

**Good day. I hope that this email finds you fit and well.
If you think it would be useful for any other friend of yours kindly forward.**

Abu Dhabi Vacancies - Page 01 to 08 | Dubai Vacancies - Page 09 to 13

Executive Secretary

Male, Indian, 25-35 years old, fluent in English, degree holder and graduated in a prestigious university, with 3-5 years work experience in UAE and in the same field, required. Speaking in Arabic is an advantage. Send CV with the subject Executive Secretary to: racruz@unibetonrm.com
Location: Abu Dhabi
Industry: Secretarial & Office
Contact: 02-5511500

Indian Engineer required for a steel & stainless steel decoration company in Abu Dhabi, should have experience in the same field. Send CV to albarjel@emirates.net.ae or fax: 025543385.
Location: Abu Dhabi
Industry: Engineering & Technical
Contact: 02 5541057

IT Support Assistant

with experience in LAN / WAN, Servers, VB, ASP, required. Email: applications@homegallery.ae
Location: Abu Dhabi
Industry: Information Technology
Email: applications@homegallery.ae

Account & HR Executive

with degree & 3 - 5 years experience, required. Send CV to fikrielle@emirates.net.ae
Location: Abu Dhabi
Industry: Other
Email: fikrielle@emirates.net.ae

Electronics Engineer

with 2-3 years experience in structure cabling, reqd. Send CV to 02-4418833 / career@safetico.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: career@safetico.com
Contact: 02-4418833

Civil Engineer, with 3 years experience, required for a company. Email your CV to: talentsearching@gmail.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: talentsearching@gmail.com

Graphic Designer required for a company. Email CV to: abdulaziz@etisal.ae
Location: Abu Dhabi
Industry: Information Technology
Email: abdulaziz@etisal.ae

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

Secretary cum Receptionist

English / Arabic speaking, with 3 yrs. experience, required. recruitment.agro@gmail.com

Location: Abu Dhabi

Industry: Secretarial & Office

Email: recruitment.agro@gmail.com

Document Controller / Administrator required. Email: hurecv@gmail.com

Location: Abu Dhabi

Industry: Secretarial & Office

Email: hurecv@gmail.com

FEMALE TELE-MARKETERS

A Company In Abu Dhabi Urgently Requires: * FEMALE TELE-MARKETERS - Fluent in English & with good communication skills Send CV to: Email: apply@haward.org

Location: Abu Dhabi

Industry: Information Technology

Email: apply@haward.org

Civil Engineer, male, with exp. in swimming pools & landscaping, reqd. in Abu Dhabi. Email:

nirmala1101@gmail.com

Location: Abu Dhabi

Industry: Engineering & Technical

Email: nirmala1101@gmail.com

Secretary

Indian, male, with accounting & IT degree, reqd. in Abu Dhabi. Email CV with photo to:

nirmala1101@gmail.com

Location: Abu Dhabi

Industry: Secretarial & Office

Email: nirmala1101@gmail.com

Architectural Draftsman

with 2 to 3 years experience, required for a company. Send CV to: info@gcd2u.com

Location: Abu Dhabi

Industry: Engineering & Technical

Email: info@gcd2u.com

AutoCAD Draftsman

with 2-3 years experience, required for a company. Send CV to 02-6451133 / info@gcd2u.com

Location: Abu Dhabi

Industry: Engineering & Technical

Email: info@gcd2u.com

Contact: 02-6451133

Secretary

with experience and knowledge of MS Office, required for a Co. Send CV to 02-6451133 /

info@gcd2u.com

Location: Abu Dhabi

Industry: Secretarial & Office

Email: info@gcd2u.com

Contact: 02-6451133

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

ESL Teacher, full-time, preferably a native English speaker, on husband's / father's visa, reqd. Fax CV to 02-6418123.

Location: Abu Dhabi

Industry: Education

Contact: 02-6418123

Purchaser for a hypermarket required

with minimum 3 years experience as a Purchaser in hypermarket field. Send your CV to: hr@yellowduckuae.com

Location: Abu Dhabi

Industry: Other

Email: hr@yellowduckuae.com

MEP Draftsman

with 5 years experience in design and shop drawing production, required. Email CV to: hr@neo.ae

Location: Abu Dhabi

Industry: Engineering & Technical

Email: hr@neo.ae

PRO

Female, on husband's / father's visa, required for a company. Email your CV to: abdulaziz@etisal.ae

Location: Abu Dhabi

Industry: Other

Email: abdulaziz@etisal.ae

BLS Instructor, certified, with HAAD license, required. Email your CV to: elena@vctme.com

Location: Abu Dhabi

Industry: Medical

Email: elena@vctme.com

Qualified GCSE, **Maths & General Science teacher**, required for British curriculum, on transferable visa. Send CV + photo to mazco@eim.ae

Location: Abu Dhabi

Industry: Education

Email: mazco@eim.ae

Civil Engineer

degree holder, with 8 years relevant experience, required. Email CV to: princess@kf.ae

Location: Abu Dhabi

Industry: Engineering & Technical

Email: princess@kf.ae

Civil Engineer,

with 6 years UAE experience, required for a contracting company. Send CV to seapal@live.com

Location: Abu Dhabi

Industry: Engineering & Technical

Email: seapal@live.com

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

QS (any nationality), 5 years experience, required for a project management company in Abu Dhabi and to manage a project in Beirut. Email CV to: mark.gil@cpmoverseas.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: mark.gil@cpmoverseas.com

Female Secretary

preferably Indian/Pakistani/Iranian/Russian.
Visa and accommodation provided. Email CV with recent photo to: cv4jobdubai@gmail.com
Location: Abu Dhabi
Industry: Secretarial & Office

Interior Draftsman

2-4 years exp. in Interior Design field, M/F, proficient in 2D & 3D Auto CAD. Send your CV in Word document with latest photo and position in subject line to: company.alwalid@yahoo.com
Location: Abu Dhabi
Industry: Engineering & Technical

Nurse, registered, required for a clinic in Abu Dhabi. Send CV to 02-6716727
Location: Abu Dhabi
Industry: Medical
Email: dr_munzer_shanti@hotmail.com
Contact: 02-6716727

Maintenance Staff required for an hotel apartment. Email: htlsjobad@gmail.com
Location: Abu Dhabi
Industry: Other
Email: htlsjobad@gmail.com

Secretary,

Indian, Female, with experience & good communication skills, required. Fax CV to 02-5514475.
Location: Abu Dhabi
Industry: Secretarial & Office
Contact: 02-5514475

Computer Technician

with experience, required. Call 055-4119091 / email CV to khatri66@eim.ae
Location: Abu Dhabi
Industry: Information Technology
Email: khatri66@eim.ae
Contact: 055-4119091

Electrical Engineer

with experience in water treatment plants, required. Send CV to: kudchikar@jesco.de
Location: Abu Dhabi
Industry: Engineering & Technical
Email: kudchikar@jesco.de

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

Maths & Science Teacher, female, with experience, required in Abu Dhabi. Email CV to asheeind@hotmail.com
Location: Abu Dhabi
Industry: Education
Email: asheeind@hotmail.com

Senior Accountant

with 3 years UAE experience, urgently required. Email CV to: job2009hr@live.com
Location: Abu Dhabi
Industry: Accountancy
Email: job2009hr@live.com

Analytical Instrument Engineer

with 5 years exp. in the oil & gas field, required. Email CV to sysquip@gmail.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: sysquip@gmail.com

Document Controller / Administrator required. Email: hurecv@gmail.com

Location: Abu Dhabi
Industry: Secretarial & Office
Email: hurecv@gmail.com

Receptionist

on husband's visa, fluent in English, computer literate, required for a clinic. Contact 050-6220796.
Location: Abu Dhabi
Industry: Secretarial & Office
Contact: 050-6220796

Document Controller, with experience & familiar in office admin. works, reqd. Email:

headfinanceuae@gmail.com
Location: Abu Dhabi
Industry: Secretarial & Office
Email: headfinanceuae@gmail.com

Instrument Supervisor

with 5 years experience in electrical maintenance, reqd. Email CV to: leilani@alsultan.ae
Location: Abu Dhabi
Industry: Managerial & Supervisory
Email: leilani@alsultan.ae

Human Resources Personnel urgently required for a ship building Co. Email CV to:

angelboy660@yahoo.com
Location: Abu Dhabi
Industry: Secretarial & Office
Email: angelboy660@yahoo.com

Receptionist

with experience, required in Abu Dhabi. Email: texplore@eim.ae
Location: Abu Dhabi
Industry: Secretarial & Office
Email: texplore@eim.ae

Teacher

with experience, required in Abu Dhabi. Email: texplore@eim.ae
Location: Abu Dhabi
Industry: Education
Email: texplore@eim.ae

Urgently Required 1) Accountant : 3 years exp. 2) QA/QC Engineer: 5 years exp. 3) Secretary: 2 years exp. 4) Cleaning Supervisors: 5 years exp. 5) Civil Engineer / Foreman: 5 years exp . 6) Driver (Light & Heavy Duty Vehicle): 3 years exp. 7) Marketing Exec.: UAE D/L & 3 years exp. Fax CV to: 02-6766398 / Email to: stargroupllc@gmail.com
Location: Abu Dhabi
Industry: Other
Email: stargroupllc@gmail.com
Contact: 02-6766398

Accountant

with 4 years experience in accounting and good communication skills, required. Send CV to 02-5562603.
Location: Abu Dhabi
Industry: Accountancy
Contact: 02-5562603

Graphic Designer & Web Designer

part-time, with experience, required. Email CV to george.ouseph@hotmail.com
Location: Abu Dhabi
Industry: Information Technology
Email: george.ouseph@hotmail.com

Chartered Accountant

Indian / Pakistani, with 10 years experience, required. Send CV to: afrahgeneral@gmail.com
Location: Abu Dhabi
Industry: Accountancy
Email: afrahgeneral@gmail.com

Mechanical Engineer

with estimation knowledge, required. Please email applications to: mub4oil@gmail.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: mub4oil@gmail.com

PRO

with thorough knowledge of labour and immigration rules, required. Send CV to 02-6762269.
Location: Abu Dhabi
Industry: Other
Contact: 02-6762269

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

Accountant

with 2-3 years experience, required for a company. Please send CV to: hralmalki@hotmail.com
Location: Abu Dhabi
Industry: Accountancy
Email: hralmalki@hotmail.com

Software Programming Instructor

full time, required for a computer institute. Email CV to: sam@igtech.in
Location: Abu Dhabi
Industry: Information Technology
Email: sam@igtech.in

MEP Draftsman

with 5 years experience in design and shop drawing production, required. Email: hr@nco.ae
Location: Abu Dhabi
Industry: Engineering & Technical
Email: hr@nco.ae

Document Controller

with at least 3 years experience and Aconex knowledge, reqd. Email: adelia@surbana.com
Location: Abu Dhabi
Industry: Secretarial & Office
Email: adelia@surbana.com

IT Network Engineer

MCSE / CCNA certified, with 3 years exp. & a valid UAE D/L, reqd. Send CV to:
hrauhuae@gmail.com
Location: Abu Dhabi
Industry: Information Technology
Email: hrauhuae@gmail.com

Mechanical Engineer

graduate, with 10 years experience, required. Email CV to epsshr@gmail.com
Location: Abu Dhabi
Industry: Engineering & Technical
Email: epsshr@gmail.com

Administrator

Female, required for a company. Email CV to chatskie.hrp@hotmail.com
Location: Abu Dhabi
Industry: Secretarial & Office
Email: chatskie.hrp@hotmail.com

PROCUREMENT ENGINEER – Dhs 16,000/-. A well known company in Oil and Gas requires a Procurement Engineer with five years experience for their operations in Abu Dhabi. Will be responsible for Soliciting quotations from approved bidders, Bid and Vendor evaluation, handling techno-commercial negotiations with suppliers and establishing contract terms, coordinate and follow-up with suppliers for deliverables. Should have an engineering degree and must be excellent in communication. Register/apply online at: www.nadia-me.com | (16/06), (Ref - 5241/AU). NADIA - Creating Success is our Business - Call 8006236.

Location: Abu Dhabi

Industry: Engineering & Technical

Saleslady / Salesman

Required For a Showroom in Abu Dhabi Saleslady / Salesman * Fluency in the English language is required * Least 2-3 yrs. exp. in promotions & sales / customer service * Proficiency in computers is an advantage Interested applicants may submit their resume to Email: showroom.auh@gmail.com

Location: Abu Dhabi

Industry: Sales & Marketing

Email: showroom.auh@gmail.com

Auto Mechanic reqd. for an auto workshop in Mussafah. Contact 02-5512565 / email:

lanie.perfect@yahoo.com

Location: Abu Dhabi

Industry: Auto Industry

Email: lanie.perfect@yahoo.com

Contact: 02-5512565

Sales Executive,

on husbands' sponsorship, required in Abu Dhabi. Email CV to: hr@malecogulf.com

Location: Abu Dhabi

Industry: Sales & Marketing

Email: hr@malecogulf.com

Mechanical Draftsman

with 5 years exp., required for a Co. in Mussafah. Fax CV to 02-5515897 (Ref. No.: MD/10).

Location: Abu Dhabi

Industry: Engineering & Technical

Contact: 02-5515897

Secretary

Indian, female, with experience & good communication skills, required. Fax CV to 02-5514475.

Location: Abu Dhabi

Industry: Secretarial & Office

Contact: 02-5514475

Senior Accountant, BCom, with 8 to 10 years UAE experience in ERP, required in a contracting company. Eligible candidates please e-mail CV to career1234@hotmail.com / jgeorge@sbrgroup.ae

Location: Abu Dhabi

Industry: Accountancy

Email: career1234@hotmail.com

jgeorge@sbrgroup.ae

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

J.Ray McDermott Employment Opportunities in Dubai

Division chief engineer

Overall responsibility for coordinating and supervising the performance of engineering studies, the preparation of installation procedures, and directing the contract related scope of work scheduled in the field. The Division Chief Engineer in the Middle East has additional duties and responsibilities listed separately which can be provided to interested applicants.

LEAD/ SENIOR PROCESS ENGINEER

The candidate should have a Chemical/Petroleum engineering degree with 8 -15 years experience, majority of which should be in the Process design of offshore oil and gas facilities and pipelines. The candidate should be from an EPC or engineering consultancy background.

Other attributes required for the position are as follows:

- Extensive knowledge of codes and standards applicable to the oil industry and on-the-job exposure to the specifications of at least one of the major oil companies.
- Conversant in the usage of Process Design software tools like HYSYS, FLARESIM, PIPESIM, PIPENET, FLARENET, FRED, etc.
- Fully conversant with typical Process deliverables like H&M Balance, PFDs, P&IDs, Design Basis and philosophies, Equipment and Instrument datasheets, SAFE Charts, Process design calculations, providing inputs to other disciplines and vendor data review.
- Fully conversant with process engineering studies like depressurization, blowdown, radiation and dispersion.
- Should have preferably participated in a HAZOP and involved in the close out of action items.
- Preparation of Start-up and Operating Manual
- Exposure to safety engineering functions will be an added advantage.
- Good verbal and written communication skills.
- Contribution towards training of young engineers

E&I COMMISSIONING ENGINEER

REQUIREMENTS:

- Bachelor Degree in Electrical or Instrumentation Engineering or Equivalent
- 3-5 years relevant experience (Engineering, Construction, Pre-commissioning and Commissioning)
- Computer Literate
- Minimum 3 years offshore experience in the oil and gas industry
- Previous involvement in E & I Procedures preparation would be an advantage

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

SENIOR INTERNAL CONTROLS

In this position, you will work with Regional Manager Internal Controls (RMIC) – Eastern Hemisphere to provide internal consulting services to the organization and to assist in meeting corporate internal control requirements as well as compliance with external regulatory standards – Sarbanes Oxley Act provisions.

REQUIREMENTS:

- Business or Accounting Degree – Western educated or equivalent
- Professional Accounting Certification (CPA, CIA) preferred
- Additional certification in Internal Auditing (such as CIA, CISA) would be a plus
- Minimum 5 years experience in Audit, Finance, and/or Accounting
- Demonstrated knowledge of COSO and Sarbanes Oxley Act 2002
- Interpersonal/ intercultural skills
- Finance, accounting and related technical skills
- Excellent oral and written communication with a good command of the English language.

We offer a competitive remuneration package and opportunities for career advancement.

LEAD HOOK UP ENGINEER

J. Ray McDermott Middle East Inc. is a leading international Engineering and Construction Company providing products and services to the offshore oil and gas industry. The Company's regional offices, engineering, fabrication and marine operations are based in the Jebel Ali Free Zone, Dubai, UAE.

ESSENTIAL:

- Bachelor Degree in Mechanical/ Electrical Engineering or Equivalent
- 10 years relevant experience in offshore hook up of oil and gas platforms both onshore and offshore.
- Minimum 3 years in performing construction/ hook up activities on offshore oil and gas platforms
- Minimum 3 years in capacity of Lead Engineer in managing preparation work towards the offshore phase of projects
- Knowledge of planning, materials completions management systems.
- Computer Literate
- Maintain and comply with JRMMEI safety standard at all times.
- DESIRABLE:
- Similar experience in Win PCS (Window based Project Completion System or CMS- Completion Management System) would be an advantage
- High Proficiency in English Language both verbal and written
- Energetic, self motivated and able to work under minimum supervision
- We offer a competitive remuneration package and opportunities for career advancement.

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

OFFSHORE INSTALLATION MANAGER

J. Ray McDermott has immediate openings for experienced and qualified Offshore Installation Managers (OIM). This Senior Management Position undertakes responsibility for the management of the project offshore. The role includes being the primary operational interface onboard with the client, superintendent, engineers and vessel masters in the spread. The OIM shall ensure that operations are completed in accordance with approved programs, procedures and relevant statutory and company policies. Likewise, operations shall be completed in accordance with the necessary contractual and technical specifications.

QUALIFICATIONS

- Preference for former OIMs, Mariners or Construction Superintendents with hookup and commissioning and/or offshore construction.
- Computer literate (proficient with Microsoft Office products).
- At least ten (10) years of substantial related experience is essential, with demonstrable relevant management experience – ideally in a Superintendent type position with international offshore management experience.
- A good overall knowledge of all offshore construction operations supported by a strong foundation in management and leadership capabilities is desired.
- Experience with barge operations and other aspects of subsea construction is a plus.

Interested and available candidates should submit their resume/CV with full details of experience and education qualifications by email to: jraymarinejobs.com . When submitting your resume/CV, please title your email Offshore Installation Manager.

Prospective candidates please respond by quoting the position in the subject line.

Jebel Ali, Dubai, U.A.E.
Middle East Operations
Submit resumes to
jrmrecruiting.middleeast@mcdermott.com

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

Job in Dubai

To Apply visit : <http://www.homegallery.ae/new/careerresults.asp>

	Title	Ref-No	Location	Opening Date	Closing Date
1.	IT Support Assistant	DXB-HG-02	Dubai	7/3/2010	7/17/2010
2.	Account Manager	DXB-HG-05	Dubai	7/4/2010	7/31/2010

HOME GALLERY – JOB DESCRIPTION

JOB TITLE: IT Support Assistant

REPORTS TO: IT Manager

SUPERVISES: None

Summary: conduct all aspects IT user support, Troubleshoot day today LAN/WAN problems and escalate to necessary authority where necessary, Liaise with other IT staff to maintain smooth operation of ICT systems at all times.

Duties;

1. LAN troubleshooting
2. Resources sharing, Print servers, intranet
3. Data backups, Disaster recovery and information archival
4. Provide a point of contact and coordinate with remote IT support staff
5. Help enforcement and adherence to group IT and business policies
6. Ensure availability and usability of business software and systems at all times and demonstrate a clear solutions path
7. Perform software updates and upgrades

Requirements:

- Diploma in IT/ or any relevant field. A+, N+ certification will be an added advantage.
 - Minimum 1 year experience in computer operations in a relatively busy environment.
 - Excellent knowledge of PC/LAN operating systems, Microsoft Windows, experience in supporting windows domain environment administration.
 - Network systems troubleshooting.
 - Good understanding of TCP/IP and IP technology
 - Network resource sharing
 - Hardware and software troubleshooting.
 - Good communication skills.
 - Self motivated and Team player.
 - Shares knowledge and experience and provides helpful advice to others in the office.
-

Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

HOME GALLERY – JOB DESCRIPTION

JOB TITLE: Account Manager – Dubai Branch

GRADE: HG 5

REPORTS TO: Senior Account Manager

SUPERVISES: None

Summary: The Account Manager will make presentations to clients and sign design and job contracts.

Key responsibilities:

1. Contact clients and make presentations to them about the company.
2. Prepare client information and site images and pass the information to other team members for concept development and detailed drawings.
3. Check and study the designs before making presentation to the client.
4. Sign Design Contracts and Job Contracts.
5. Search and research for new ideas, solutions and alternative means to elevate the design process and quality.
6. Keep in contact with the client throughout the project period and address any problems as they arise.
7. Handover the project to the client, including communicating the closure of the project to respective individuals within the organization.
8. Make walk through and quality control of site for execution and project management.
9. Meet the clients at site or in their offices to show the client the company's work and quality.

Required Experience

1. Bachelors Degree or equivalent
2. 3+ Years Experience
3. Excellent Presentation and Communication Skills
4. Computer literate with excellent power point presentation skills
5. Arabic speaker and fluent in English
6. UAE Driving license.

Al Reyami Steel Construction

Design Engineer | Draughtsman | Site Engineer | Structural Fabricator | MIG Welder | Spray Painter (Structural Steel Experience)

Name : Al Reyami Steel Construction Job Posted : 06-July-2010	Design Engineer Draughtsman Site Engineer Structural Fabricator MIG Welder Spray Painter (Structural Steel Experience) Engineers need Minimum 5 years experience (B Tech) Draughts men ITI ? Diploma holder 3 to 5 years Experience. Rest other Experience people added value.(Dhs.1200 to 1750)+ Over Time+ Accommodation. Salary can be negotiated during the time of Interview	Send CV To : prabhu@rtsuae.com Visit Visa and Candidate from outside UAE Can apply Reference : Ramesh Viswanathan
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Ramesh Viswanathan, ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

சேவையின் நோக்கம்

- சேவை செய்யும் போது பலனை எதிர்பாராதே.
- உயர்ந்த இடம் கிடைக்கும் என்ற நோக்கத்தோடு சேவை செய்யாதே.

இந்த நாள் இனிய நாளாக அமைய வாழ்த்துக்கள்.
அனுதினமும் ஆனந்தமாய் வாழ்ந்திட வாழ்த்துக்களோடு,
நன்றியுடன் என்றும் உங்களுக்காக உங்கள் ரமேஷ் (050-5865375)



SOCIAL SERVICE