



# Ittefaq Recruiting Agency

Overseas Employment Promoters

OEP Lic. #  
**0923/LHR**

## Company Profile





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### About the Company

It is a pleasure to introduce our firm, Ittefaq Recruiting Agency, holding Lic. No. MPD-0923/LHR. We are Overseas Employment Promoters dealing in skilled and unskilled manpower supply according to the demands of our Principal.

Being renowned protector fully conversant with the procedures pertaining to Visa formalities etc, we are familiar to the process of documentation to get clearance from overseas concerned departments and all the channels within the Interior Ministry of Saudi Arabia. We organize interviews and tests of the candidates according to the wish and satisfaction of our Principal. We are having at our panel government approved medical specialists for fool-proof health report after selection of the workers.

We have skilled workers and managerial personnel of all major trades, like electrical, mechanical, computers, civil, medical, agriculture, fabrication, carpenter, etc. Our workers and personnel are serving in several multi-national organizations, providing complete satisfaction to our clients regarding their skills and hard working.

Our professionals specialize in identifying Right People for the Right Job. We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the all staffing needs within the shortest time frame. We have the necessary infrastructure in place to tap into the global talent pool, hiring skilled labors for various projects across the world.

#### Our Approach

We adapt best practices to facilitate sourcing, validating and evaluating profiles to deliver candidates of the required skills and caliber to the clients. Based on the requirement of the job profile, we search for candidates from our database and also advertise in newspapers as well as online job portals.



## *A Message by the Chairman*



I have the pleasure to introduce my organization as a trusted manpower recruitment agent of Pakistan. Our sincerity and dedicated services blended with highest standard of professionalism has earned global recognition, trust and confidence.

Owing to our professional experience, our performance and firm commitments in terms of quality services and time period, has been greatly acknowledged and admired by our clients. Client satisfaction being the core objective of our organization, has contributed a lot to our success for being one of the most reliable overseas employment promoter firms.

Our staff have made us proud with their sincere efforts and hard work. Ittefaq Recruiting Agency has its reputation in placing Professionals, Technicians, Skilled nad Semi-Skilled workers. The company began with one goal in mind that is to serve our esteemed clients with a level of care and expertise rarely found.

Overseas employees are one of the most important features in national economic development and Government of Pakistan has never neglected this aspect. The radical and revolutionary policies of the government are a vital proof of it. The facilities and the steps that government is providing for manpower export are really praiseworthy.

Other than the government, the main helping force behind this export is the Honorable Ambassadors and the High Commissioners of the countries which need Pakistani manpower. It is only because of their valuable help and efforts that from the receipt of the demand letter from our valuable clients till the departure of required persons we face no difficulty. Their respective embassies and the officials are always available for the smooth visa processing.

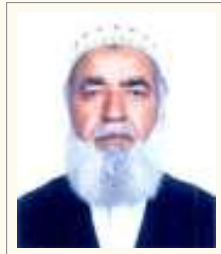
**Rana Kashif Hameed**  
Chairman



## *The Management*



**Rana Kashif Hameed**  
Chairman



**Rana Abdul Hameed**  
(Late)  
Founder



**Rana Ghulam Mustafa**  
H.R. Manager



**Rana Atif Hameed**  
H.R. Manager



**Muhammad Akram**  
Manager Travels



**Zamir Abbas**  
Manager Recruiting



**Miss Anna Younas**  
Computer Operator



**Waqas Ahmad**  
Computer Operator



**Ibrar-ul-Haq**  
Computer Operator



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### *Services We Offer*

Our mission is to provide our clients and candidates with tremendous Overseas Manpower Recruitment Employment Services based on mutual trust and the highest professional standards driven by quality and cost consciousness. Our Manpower Overseas Recruitment Employment Services division tends to develop true partnerships with our clients in order to fully understand their business goals and needs.

Ittefaq Recruiting Agency has been in the forefront of providing specialized Human Resources at all levels in the areas of Engineering, Construction, Information Technology (IT), Telecommunication, Healthcare, Finance, Banking, Fast Moving Consumer Goods (FMCG), Oil & Gas Industry, Retailing and Hospitality besides a large section of services Industry sectors.

#### **Industries We Serve**

We are specialized in providing manpower recruitment services and placement consultancy services that are scalable and cost-effective. Our manpower recruitment agency is positioned to provide complete staffing solutions to a variety of organizations engaged in multifarious activities. Some of the industry, we have been catering to are as follows:

- Construction Industry
- Oil and Gas industry
- Information Technology
- Finance and Marketing
- Hotel Industry
- Furniture Industry
- Telecommunication
- Healthcare
- and all other major trades



## Recruitment Procedure

### Principal's Demand

On receipt of your requirement, we seek permission from Protector of Emigrants to avoid every possible in discrepancy.

### Advertisement

Following this, we advertise nationwide using press media, electronic media and internet. For this purpose, we have appointed M/s Companion Advertising & Marketing. The advertisement would be designed in accordance with the requirements of the employer.

### Interviews & Tests

We short list the applicants and issue calls for interviews and trade tests. We carryout trade tests at our own trade test centers which are fully equipped with latest machinery and the relevant accessories. If our Principals desire we include them or their representatives in the interview panel. The trade tests are conducted under the invigilation of technical expertise.

### Introduction to working conditions

In order to update the personnel about working conditions, rules and regulations, climate, law and jurisdiction of the country, we arrange exclusive and special sessions for the candidates. Lectures and important notes are delivered and information is offered through our audio-visual library.

### Medical test and inoculation

Changing climate and geographical conditions around the world demand for constant health vigilance. We carry out strict medical checkup at laboratories, hospitals and medical centers approved by the concerned country. After clearance, inoculation is carried out. These preventive measures ensure maximum health and safety assurance by our company.

Qualified doctors would conduct this examination. Their written reports would be sent to the employer.

### Service Agreement

To avoid any legal claims/dispute, the LMS, would stress upon the employer and the candidates to sign a Foreign Service agreement. This agreement is usually in line with laws if any, operating in the country of origin as well as employment. In addition, this document can include any special condition(s) that may be prescribed by the employer within the legal framework of the country of origin or employment.



## *Recruitment Procedure*

### **Clearance**

We take serious steps in the selection of suitable candidates, verification of their records before sending them to our employers. In addition to these, our agency has qualified staff to carry out documents, relevant paper works for clearance from Labour Ministry as per Pakistan Labour Law. This process ensures that we guarantee the quality manpower.

### **Reservation & Ticketing**

We have congenial links with PIA, Saudi Arabian Airlines, Gulf Air and other leading airlines. In fact, we are always in a better position to offer our services to our workers by faster, accurate and prompt reservations and in-time dispatch with a professional touch.





## *Training Procedure*

Delivering quality training is the key to success for any company. In today's competitive market hunting quality trainers in time is highly challenging. But complex procedures, fast growing corporate technologies, rapidly changing market demands and tight deadlines are the biggest challenges. We offer you the best of services that would make your dreams come true. Our initial steps for the training of the workers and personnel are:

- Briefing regarding terms and conditions of service by Overseas Employment Promoters.
- Briefing on the climate, social, customs, traditions and Labour laws of the host country, Dos & Don'ts while abroad and voluntary willingness of the emigrant to serve abroad.
- Briefing by Protector of Emigrants on terms & conditions of service as given in employment contract.

Our company has established its own full-fledged training class run by a senior professional expert. Classroom lectures, role-play exercise and assignment specific training carry out training. Based on experience on the basic guarding skills, they are taught the rudiment of First Aids, Fire Fighting and self-defense. Industrial and commercial security training is also conducted to cover client's specific requirement.





## *Prerequisites*

- Make sure that the resume is detailed and descriptive.
- All the details about your skills, jobs and experience are specified.
- Includes your contact numbers.
- Includes correct information about your present and permanent addresses.
- Be sure that you meet all the criteria before applying for a specific job.
- Make sure that you have all the relevant documents before applying.





## **Ittefaq Recruiting Agency**

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### **Head Office:**

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### **Branch Office:**

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### **Contact (Saudi Arabia)**

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