGINEER** hold a bachelor's Degree in hydraulics with 6 years experience; including 3 years in Qatar, I occupied several positions sales supervisor, Sales Engineer, sales advisor and Account Manager with Oreedoo. Arabic speaker, Fluent in English. With NOC and Qatar driving L. Ready to join immediately. Contact: 70238905, email: bendada.oussama2@gmail.com

**HAVING 7 YEARS IN PLANNING ENGINEER** in Qatar. Specialize in building construction, EPC projects, high rise buildings, road works and fit out, strong experience in MEP works, interior work, external work with all necessary documents. Join immediately with valid QID and transferable visa. Contact: 50584432, email: abduallahidrisgarba@gmail.com

**OFFICE ADMINISTRATOR** An Indian Female professional with 4 years of experience in Qatar worked in commercial bank as an officer. MBA in HRM and Finance possessed high level of proficiency in MS office, Ms excel and strong communication skills. Under family sponsorship and available to join immediately. Please contact No: 50639716, email: shemimony@gmail.com

**SITE ENGINEER / SUPERVISOR (CIVIL).** Sri lankan male. Diploma Civil Engineering. 20 years experience including 9 years in Qatar. Experience in Construction of Villas, Buildings, Substation & Stores. Looking suitable position. Ready to join immediately. Kindly contact: 70228296, email: naajis73@gmail.com