

Vanakkam, good day. Wish U happy Diwali / Eid

If you think it would be useful for any other friend of yours kindly forward.

PERSONAL SECRETARY

- Location: National Paints Roundabout, Sharjah
- Looking for a fresh candidate, aged 24??25 yrs
- Preferably Indian
- Training will be provided
- Salary: AED 3000 + transport and accommodation also provided if required
- Timings: 9:00am - 6:00pm (6 days a week)

Interested candidates, please email your CVs to Shirley Vaz at shirleyvaz@rediffmail.com

TEMP ACCOUNTANTS

Profile: Payables background

Duration: 6 months

Salary: AED 6000

Gender: Preferably male

Interested candidates, please email your CVs to Odelia Coutinho at Odelia.Coutinho@gmail.com

INVENTORY CONTROLLER

Must have 4-5 years of gulf experience in the field of hydraulics, hydraulic equipments and power transmissions for a company based in Jebel Ali.

Interested candidates, please email your CVs along with your salary expectations to Shivananda Salian at shivananda.salian@gatesfleximak.com

IMPORT & EXPORT COORDINATOR (TEMP)

Duration: 3 months

Under the supervision of the Logistics Manager, the Import & Export – Coordinator will ensure timely clearance of incoming and outgoing shipment, analyse, recommend and Implement the Most cost effective mode of transportation to various destinations in the area. He will negotiate and recommend contracts for clearing and forwarding. And will also review the letters of credit and recommend amendments where necessary and comply with the required Documentations for the Distributors.

Responsibilities

1) Import:

- Coordinate Documents from Planning for incoming shipment.
- Check the Correctness of Import of Import Documents
- Follow up with the Freight Forwarder/Shipping Line for the Arrival of the vessel
- Authorize & ensure timely clearance of incoming container and liaise with the

W/H

2) Export Documentation:

- Prepare documents for the Letters of Credit for Negotiation
- Prepares Documents for Customers
- Send Documents on timely Basis to the Customer for Shipment Clearance
- Maintain Export Files for Internal/Customs Audit
- Checks letters of Credit and recommends amendments where necessary
- Sign the invoices

Requirements

- Excellent Interpersonal & communication skills
- Experienced in Handling Letters of Credit independently
- Experience in Clearing, Forwarding & Shipping Line activities
- Knowledge of Customs Documentation
- University Degree in Commerce with a min of 4 Years experience in the Field
- Candidates on husband's/ father's visa are encouraged to apply

Salary: AED 10,000 per month

Interested candidates, email your CVs to Shoble Perumal at shoble@congruushr.com

PAYROLL ADMINISTRATORS

A multinational company in Dubai ?? UAE is looking to hire capable Financial Graduates to perform Payroll Administrators role, payroll functions on SAP which includes processing payroll, checking accuracy of taxes and pension, developing various reports, maintaining confidential payroll records, and collation of financial information used in audits.

Responsibilities

Maintaining payroll information by collecting, calculating and entering data, Updating payroll records and maintaining payroll files, employee updates, sick leave payments, benefit adjustments, assisting with payroll, overtime and bonus audits.

Maintaining records and filing system in a confidential manner. Resolving payroll discrepancies by collecting and analyzing information. Providing payroll information by answering employee questions and requests. Maintaining payroll operations by following Company policies and procedures. Report any needed changes. Other duties as assigned.

Requirements

Should hold a Bachelor Degree in Accounting with 5-6 years of experience in a computerized accounting environment, SAP ERP platform preferred, preference will be given to personnel having UK/Australian Payroll and Tax knowledge.

Salary: AED 9000 to 9500 + Family medical insurance, annual vacation and ticket.

Interested candidates, email your CVs to cvdeposit@yahoo.com

OPERATIONS MANAGER

A leading commodities and trading company, is currently seeking to recruit an Operations Manager to be based in the UAE. You will plan and coordinate all operations of execution in Middle East area. Organize, supervise and report all international flow in coordination with organization's execution team at origin.

Be the link between execution hubs at origin, execution team and traders in Middle East.

Other responsibilities ·

- Organize, supervise and report all domestic execution operation in Middle East
- Build up processes in coordination with Execution teams at origin, execution, trading, control team in Dubai
- Monitor process, and ensure that information flows smoothly between execution hubs, Dubai team and customers. Support in case of issues
- Manage the Dubai execution team and ensure correct and timely work by local team within the process
- Organize process for the domestic operations in Middle East to ensure efficient operation and accurate controls
- Monitor the flows to ensure accuracy in contracts, stocks, movements, costings and correct data flow to finance
- Manage the domestic execution team
- Ensuring the cover of International and Domestic cargo insurance
- Reporting of monthly cargo declarations to Company's Office in Geneva
- Liaison with other Organization's offices in respect of operations and logistics
- Responsible for the necessary liaison with Government departments
- Ensure that the necessary documented operating work process/procedures are in place
- Responsible for development and coaching of employees
- Insure back up of member of the team during their vacation
- Ongoing performance management (KPI)

Requirements

The successful candidate should hold a University Degree with minimum of 5+ years experience in International Trade Operation and 3+ years experience as Manager and in a process oriented position preferably in the Agricultural industry.

Superior interpersonal and leadership skills with the ability to drive organizational change along with the ability to organize multiple responsibilities, prioritize workload and perform multiple tasks simultaneously will be essential for this role.

Proficiency in computer applications MS Office is mandatory. Excellent communications skills in English is a must and Arabic would be an added advantage. In addition, you must be able to identify/control weaknesses and implement process improvements.

Flexibility in Travelling in the Middle Eastern Region, including Iran, Pakistan and Yemen is required. If you are a self starter and able to work independently then this is the job for you!

Package offered: is open for discussion depending on your qualification/experience and turn out of your interview. Location: UAE
Interested candidates, email your CVs to Florendo Padilla florendo.padilla@manpower-me.com

ACCOUNTANT (FEMALE)

Nationality: Filipino only

- Candidate should be from an accounting background (with at least 2 years experience)
- Should possess good MS office skills, excel in particular
- Navision system knowledge is an absolute must
- Candidate should be a self starter and should be able to work with minimum supervision at times when required
- BIG 4 experience is preferable but not a must
- Should have a working experience in managing AP, Bank recs, Cash management, Balance Sheet file etc
- Should possess good inter-personal and communication skills and be a team player

Salary: AED 8000

Interested candidates, email your CVs to Jubal Rodrigues at jubal89@gmail.com

EXECUTIVE SECRETARY

Salary: AED 8000

Must be female

Tasks

- Arranging meetings
- Taking the minutes of the meeting
- Diary management
- Business correspondence

Interested candidates, email your CVs to Jubal Rodrigues at jubal89@gmail.com

VARIOUS VACANCIES (Filipino)

1) Personal Assistant / Executive Secretary

Filipina, with UAE experience working as PA preferably in a Trading business firm, Proficient in English both Oral & written communication, Articulate, confident, good in presentation, well verse in organizing tasks, with knowledge in Shorthand/ Stenography preferred but not required.

Salary range: AED 5,000-6,000

Send CV to jobs@jobtrackme.com

2) HR / Admin Assistant / Receptionist

Filipina, Proficient in English both Oral & written communication, Articulate, confident, good in presentation, organized, creative, with call centre experience preferred but not required.

Ramesh Viswanathan (Social Service) ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

Proficient in Microsoft Word, Excel & Windows application.
Excellent computer skills. Salary range: AED 2,500-3,500
Send CV to jobs@jobtrackme.com

Customer Service

Filipina, with call centre experience preferred but not required, Proficient in English both Oral & written communication, good in presentation, Articulate, confident, organized, Proficient in Microsoft Word, Excel & Windows application.
Excellent computer skills. Salary range: AED 2,500-3,500 Send CV to jobs@jobtrackme.com

Junior Accountant

Filipina with minimum 2-3 years working experience in Accounts, well versed in handling accounts payable and receivables Excellent computer skills.
Salary range: AED 4,000-4,500 – Send CV to jobs@jobtrackme.com

Bilingual Secretary

Arabic & English fluency is required. With gulf experience as PA/ Executive Secretary in a trading company preferred but not required, confident, articulate, Excellent computer skills,
Salary range: AED 5,000-7,000

Location: Sharjah, Industrial Area 2

Working Days: Sunday to Thursday ?? from 8am to 5pm. Saturday (half day) from 2pm to 6pm

Day off: Friday

Interested candidates, email your CVs to Simon D'Souza at jobs@jobtrackme.com

PURCHASING CLERK

A reputed retail business group in Dubai is looking out for a Clerk for their Purchasing Department.

Salary: AED 4000 - 5000

Candidates should be comfortable with performing arithmetic calculations and should be proficient in computers. Candidates with around 2 +years of job experience will be preferred, Candidate must possess good communication & interpersonal skills.

Interested candidates, email your CVs to Nitesh Monteiro at recruitment.bme@mohebi.com

SALES ASSISTANT / SALES SUPPORT

Qualified candidates must have the following:

- 1) Relevant working experiences with Airlines or Travel agency.
- 2) Good Command on English and knowledge of Arabic is advantageous.
- 3) Presentable, energetic, cordial, Polite, Self Motivated, Team Player, and willing to work in pressure.
- 4) Preferable Philippines / Indian National.
- 5) Salary for experienced staff AED 6,000-6,500

Interested candidates, email your CVs to czdubai@csair.ae

SECRETARY (INDIAN)

MBR World Wide Group

Looking for an Indian Secretary with 2-3 yrs of experience

Please send CVs to Jessy Lobo at jessy@mbrworldwide.com

VARIOUS (VAR HR CONSULTANCY)

1) Accountant

- 3+ years of experience in Tally
- Good communication skills
- Preferable from service industry
- Experience in building accounts till audit
- Salary: AED 4000

Please send CVs to Kevin Rodrigues at varhrm@gmail.com

Van Sales Supervisor

- Be responsible for van sales operations of mobile phones throughout UAE.
- Lead a team of van sales executives to achieve sales targets.
- Be responsible for day to day van operations by ensuring team follows fixed journey plans.
- Ensure coverage of all potential customers in the assigned territory
- Ensure servicing of the customer base on a daily or weekly basis
- Relationship management with the customers and proper MIS reporting Requirements:
- About 3-4 years relevant experience in the telecom industry in UAE is a must in mobile van sales operations.
- Strong analytical mind with high level of maturity
- Self-driven and result oriented and able to lead a sales team
- Valid UAE license
- Good communication skills and computer literate and up to date on mobile industry trends.

Please send CVs to Kevin Rodrigues at varhrm@gmail.com

Van Sales Executives

- Sell mobile phones and accessories to dealer market as per journey plan area wise in UAE.
- Achieve sales targets as per the region.
- Ensure servicing of the customer base on a daily or weekly basis
- Relationship management with the customers and proper MIS reporting

Profile:

- About 3 years relevant experience in the telecom industry in UAE.
- Passion for selling and pushing products to dealers
- Self-driven and result oriented

Ramesh Viswanathan (Social Service) ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

- Valid UAE license
- Good communication skills and computer literate and up to date on mobile industry trends.
- Ability to speak in Tamil, Malayalam, English & Hindi.

Please send CVs to Kevin Rodrigues at varhrm@gmail.com

VARIOUS (MANPOWER MIDDLE EAST)

Senior Office Administrator

Location: Abu Dhabi

Industry: Oil and Gas

Requirements:

- Female Bi-lingual candidate
- With at least 5 years work experience in oil and gas
- Either worked as a technical assistant / office administrator
- A degree holder / preferably with an engineering background
- Knowledgeable of technical terminologies in oil and gas
- Willing to work from 9AM to 6PM, Sunday to Thursday

Legal Secretary

- For an international law firm in Dubai
- Female candidate with strong command of English language
- At least 2 years of work experience as a Legal Secretary
- Strong familiarity of UAE law terminology is highly needed
- Strong typing speed - min of 60GWAm
- Experience in audio typing is a must
- Willing to work from 9AM to 6PM
- Willing to work with a team of lawyers
- Even candidates based outside UAE are welcome to apply

Assistant Legal Counsel

- For a local group of companies in Abu Dhabi
- Female Bi-lingual candidate preferably, Lebanese
- Law degree graduate
- Have at least a total of 5 years work experience in the same capacity
- Have at least 2 years of work experience in the UAE in a real estate and property industry is a must
- Strong familiarity in UAE laws and systems needed
- Have experience in making legal researches and translations
- Able to draft legal documents
- Able to represent in courts

Assistant Legal Counsel

- For a local group of companies in Abu Dhabi
- Male bi-lingual candidate

Ramesh Viswanathan (Social Service) ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

- Law degree graduate
- Have at least 2 years of work experience in the UAE
- Strong familiarity in UAE laws and systems needed
- Have experience in making legal researches and translations
- Able to draft legal documents
- Able to represent in courts

Administrative Assistant (Emirati National only)

- For a healthcare organization in Abu Dhabi
- With at least a year of experience in administration
- Strong command of English language
- Willing to work from 8AM to 5PM, Sunday to Thursday
- Salary package is AED14,000 to AED16,000

Executive Secretary (Emirati National only)

- For a healthcare organization in Abu Dhabi
 - with at least 4 years of work experience in the same capacity
 - strong command of English language is needed
 - willing to work from 8Am to 5PM, Sunday to Thursday
 - Salary package is AED18,000 to AED22,000
- email your CVs to floendo.padilla@manpower-me.com

Customer Service Manager (Emiratization)

- For a telecommunication company in Abu Dhabi
- Open to different nationalities
- Have at least 8 years senior management experience
- Note this is not a Recruitment position; client needs someone from the Senior Management
- Experience in handling employment of Emirati nationals
- Knowledgeable in telecommunication
- Have experience in business development
- Salary package is AED40,000 to AED55,000

Candidates interested in the **above 7 positions**, email your CVs to Floendo Padilla at floendo.padilla@manpower-me.com

SALES CONSULTANT

One of the largest Insurance brokerage firms in the Middle East urgently requires Sales / Insurance consultants, full time to sell financial products and services.

Details:

- Minimum 4 years experience in sales.

Ramesh Viswanathan (Social Service) ramesh_vis@hotmail.com, rameshvis@gmail.com, +971 50 5865375

- All employee benefits, health insurance card, life insurance cover, a place to sit in the office, laptop etc provided.
 - No basic salary however based on interesting commission structure. Commission based on the percentage of the annual sales premium.
 - Advance AED 7000 per month and achieved sales commission paid over the advance given.
 - Provided 3 weeks training on joining and continuous training and development every week.
 - An average employee in the company after the completion of one year earns above \$10,000/- a month
- Oldest insurance company in Middle East.
 - Offices in Abu Dhabi, Dubai, Bahrain and Qatar.
 - Office timings from 9.00 to 6.00, Sunday to Thursday.
 - Office at Emaar Square behind Dubai Mall.
- Please email your CVs to dxbsalesjobs@gmail.com

VARIOUS (JOB TRACK)

Sales Executive

Required for Kuwaiti based Company. Graduate, 25 ?? 35 years, knowledge about liaising with Shipping line, Road Transport, airport/seaport/ and customers. UAE Driving License and NOC required. Salary AED 8000 + Incentives
email your CVs to Simon D'Souza at jobs@jobtrackme.com

Procurement Executive

Graduate with 2 years experience in handling purchasing procedures & UAE Food Provisions markets. Monitor inventory & handle invoicing & Orders.
Good communications skills. Visit Visa candidates will be given preference.
Salary AED 2,500 + Accommodation + Food.
email your CVs to Simon D'Souza at jobs@jobtrackme.com

Data Entry Operator

Graduate with 2+ years experience, excellent PC skills, Good knowledge of Excel - Conditional Formatting, V-Lookup and Pivot Tables.
Salary 3,000 + Annual Benefits
Candidates interested in the above 3 positions,
email your CVs to Simon D'Souza at jobs@jobtrackme.com

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)

