

CLASSIFIED ADVERTISING

SITUATION VACANT

A leading MEP contracting company based in Qatar is seeking a qualified and experienced **ACCOUNTANT** to join our dynamic team. The ideal candidate will possess expertise in accounting and a strong background in the construction industry.

- Qualifications:
- Minimum of 7 years of experience in accounting within the construction sector.
 - Proficient in using ERP systems for financial management.
 - Holds a bachelor's degree in accounting or finance.
- Responsibilities:
- Manage and oversee daily accounting operations.
 - Prepare accurate financial reports and statements.
 - Ensure compliance with financial regulations and standards.
 - Collaborate with project managers and other departments to ensure accurate cost tracking.

Interested candidates are requested to submit their CVs to: metrix@metrixenergies.com



GULF TIMES
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URGENTLY REQUIRED Marketing Manager

A leading Real Estate company has an excellent opportunity for a female Marketing Manager.

Brief Job Description: To rent and/or lease residential real estate properties in Qatar by adopting and implementing a dynamic marketing plan.

Ideal Candidate: Should be a female of Western origin, Age group 30 to 45 years and should be a dynamic and sales-oriented professional. Should have superior negotiation skills and demonstrable prior sales experience of more than 5 years in real estate industry with a Qatar Driving License.

If you are driven by success, confident of your skills and have a proven track record in Real Estate Industry,

Please send your CV to: qatarjob2024@gmail.com

Supervisor to Real Estate

- Having a Minimum of 5 -10 years' experience in the same field.
- Dealing with tenants and taking care of the leasing and other administration tasks and operational issues and delegating task to local sub-contractors and suppliers and liaisons with them.
- Should be well aware of marketing strategies in Real Estate and who is willing to work under pressure and is able of handling multi Tasks including liaisons with local authorities and governmental depts.
- Fluent in English, Arabic would be an advantage.
- Supervising the events and other operations of the Real Estate and day to day operation.
- Possesses leadership Qualities and a team player.
- Transferable visa is a must.
- Valid Qatar Driving License
- References available upon request

Email:- resumeqatar@gmail.com

REQUIRED EXECUTIVE SECRETARY (FILIPINO)
Minimum 2-3 years experience as Executive/ Administrative Assistant. Excellent English communication, organizational, multitasking, MS Office, email handling, 6and confidentiality skills required. **Contact: 77440607, careers@manforcegroup.com**

REQUIRED PAYROLL OFFICER (MALE)
Minimum 3 years Payroll/Invoicing experience with accounting background. Excellent MS Excel skills required. Experience handling payroll, WPS, invoicing, timesheets for 2000+ employees preferred. **Contact: 77440607, careers@manforcegroup.com**

REQUIRE OPERATIONS COORDINATOR (MALE)
Minimum 4 years experience in operations/manpower coordination, proficiency in MS Office, strong organizational skills, and good communication in English & Hindi required. Locally available candidates preferred. **Contact: 77440607, Email: careers@manforcegroup.com**

URGENTLY REQUIRED
Data Entry Operator with 3/4 years of experience Driver with a heavy vehicle driving licence with 3/4 years experience **Contact: 30224006 Email: azad.ksu@gmail.com**

REQUIRED HVAC ENGINEER
Minimum 3-5 year Experience Estimation Expertise & HVAC Maintenance Driving licence Required Valid Qatar ID **careerspsdoha@gmail.com**

URGENTLY REQUIRED - MARKETING EXECUTIVE
We are looking for a motivated Marketing Executive with experience in bringing new construction projects, client coordination, and business development for contracting companies. Experience: 3-5 years To apply, please send your updated CV to: **Email: info@algharafacontracting.com WhatsApp: 33529395.**

OPERATIONS & MOBILIZATION IN-CHARGE (MALE)
Minimum 3-5 years experience in operations/manpower mobilization. Strong MS Excel, reporting, vendor coordination, leadership, and English/Hindi communication skills required. Construction/manpower supply experience preferred. **Contact: 77440607, careers@manforcegroup.com**

URGENT HIRING - OPERATIONS COORDINATOR (DOHA)
Reputed company hiring Operations Coordinator. Requirements: Bachelor's degree 2+ years in scheduling / coordination Strong roster accuracy & timeliness Proficient in Microsoft Excel & MS office **Send CV via Whatsapp: +974 - 51037887.**

URGENTLY REQUIRED BARBER (for a Men's Salon Shop) in Madina Khalifa area. Minimum 3 years relevant experience in a Men Salon. Must have a valid health certificate and must be vaccinated willing to join immediately. Please call Mr. Anam - 52038746 or send CV: job.suncitygroup@gmail.com

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www.gulf-times.com

SITUATION WANTED

ACCOUNTANT, SRILANKAN MALE,
Degree in BSc Actuarial Science (Statistic & Finance) with 3 years (including Qatar) of experience in Finance Reporting, Auditing, AP, AR, GL, Reconciliations, Quickbooks Online & Desktop, Zoho Books, and MS Office. Available to Join within 2 weeks with transferable visa & Valid QID. **Contact: 50496944 / ragavapirjan23@gmail.com**

FEMALE SRI LANKAN ACCOUNTANT with Bachelor's in Accounting & Finance. 8 years' experience in Big 4 audit firm as Auditor and 2 years' experience in Qatar as Accountant. Skilled in finance & accounts, auditing, budgeting, cash flow, payroll & reconciliations. NOC available. Email: wchathurangani22@gmail.com / Contact: 33815779.

OPERATIONS ASSISTANT / OFFICE STAFF - Filipina, Industrial Engineer, 1+ yr logistics experience, Proficient in MS Office, ERP&CRM systems, proven skills in data analysis & reporting, customer service, detail-oriented, adaptive to technology, Immediately available with NOC. **Contact: +974-66949295, Email: greyroycee@gmail.com**

A SENIOR INTERNAL AUDITOR with a Big-4 experience covering over 13 years in delivering strategic value in Auditing and Risk Management who is a Chartered Accountant and Certified in Quantitative Risk Management (CQRM). Available to join in a month with transferrable QID. Email: couragehoday@yahoo.com / Contact: 66039432.

PLANNING ENGINEER with 7+ years experience in EPC building infrastructure projects, skilled in scheduling, cost control, EVM, EOT claims, and recovery planning, delivering projects on time and budget. **Contact: 51717219, email: projectplanner8@outlook.com**

INSURANCE CLAIMS SPECIALIST. Legal & Admin Professional: BA LLB (Law) graduate with 6+ years of hands-on experience in US Dental Insurance Claims Processing, HIPAA compliance, Revenue Cycle Management (RCM), legal documentation and case handling, administrative support, office coordination, and CRM systems. Ready to join immediately with NOC. Tel: 71431792, Email: devikadevi.oct@gmail.com

FINAL-YEAR BBA ACCOUNTING Student with 3.5+ years' audit experience at EY (SL) and Qatar firm; skilled in reporting, controls, ERP, reconciliations, Excel; available immediately with NOC. **Contact: 30151860, Email: amran.azahar98@gmail.com**

EXPERIENCED FEMALE ACCOUNTANT skilled in daily office operations, bookkeeping, financial reporting, bank reconciliations, accounts payable & receivable. Proficient in Tally, Zoho Books, MS Office, VLOOKUP, and Pivot Tables. Valid QID with transferable visa. Currently in the final stage of obtaining a Qatar driving license. Available to join immediately. **Contact: 31023985, email: asimweagnes9@gmail.com**

PROJECT MANAGER. B.E, PMP, 20+ yrs Qatar Exp. including Infrastructure, Oil & Gas, Power/Energy sector's Worked in Multinational Contractors and Consultants. Executed Major Reputed projects in Qatar. Immediate Join. NOC available. Email: indrans23@gmail.com / Contact: 66089761.

ARCHITECTURAL DRAUGHTS PERSON - Indian Female with 3+ years experience in international residential architectural drafting and construction documentation. Skilled in AutoCAD, 3Ds Max, V-Ray & Photoshop. B.Tech Civil Engineering graduate with valid QID and transferable visa. Ready to join immediately. **Contact: 71152823, email: harsha98vijayan@gmail.com**

LEGAL CONSULTANT holding a PhD in International Arbitration and a Master of Laws, specialising in providing legal advice, preparing and drafting legal memoranda, contracts, and rental disputes. Available for part-time morning work. Prefers to work for companies. **Contact: 70666901.**

PROJECT COORDINATOR / PROCUREMENT Engineer with 8 years experience in Qatar and India. Btech graduate skilled in construction, fitout, facility management, documentation and tendering. Available immediately with valid QID. **Contact: +974 50886567, email: shahnazps2018@gmail.com**

LOOKING FOR A JOB AS MEDICAL Technologist/Laboratory Technologist/Technician work with Prometric and Dataflow and awaiting for my Evaluation from MOPH. I have an 8 years of experience in different sections in the laboratory. I am Female with Working Visa and can work any shifts. **Contact: 66983704, email: krystalyn.llave@gmail.com**

PART TIME FINANCE/ACCOUNTS consultant available for long/short term assignments. Experienced in book keeping, internal audit, monthly reporting, cost&stock management, internal controls. Suitable for trading, services, investment, real estate, facility management companies. Audit 2025 works are undertaken. **Contact: 51876917, email: yazhkuhal@gmail.com**

IT & ERP PROFESSIONAL with 15+ years in ERP, System Administration, IoT & Fleet Telematics. Doha-based, transferable visa, NOC available, immediate joining. Email: subin.surendran@hotmail.com / Contact: +974-77467969.

SENIOR PROCUREMENT OFFICER / Executive / Supervisor / Manager Over 20+ years of experience in CIVIL, MEP, Fit-Out, Logistics & SCM, PMV. Well-experienced in Forecasting and Cost-reduction strategies, Vendor Management, Team Player, Strong Negotiation Skills in Both Local & International. Vast Experience in SAP, e-Sourcing Platform and ERP Systems. Available immediate Joining with a Transferable Visa. **Contact: 30041858, email: venkateshravada@gmail.com**

MECHANICAL ENGINEERING GRADUATE with 5+ years experience with oil&gas service provider, worked as maintenance technician. Seeking for job opportunities as junior mechanical engineer, planner, or coordinator roles. **Contact: 33861071, email: jptuzon07@gmail.com**

BBA AVIATION & AIRLINE CUSTOMER Service Diploma holder seeks Ticketing, Customer Service, Admin, Data Entry, or Receptionist job. Fluent English/Hindi/ Malayalam. QID till Jan 2027. **Contact: +974 77497175 / barshaqbasheer4551@gmail.com**

LOOKING FOR HEAVY DRIVER, Trailer Driver or Bus Driver Job. Having Qatar Heavy driving License. Having 5 years Driving Experience in Qatar. **Contact: 74726522, email: gjinish1987@gmail.com**

PRO (GOVERNMENT RELATIONS OFFICER), 16 years' experience in Qatar. Expert in all Government transactions & e-services. Strong relations with ministries, valid driving licence, fluent in Arabic & English. Professional, reliable, and ready to join immediately. **Contact: 30150362.**

PART TIME / FULL TIME FINANCE and accounts consultants available for any short and long term assignments. Exp in internal audit, MIS, Cost Control, Stock management etc. Well versed with trading, group of companies, real estate, hospitality and facility management companies. Audit 2025 works undertaken. **Contact 51876917.**

JUNIOR ACCOUNTANT / Assistant Accountant/Admin cum Accounts : Indian Female with MBA (Finance & HR), 2 years of experience as Finance Intern in TotalEnergies, Qatar. Proficient in SAP, Excel, Outlook. Ready to join immediately. Visa status: Resident. **Contact: 55956021, Email: helenhannahjohn99@gmail.com**

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