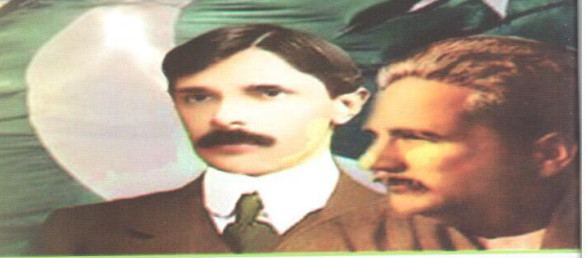


OEP Licence No: MPD/ 2567 / LHR

# Welcome

To  
Al-Siyaf Manpower





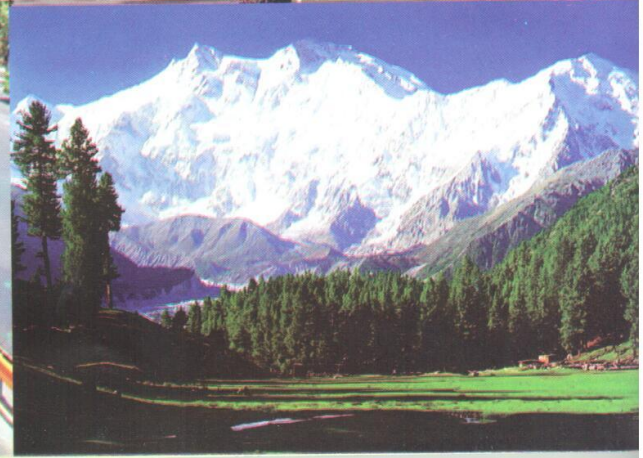
## About Pakistan

Pakistan, a leading developing Islamic Republic which has a very positive and active contribution in establishing a strong sense of Muslim Brotherhood and upholding its image for the world peace since the time of its inception.

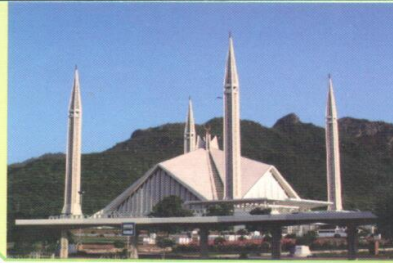
Pakistan, a densely populated country having variety of cultures and traditions but strong sense of National Unity. Pakistan's economy is mostly attributed to the agriculture and Agro-based industries. Apart from that, industrial sector is also playing a vital role for re-building and strengthening its economy on sound grounds. The highly skilled and trained workers are available from the aforesaid sectors; also pay a major role for earning valuable foreign exchange whenever they are provided opportunity to work abroad. That's why most of the friendly countries preferred to meet all of their manpower requirements from **Pakistan - Homeland of GOLDEN HAND WORKERS**

Pakistan has a large number of universities, colleges and technical training institutes which are spread all over the country. These institutions have produced numerous trained workers capable of undertaking any kind of modern and sophisticated jobs with utmost perfection.

In Recent Years, million of Pakistan workmen are engaged in setting up of important projects in various countries and have shown remarkable results in the field of elementary in acquiring intermediate and advanced technologies. Their natural attitude and hard work have earned them enviable reputation abroad. And, their devotion towards their duties and willingness to work under adverse circumstances has always been widely acknowledged.







## Fact file of Pakistan

- **Full name:** Islamic Republic of Pakistan
- **Population:** 184.7 million (UN, 2010)
- **Capital:** Islamabad
- **Largest city:** Karachi
- **Area:** 796,095 sq km (307,374 sq miles),
- **Major languages:** English, Urdu, Punjabi, Sindhi, Pashto, Balochi
- **Major religion:** Islam
- **Life expectancy:** 68 years (men), 68 years (women) (UN)
- **Monetary unit:** 1 Pakistani Rupee = 100 paisa
- **Main exports:** Textile products, rice, cotton, leather goods
- **GNI per capita:** US \$1,020 (World Bank, 2009)
- **Internet domain:** .pk
- **International dialling code:** +92





## About Us

**Al Siyaf Manpower Services (ASM)** is based in the city of Lahore, also known as the Heart of Pakistan. The Manpower Recruitment Agency was established in 2008. Our Overseas Employment Agency is recognized by the Government of Pakistan and is a member of the Pakistan Overseas Employment Promoters Association (POEPA). Our Manpower Recruitment Agency is regarded as among the Best Overseas Employment Promoters in Pakistan.

Our Overseas Manpower Agency is a government Licensed Overseas Employment Promoter in Pakistan and holds Employment Agency License No. 2567/LHR, 2008 issued by the Ministry of Labor, Manpower and Overseas Pakistanis, Government of Pakistan. Our Staffing Agency has been offering excellent Manpower Employment Services and Staffing Services to many satisfied companies around the world, particularly the Middle East over the last 4 Years.

Our manpower recruitment agency has had the privilege of sending very educated, talented and hardworking manpower and in the process has not only brightened the future of employees but also earned the goodwill and appreciation of overseas employers. **Al Siyaf Manpower Services** has earned the reputation as a winning employment agency of Pakistan with a very clear and successful track-record spread over the last 4 Years. There have been no complaints, grievances or disputes from either the employers or employees or the government.

### Instructions and Conditions

1. The licensee shall carry this licence on his person whenever engaged in any work under Emigration Ordinance, 1979, and the rules made thereunder and shall produce it on demand by a bonafide person including the emigrant's employers in foreign countries and any official of the Government of Pakistan in Pakistan or abroad.
2. Any licensee who causes, or assists in, the emigration of any person in contravention of the provisions of the Emigration Ordinance, 1979, or the rules made thereunder, shall be punishable in accordance with the law.
3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more of the following measures:-
  - (i) suspension of licence;
  - (ii) cancellation of licence;
  - (iii) forfeiture of security money in part or full; and
  - (iv) prosecution in a court of law under the said Ordinance and the Rules.

### OVERSEAS EMPLOYMENT PROMOTER'S LICENCE RENEWAL (Not-transfer [See rules 7 and 8])



Licence No. 2567/LHR issued on 10-07-2008  
authorising Mr/Miss/Mrs. **MUKHIAH HUSSAN**  
of Messrs. **AL-SIYAF**  
**MANPOWER SERVICES**

whose photograph is affixed above, authorising him/her to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the Emigration Rules, 1979, is hereby renewed for the period **1st JAN, 2013 to 31st DEC, 2015**

ISLAMABAD  
Dated the 18.01.2013

*[Signature]*  
Director General,  
Bureau of Emigration and  
Overseas Employment,  
Ministry of Human Resource  
Development  
Government of Pakistan





OEP Licence No: MPD/2567 / LHR



## Chairman Message



We take this opportunity to introduce our Agency by the name of M/S Al-Siyaf Manpower Services (Overseas Employment Promoters) as a Modern, Efficient, Result Oriented, Front Line Overseas Employment in Pakistan.

We are holding valid licence bearing OEP No: 2567/LHR issued by the Government of Pakistan. Our Head Office is located in Lahore.

Pakistan workforce (skilled, semi skilled and un-skilled) is second to none in the world. Our technicians and workers have played major role in the completion of development project in almost all Middle East Countries. In Europe, especially in England, Pakistani manpower has made positive contribution for progress and prosperity.

Should you consider associating us with your projects in the form of sub-contacting, running and administering a workforce, or morally recruitment of manpower, inclusive or exclusive of trade test, in Pakistan, you will always find us prompt and responsive to meet your demands.

Our Results are proven by the number of other recruiters in the market. We have the largest volume of fresh bilingual resumes and huge Data Base of skilled and unskilled workforce, and I'm sure that there is someone who matches your needs among that we have.

I would like to extend my best wishes for success and happiness to all our clients. At long last, recruiting from Pakistan has taken an ethical turn. If you support our objectives, let us support yours.

We assure you to provide the most competent and befitting manpower in all field of the most competitive cost of the best satisfaction of our Principals.

Sincerely Yours,

Al-Siyaf Manpower Services

Mukhtar Hussain

Chairman





## Our Services

### (a) Manpower Consultancy / Advisory

At Al Siyaf Manpower Services, we leverage our unparalleled expertise of professional recruitment principles, along with a deep understanding of local & international manpower recruitment processes, to provide comprehensive H R services & recruitment solutions that maximize our clients manpower potential. These services



revolve around Al Siyaf Manpower Services proven global competencies.

Al Siyaf Manpower Services possess excellent database to provide international placements in all major spheres of employment having experienced staff members with extensive working knowledge of the international industries in Kingdom of Saudi Arabia, United Arab Emirates, Bahrain, Kuwait, Qatar and Muscat.

خدمات القوى العاملة، والاستفادة من خبرة لا مثيل لها مبادئ التوظيف المهنية لدينا، جنبا إلى جنب مع فهم عميق لعمليات توظيف القوى العاملة المحلية والدولية، لتوفير خدمات الموارد البشرية وحلول السياف مان باورسرفسزالتوظيف الشاملة التي تزيد من عملائنا المحتملين القوى العاملة. خدمات القوى العاملة تمتلك قاعدة بيانات ممتازة لتوفير مواضع الدولية في جميع مجالات رئيسيا للعمالة وجود موظفين من ذوي السياف مان باورسرفسز القوى العاملة خدمات الكفاءات العالمية ثبت. السياف مان باورسرفسز هذه الخدمات تدور حول آل الخبرة مع المعرفة العملية واسعة من الصناعات الدولية في المملكة العربية السعودية، الامارات العربية المتحدة، البحرين، الكويت وقطر ومسقط.

The hunt for quality talent can require overseas recruitment of particular skills. In many instances where the ideal candidate has been source, a Work Permit is required. With over one hundred and forty million people, it should come as no surprise that Pakistan is one of the world's biggest talent hubs.

بحثا عن المواهب جودة يمكن أن تتطلب توظيف المهارات معين. في كثير من الحالات حيث كان المرشح المثالي مصدر، يجب الحصول على تصريح العمل. مع أكثر من ١٤٠,٠٠٠,٠٠٠ الناس، ينبغي أن تأتي ليس من المستغرب أن باكستان هي واحدة من أكبر المراكز المواهب في العالم.

Al Siyaf Manpower Services works in tandem with several international recruitment consultancies, assisting with overseas immigration and international work permit legislation advice. Indeed, providing an immigration advice is often a service is offered as part of their recruitment package to prospective and current clients.

القوى العاملة الخدمات جنبا إلى جنب مع عدة استشارات التوظيف الدولي، والمساعدة في الهجرة في الخارج وتصريح عمل المشورة التشريعات الدولية. في الواقع، وتوفير المشورة الهجرة غالبا ما يتم السياف مان باورسرفسز تقديم خدمة كجزء من حزمة تجنيدهم للعملاء المحتملين والحاليين.





## What We Are



## OUR AIMS

- The leading human resources consultants delivering the highest quality from the Pakistan to client across the globe.
- Trusted HR provider to several multinationals.
- High quality and cost effective services.
- Quick turnaround time. Certified and recognized by the Pakistan government.
- Wide network of offices testing covering a population.

## أهدافنا

- كبار الاستشاريين الموارد البشرية تقديم أعلى مستويات الجودة من باكستان إلى عميل في جميع أنحاء العالم
- بالثقة في مجال تقديم الموارد البشرية لعدة شركات متعددة الجنسيات
- عالية الجودة وخدمات فعالة من حيث التكلفة
- سريع - معتمدة ومعترف بها من قبل الحكومة الباكستانية
- شبكة واسعة من المكاتب اختبار تغطي السكان

## OUR MENIFESTO

To provide our valuable clients with the right resources for the right job at a competitive cost with expedient response in selection and testing.

## بياننا

لنقدم لعملائنا قيمة مع الموارد المناسبة لهذا المنصب حق في تكلفة تنافسية مع استجابة المناسب في الاختيار والا اختبار



## ACHIEVEMENTS

## الإنجازات

Placed over 5,000 personal from Pakistan for opportunities in over Gulf Region  
One of the leading, well reputed Govt. Approved agency of the Pakistan.

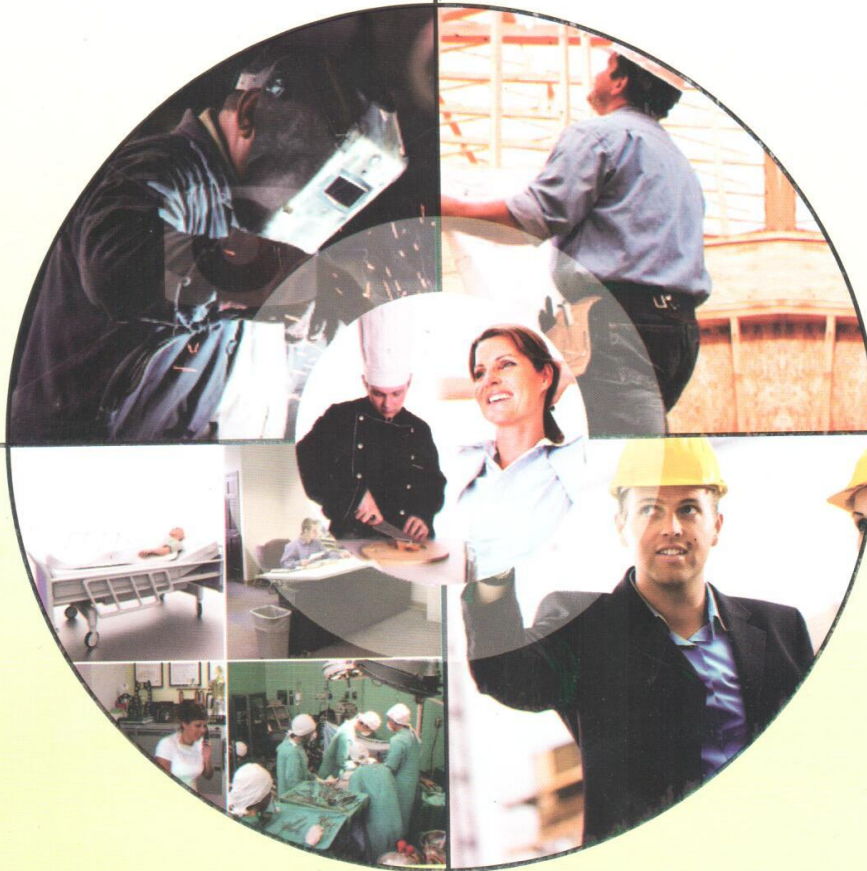
وضعت أكثر من 5,000 شخصية من باكستان عن فرص في أنحاء منطقة الخليج  
واحدة من الشركات الرائدة، ومشاريع سياحية ذات السمعة الطيبة. وكالة معتمدة من باكستان



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## AL-SIYAF MANPOWER SERVICES

لحام  
**Welding**



إنشاءات  
**Construction**

**Hospitality**  
حسن الضيافة

**Engineer**  
مهندس





## Summary of

## Major Trades

## ملخص من الصفقات الكبرى

### ENGINEERS

Planning Engineer  
Contract Engineer  
QA & QC Engineer  
Structural Engineer  
Electrical Engineer  
Civil Engineer  
Architectural Engineer  
Mechanical Engineer  
Electronics Engineer  
Instrumentation Engineer  
Insulation Engineer  
Piping Engineer  
Design Engineer-all types  
Fire Protection Engineer  
Networking Engineer  
Welding Engineer

### FOREMAN

Building  
Carpentry  
Civil  
Construction  
Earthworks  
Electrical  
Garage  
General  
Joinery  
Mechanical  
Piping  
Plant  
Plumber  
Road Works  
Roag Works  
Tank Works

### TECHNICIAN

Electronic Photocopy  
Elevator Pump  
Fire Fighting Instrument  
Laboratory Telecommunication  
Landscaping tion  
Laundry Telephone  
Mechanical

### CIVIL PROJECT

Roadman/Chairman  
Furniture Carpenter  
Mason-Dry Fixing  
Mason All Rounder  
Mason-General  
Mason-Tiles/Ceramics  
Painter Wall/Spray  
Plumber  
Tool Keeper  
Yardman  
Steel Erector  
Sand Blaster  
Pipe Fitter  
Rigger  
Cofffolder  
Insulator  
Ductman  
Fabricator  
Millwright Fitter

### OFFICE/ADMINISTRATION

Admin Clerk  
Admin Manager  
Clerk (Personal I/R)  
G. S. Assistant  
Date Processor  
Document Controller  
Executive Assistant  
Personal Officer  
Planner / Scheduler  
Plant Costing Clerk  
Project Manager  
Purchaser  
Secretary  
Steno Typist  
Safety Officer  
Timer Keeper  
Transport Clerk  
Transport Officer  
Tea Boy  
Camp Boy  
Camp Boss/Administrator  
Quantity Surveyor

### ARCHITECTURE

Architecture  
Draughtsman  
Draughtsman (CAD)

### AUTOMOBILE

Auto Electrician  
Auto Mechanic  
Auto Maintainer  
Diesel Mechanic  
Heavy Equipment Mechanic  
Petrol Mechanic

### OPERATORS / DRIVER

Concrete Plant  
Crane  
Crusher  
Dozer  
Forklift  
Heavy Equipment  
Side Boom  
Heavy Duty  
Light Duty  
Trailer Drivers

### SOFTWARE PERSONAL

Programmers  
P.C. Operators  
Auto CAD Operators

### AGRICULTURE

Farmer  
Gardener  
Landscaping Labour  
Green House Labour

### ELECTRICIAN

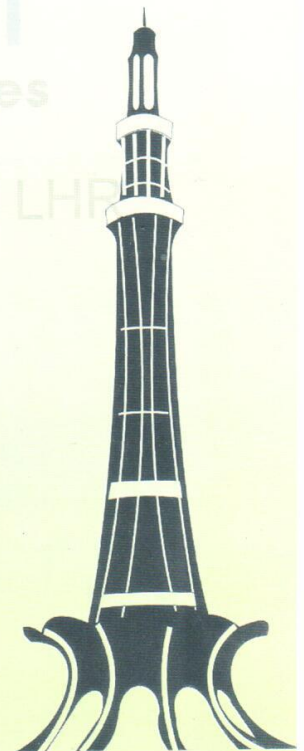
Electrician  
A/C Mechanic  
Electrical Foreman  
Cable Jointer  
HAVC Engineer  
HAVC Foreman  
Electrical Chargehand  
Jointer Labours

### WELDER

Electric Welder (Smaw) Plate  
Electric Welder (Smaw) Pipe  
Tig Welder (Gtaw)  
Mig Welder (Gtaw)  
Multi Welder (Gtaw+Smaw)  
Welding Foreman

### GENERAL

Cleaner  
Labour  
Skilled Labour  
Skilled Helpers  
Tyreman







## RECRUITMENT PROCESS

## عملية التوظيف

We have a well define and documented recruitment process that can be adapted to meet specific client needs.

Our recruitment process start just after receiving the following documents from our client.

لدينا عملية التوظيف تحدد بشكل جيد وموثقة التي يمكن تكييفها لتلبية احتياجات العملاء المحددة  
عملية التوظيف لدينا تبدأ بعد استلام الوثائق التالية من عملائنا



We focus on our client's specific qualitative requirements in each category to reach the required skill, we define a comprehensive search strategy.

ونحن نركز على متطلبات نوعية محددة عملائنا  
في كل فئة للوصول إلى المهارة المطلوبة، ونحن  
تحديد استراتيجية البحث الشامل.

- After receiving requirements, we get the permission from the protector of emigrants Pakistan.

بعد تلقي الاحتياجات، ونحن الحصول على إذن  
من حامي المغتربين باكستان.

- All requirements are advertised in the two main Nationwide Newspapers in Pakistan to get the maximum satisfaction level of the clients.

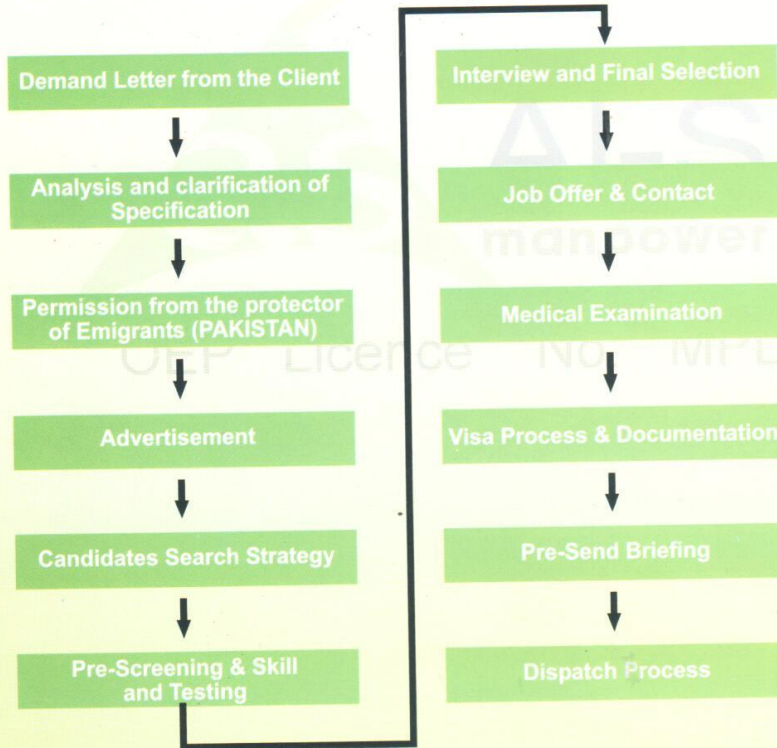
يتم الإعلان عن جميع الاحتياجات في الصحفتين  
على الصعيد الوطني الرئيسي في باكستان للحصول  
على مستوى رضا القصوى للعملاء.

- We evaluate candidates based on testing procedures and standards determined in conjunction with the employer. Our clients are welcomed to observe,

نحن تقييم المرشحين بناء على إجراءات ومعايير  
الاختبار تحدد بالاشتراك مع صاحب العمل.  
ورحب عملائنا للاحتفال،

- conduct or supervise these test at our testing facilities.

إجراء أو الإشراف على هذه التجربة في مرافق الاختبار لدينا.







## Our Major Clients

Many of our current client have been us for almost 10 years.  
Once engaged, we endeavor to develop a deep understanding of each Clients at the highest possible quality level.  
This broucher only highlights some of the past accomplishments of our agency, and shows ability to meet standard and requirement of our clients. Some of our major clients include.

- OMER QASIM AL-ESANI CO.- Saudia Arabia
- AL-FOUAD GROUP OF COMPANIES – Saudia Arabia
- ARAB TECH CO.– Saudia Arabia
- SAUDI BRAZILIAN CO. – Saudia Arabia
- TECHNICAL PROJECT COMPANY – Saudi Arabia
- EL-SEIF ENGG..CONT. EST. – Saudi Arabia/ Qatar
- AL-MABANI GROUP MANAGEMENT –Saudi Arabia
- SAUDICO – Saudi Arabia
- ASSAD SAID CORPORATION –Saudi Arabia
- AL-MASHARIQ TRADING & CONT.–Saudi Arabia
- SHIBH AL-JAZIRAH TRADING – Saudi Arabia
- SWAYEH – Saudi Arabia
- SWAILEM – Saudi Arabia
- CERCON GENERAL CONTRACTORS – Saudi Arabia
- BIN JARALLAH – Saudi Arabia
- AL-HARBI TRADING – Saudi Arabia
- SAUDI MARBLE & GRANITE – Saudi Arabia
- AL-HADA WATER FACTORY – Saudi Arabia
- MANHAL WATER FACTORY – Saudi Arabia
- DELTA ELECTRO MECHANIC – Saudi Arabia
- HAIF TRADING EST., – Saudi Arabia
- ARABIAN RECAB TRADING – Saudi Arabia
- GLOBE CONSTRUCTION – Saudi Arabia
- JABRIA EST., – Saudi Arabia
- LABAH CONTRACTING – Saudi Arabia
- MODERN CARPENTARY & DECORATION – Saudi Arabia
- NATIONAL AGRI. & DEV. CO. (NADEC) – Saudi Arabia
- SAUDI EST. FOR DEV. CONSTRUCTION – Saudi Arabia
- SWAIKET – Saudi Arabia
- SAUDI MBT – Saudi Arabia
- HATCO – Saudi Arabia
- MAFER CO. – Saudi Arabia
- REDE CO. – Saudi Arabia
- KOCACHE ENTERPRISES – Saudi Arabia/ U.A.E
- CITRA – Saudi Arabia
- AL-MUAYED TOURS & TRAVELS – Saudi Arabia
- AL-MIRA TRADING – Saudi Arabia
- C.B.I ABU DHABI L.L.C U.A.E.
- SHAW NASS MIDDLE EAST W.L.L Bahrain/U.A.E
- AL- KHRAFI ABU DHABI L.L.C U.A.E.
- AL-NABOODAH CONT. CO. L.L.C. DUBAI U.A.E
- AL-NABOODAH ENGINEERING SERVICES
- EMIRATES PRECAST CONST (AL-NABOODAH LAING GROUP.)
- AMANA STEEL CONST, CO. DUBAI U.A.E
- TRANSGUARD GROUP DUBAI U.A.E.
- EAST COST. CO. FUJAIRAH U.A.E.
- UNITED ENG. & CONST. CO. DUBAI U.A.E.
- DUTCO CONSTRUCTION CO. DUBAI U.A.E.
- TRANSGULF ELECTROMECHANICAL L.L.C. DUBAI U.A.E.
- NUROL GENERAL CONT. L.L.C. DUBAI U.A.E.
- AL-BASIT & MUKTA L.L.C. SHARJAH U.A.E.
- BUILT MIDDLE EAST L.L.C. DUBAI U.A.E.
- UNIVERSAL CONCRETE PRODUCTS. CO, LLC DUBAI U.A.E.







شو-ناس الشرق الأوسط ذ.م.م.  
**SHAW-NASS MIDDLE EAST W.L.L.**

ناس  
**NASS**  
THE GROUP  
المجموعة


Dated: 06th Feb 2013

**POWER OF ATTORNEY**

Know al men by presents that M/s Shaw Nass Middle East WLL do hereby appoint M/S **Al Siyaf Manpower Services 98-A, Block Main Boulevard Sabzazar Scheme, Lahore, Pakistan**. Approved by the Government of Pakistan, Ministry of Labour, holding a valid license # **2567/LHR**, to be our true and lawful attorney and agents in Pakistan in respect of handling all the affairs with the protector of Emigrants, Government of Pakistan and sign all required documents by the said offices in connection with the recruitment of persons for employment against visas and arrange all meters relating their immigration etc.

On the behalf of

For **SHAW-NASS MIDDLE EAST W.L.L**

  
**MAZEN AZIZIEH**  
General Manager





شو-ناس الشرق الأوسط ذ.م.م.  
**SHAW-NASS MIDDLE EAST W.L.L.**

ناس  
**NASS**  
THE GROUP  
الجماعة

To,

Al Siyaf Manpower Services  
OEP .LICENCE NO.MPD 2567/LHR  
PAKISTAN

06-Feb-2013

### DEMAND LETTER

Dear Sir,

We request you to permit our agent, **M/S Al Siyaf Manpower Services 98-A, Block Main Boulevard Sabzazar Scheme Lahore Pakistan** approved by the Government of Pakistan, Ministry of Labour, vide license No.MPD 2567, to recruit the following personnel for our company from Pakistan as per details given below.

Sl. No	Category	Quantity	Salary BD
01	Welder TIG & ARC	10	130/-
02	Welder TIG	10	120/-
03	Fabricator/Fitter	15	130/- 110/-

### TERMS AND CONDITIONS:

- |  |                               |
|--|-------------------------------|
| 01. Period of contract   | 02 Years                      |
| 02. Working Hours  | 10 Hrs                        |
| 03. Probation Period   | 03 Months for Date of joining |
| 04. Accommodation  | Provided by the company       |
| 05. Transport  | Provided by the company       |
| 06. Food   | BD.22.500/- Per month         |
| 07. Medical Insurance  | As per Bahrain Labour Law     |
| 08. All other terms and conditions shall be in accordance with Bahrain Labour Law. |                               |

Thanking You.  
Yours truly,

For **SHAW-NASS MIDDLE EAST W.L.L**



  
**MAZEN AZIZIEH**  
General Manager

ص.ت: ١٥٥٤٥ - مملكة البحرين - عمارة ١٢١٢ - طريق ٥١٣٦ - عسكر ٩٥١ • تليفون: ١٧٨٣٠٩٨٨ • فاكس: ١٧٨٣٠٩٣٩ (+٩٧٣)  
P.O. Box: 15545, Kingdom of Bahrain, Bldg. 1242, Road 5136, Asker 951 • Tel: (+973) 17830 988 • Fax: (+973) 17830 939



Right Placement Builds Great Structure

