



BUKHARI MANPOWER SERVICES مكتب البخاري للاستقدام

### Key Personnel



Amanullah Gitey Chief Executive Officer



# About Us

"We are committed to Quality Service"



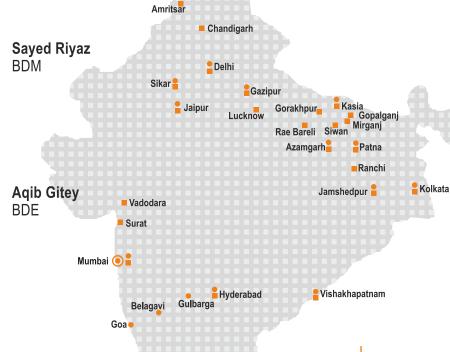
**Mohammed Bukhari** General Manager



**Mohammed Aslam** Marketing Manager







Our Network

- Shivamogga

  Mangaluru

  Kozhicode

  Tiruchirappalli

  Cochin

  Madurai

  Thiruvananthapuram
- Head Office
- Branch Office
- Interview Offices
- Trade Test Centers









# Introduction

We have immense pleasure to introduce ourselves as one of the established Manpower Recruiting Consultant in India. Our over **25 Years Of Experience** gives us an easy command on our Business Affairs and our **Qualified and Experienced Team** is **KEY OF OUR SUCCESS.** We have big chain of contacts in **India**, **Nepal** and **Bangladesh** to mobilize any required Qualified Personnel / Professionals and All Categories of Skilled, Semi-skilled and Unskilled Manpower within the shortest period of time span and to the utmost satisfaction of our esteemed Clients. We are well reputed Recruitment Office recognised and licenced by **Government of India**, **Ministry of Overseas Indian Affairs and permanent Member of Indian Personnel Export Council**, having Head Office in Mumbai - Maharashtra, Branch Office in Cochin - Kerala and Associates in many major cities of India.

We are serving to the Gulf Countries (GCC) UAE, KUWAIT, OMAN, BAHRAIN, SAUDI ARABIA, QATAR and MALAYSIA. Our Head Office located in Mumbai Central, which is an easy accessible area and near to Gulf Consulates. We provide all facilities to conduct interviews and Trade Tests in a comfortable and friendly environment at Government and Private ISO Certified Technical Institute and Well Known Trade Test Centers.

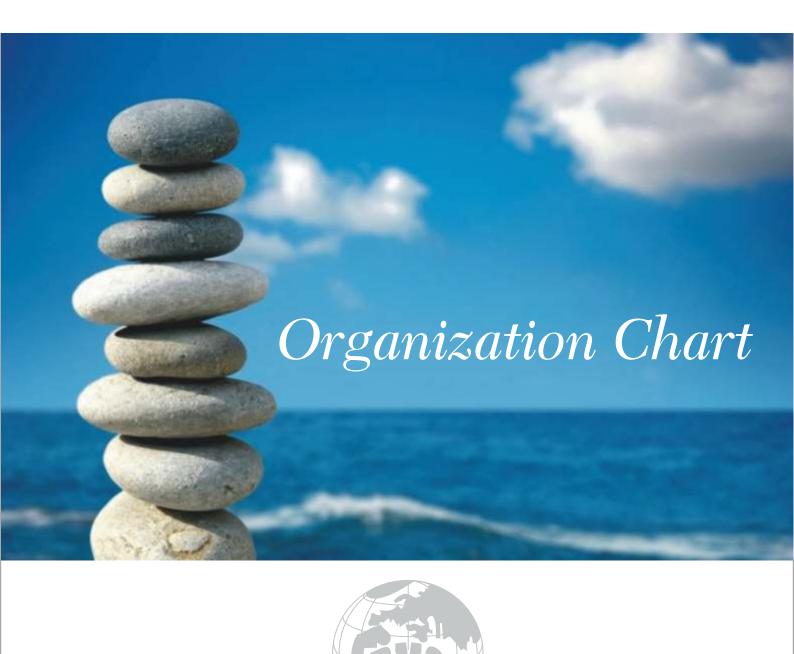
**BUKHARI MANPOWER SERVICES GROUP,** is a quality conscious firm who always focus on Client's satisfaction and providing "The Right Candidate For Right Place on The Right Time." We also maintain, upgrade and update our an ever increasing Manual and Computerized Databank with Names, Educational/Technical Qualifications, and Experience details of a large number of available Personnel / Professionals / Tradesmen for our ready reference.

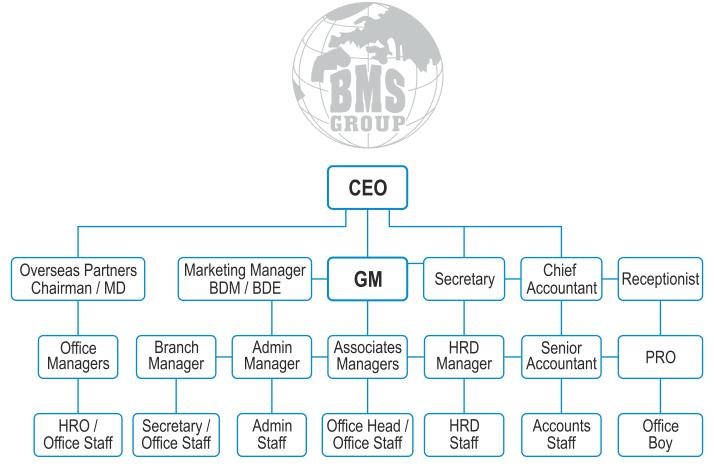
We believe in making long-term business relationship.

Thanking you,

Sincerely Yours,

**AMANULLAH GITEY (CEO)** 





# Services

Recruitment

Immigration and Ticketing

Medical Test By GCC Approved Medical Centers Association (GAMCA)

Trade Tests / Site Arrangement

Advertising and Publications

GCC Workshop (Cultural & Technical) for selected recruities only

Visa Stamping

# Segments

Accounts Administration Advertising Agriculture & Horticulture

Airport Maintenance Architect Automobiles Bakery & Pastry

Catering Services Chemical & Petrochemical Civil Engineering Cleaning Services

Cold Storage Services Electrical Elevators Fire & Safety Services Flour Mills Food Processing

Furniture & Interior Decorations General Trading Heavy Equipments Hotel Industries HVAC

Ice Factories Inspection Insulation Irrigation IT Laundry & Dry Cleaning Logistic

Manufacturing Industries Mechanical Medical & Hospitals MEP Oil & Gas Distribution Services

Packaging Pharmaceuticals Plant Machineries Poultry Farms Printing & Publication

Readymade Garments Ready Mix Concrete Sales & Marketing Small Scale Industries

Steel & Iron Industries Telecommunications Transportation Water & Sewage Plants

# Methodology



### **Our Processing Special Features**

- \* Computerized Personnel Data Bank
- \* Qualified, Experienced and Expert Staff in Processing Unit
- \* Test in ISO registered Trade Test Centers
- \* The assurance that candidates are forwarded to you only after they have passed through our Selection & Processing Expert Team
- \* A services designed to save your time, money and efforts without compromising the quality

We send our recruities after most crucial phases

### Receiving Inquiries / Requirements

- \* Search in Manual / Computerized Data Bank and Job Portals
- \* Advertising & Publications, if necessary clients approval
- \* Search with Associates as per job specializing area
- \* Search with Head Hunting Team
- \* Final Short listing
- \* Receiving Demand Letter, Power Of Attorney and Specimen Contract

### 2 Interview / Selection

### (i) Client Interview

- \* Fixing interview places & schedule dates with client consent
- \* Advertising & Publication
- \* Client welcome at the airport
- \* We arrange all short listed recruities from different states and cities for interview
- \* Interview / Trade Test and Final Selection
- \* Sending Medical Fitness Reports to the client for applying visas
- \* Receiving Visas
- \* Visa Stamping, Immigration and Ticketing

### (ii) CV Selection

- \* Scrutinized candidates by management from the short listed recruities by our Processing Team
- \* Sending CVs for final selection to the Client by courier / email / fax
- \* Receiving final selected candidates list and Offer Letters
- \* Sending Medical Fitness Reports, signed Offer Letters and passport copies (if required) for visa processing
- \* Receiving Visas
- \* Visa Stamping, Immigration and Ticketing

### (iii) Online / Telephonic Interview

- \* Sending short listed and management scrutinized CVs for Client selection
- \* Client taking interviews of selected candidates over the phone / internet in educational & technical aspects and sending us final selection list and Offer Letters
- \* Sending Medical Fitness Reports, signed Offer Letters and Passport copies (if required) for visa processing
- \* Receiving Visas
- \* Immigration, Ticketing and Visa Stamping

### 3 Workers Deployment

- \* Receiving Demand Letter & Power of Attorney generated online through emigrate system executed on company's letterhead with company's stamp & signature of authorised person
- \* Receiving original / copy Visas
- \* Visa Stamping, Obtaining Immigration Clearance and Ticketing
- \* Deployment of the recruited workers within the given time frame by our Client
- ABOVE IS THE NORMAL PRACTICE METHODOLOGY AND NEW METHOD / POLICY, WILL BE APPLIED AS AND WHEN REQUIRED.

# Documents Required

### **Documents Required From The Client**

- \* A Demand Letter addressed to us (Agency Code: <u>RA 7080</u>) to be generated online through emigrate system executed by Foreign Employer (FE) on company's letterhead with company's stamp & signature of authorised person.
- \* A Power of Attorney to be executed online through emigrate system on company's letterhead with company's stamp & signature of authorised person.
- \* Commercial Registration (CR) Copy.
- \* Visa Approval Slip / Visa Clearance Copy.
- \* Employment Contract to be generated online through emigrate system with company's stamp & signature of authorised person.
- \* E-Wakalah (For Saudi Recruitment Only) in the name of our sister concern company INDO POWER SERVICES. Lic. No. (B-0662/MUM/PART/1000+/5/4085/94)

### Information Required

- \* The Employer / Sponsor has to provide us detailed Job Description, Qualification and Experience Required, Age Group, Salary Guidelines and Benefit Package with the principal knowledge to enable us to provide right candidate. We should be totally aware of the Environment & Surroundings of Work Place.
- \* Employer has to provide us Deployment Schedule Guidelines for Recruities.
- \* As we are legally bounded to the source country. The employer/sponsor should provide us company business objectives, aims and project details if required by us.

# Specimen Demand Letter

(To be printed on letter head of the Foreign Employer. Employers in individual category shall be required to print it on plain paper)

Address:	Personal ID:		
FE ID (as per el	Migrate system): <b>FE</b> XXXXXXX		
Dear Sir / Mada	m,		
	MXXXXXX dated has been forwarded to the R of recruitment of Indian workers / personnel as per the follows:	Recruiting Agent M/s. BUKHARI MANPOWER SE towing details-	ERVICES in eMigrate system, as chosen by you
Sr. No.	Job Role	No. of Personnel Required	Salary Offered
1.			
2.			
b. Paid Leaves c. Free Food or d. Free Accomn e. Overtime allo f. Visa will be pr g. Weekly off wi h. To and fro air i. Adequate Life j. Adequate Med k. In case of dea	ility will be provided to the worker / employee from residence (annual / medical etc) will be provided to worker / employee. Food Allowance will be provided to the worker / employee. Industrial to the worker / employee. The provided to the worker / employee as per the sovided to the worker / employee as per the sovided to the worker / employee. If the provided to the worker / employee. If the provided to the worker / employee. Insurance will be provided to the worker / employee during dical facility will be provided to the worker / employee at the lath of the Worker / Employee, the Employer at his costs has complete necessary formalities.	e as per the Employment Contract.  he worker / employee. Employment Contract.  r completion of contract. g the Employment at the cost of Employer. e cost of Employer.	dia at his/her address, within are as on able timo
workers from 2. By submitting same as per 3. By submitting any other me 4. This demand Recruiting Ag wherever req 5. FE is require 6. Designated F submitted by 7. In case FE's	this demand in eMigrate system, you also certify that the sans for recruitment.  letter shall not be sent to any one either through email or pency (RA), you have chosen for the recruitment. This letter	e no misuse of the aforesaid demand letter. The Resame set of demand shall not be given to any other sost or by any other means except to the Govt. As a cannot be further shared with any one by the seall sign the same and upload it on eMigrate at the local govt. uploaded by the FE in this application owledges the same after due verification.	FE and RA shall be responsible to ensure the ner Indian Recruiting Agent by way of online or authorities or to the Authorized Signatory of elected RA except uploading it on eMigrate systes time of acknowledgement of the demand. On for recruiting the Indian Worker. Demand
			ignature of Authorised Signatory of FE the Stamp of the Organization and Date & Place
			ignature of Authorised Signatory of RA with the Stamp of the RA and Date & Place)

# Specimen Power of Attorney

Reference No.: DMXXXXXX

### **POWER OF ATTORNEY**

(To be printed on letter head of the Foreign Employer. Employers in individual category shall be required to print it on plain paper)

KNOW ALL MEN BY THESE PR	ESENTS:					
I,	BIZ CENTER	do here by ap R, NEXT TO MAHAF	ppoint ,name and co RASHTRA COLLEGI		NOPOWER SERVICES MAN BEHRAM MARG,	with office address at MUMBAI CENTRAL,
<ol> <li>To recruit and engage Indian in</li> <li>To act on behalf of the employed for India. This Power of Attorne a. Shall be revocable on comp b. Can be terminated on giving c. Power of Attorney shall be v.</li> <li>To represent our company before.</li> <li>To conduct the recruitment relation of the departure of the conduct the recruitment relation of the indian contract.</li> <li>To sign, authenticate and deliving steps to facilitate the departure of the departure of the indian contract.</li> <li>To assume jointly and several implementation of the employment.</li> <li>To allow visiting the workplace.</li> <li>This power of attorney shall be the HERE BY GRANTING untomy premises as fully to all intents a and conforming all that my (our strength of the intents of the inten</li></ol>	ationals on beer in respect or y: letion of the set one month's alid for the people any and all ated activities or the employmer all document of the recruit into comprom workers for mand residence operative with the urnent contract and residence operative with the urner that the ur	ervices and return to I notice to one party by riod of two years from I Government and prince hiring and placement contract man date into necessary to comped workers; hises in India, in my nature of the workers recruit himmediate effect and resentative full power as I might or could lav	India of the employee by the other (Subject to the date of issue of evate offices/agencies ent of Indian workers ted by Ministry of Overplete any transaction ame and stead in litiguany) any liability that conditions of the appointed through them for ad shall continue to reand authority to executually do if personally	es recruited by the employe of 2a).  This document (Subject to 2) in the India;  for overseas employment;  Perseas Indian affairs and averelated to such recruitment ations brought for or against the may arise in connection with the verification of the facility maining force until revoked cute or perform whatsoever present, with power of sub	r.  Pailable at website https:// railable at website https:// railable at website https:// railable at website https:// recruitme elled our company) in all with the workers' recruitme elled out in https://emigrat ties provided to the worker requisite, or proper to be stitution and revocation a	emigrate.gov.in. king the necessary matters involving the ent and / or te.gov.in. ers. h 2(a) and (c) above. e done in about the nd hereby ratifying
			COMPANY	I.D. No. o	(Signature of Signatory	

# Specimen Employment Contract

Ref:						
Employment Contract (Specimen)						
Dated						
condition:						
: As per Demand Letter : As per Demand Letter : 2 Years (Renewable) : 8 Hours Per day, 6 days a week : Provided by the Company. Provided by the Company : Area / Country Name : Provided by the Company : As per Country Labour Law. : As per Country Labour Law : As per Country Labour Law : As per Country Labour Law : As per Indian Mission Law : As per Indian Mission Law : As per Indian Mission Law						

- 16. The passport of the worker, being the property of the Government of India, shall not be confiscated by the employer under any circumstances. The passport will be retained by the worker at all times and will be produced before the Embassy of India as and when called for.
- 17. The employer will be responsible for obtaining valid entry permit for the Employee and in case the Employee is refused continuation of employment in the country, the Employer shall repatriate the worker to his home country by air passage provided by them and shall pay the workers all his dues till the date of his departure.

# Specimen Employment Contract

- 18. Payment of compensation to the employee in case of disability, permanent injury arising of and incurred while on duty will be provided for in accordance with the local labour laws. In the event of death of the employee, the Employer will make suitable arrangement for disposal of the dead body and for sending his personal belongings, dues, and legitimate saving to his dependent relatives in India at Employer's cost.
- 19. In case of death of the Worker, the company / employer shall dispatch the mortal remains of the deceased emigrant to his / native place at its / his own expenses and shall settle all dues of the workers (s) in Co-ordination with the Indian Mission.

Employees will not migrate to any other country from place of employment nor will be sent to any other country. This agreement is issued in Duplicate one for each party and should be signed upon arrival in the country of employment.

Signature	
(1 <sup>st</sup> Party)	(2 <sup>nd</sup> Party)
For M/s. (Company Name)	
(Name of the Signatory) (Position)	

# Registration Certificate

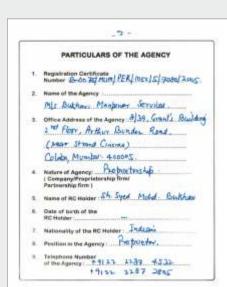


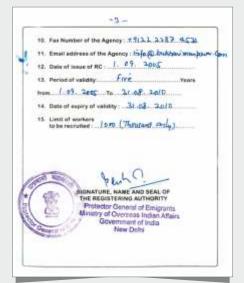
Government of India
Ministry of Overseas Indian Affairs

### REGISTRATION CERTIFICATE

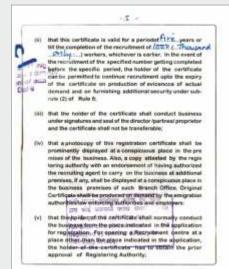
ISSUED UNDER SECTION 11 OF THE EMIGRATION ACT , 1983



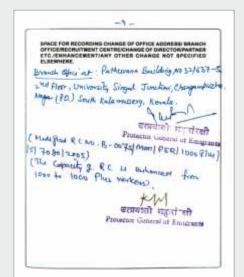














# QEC CERTIFICATION



### CERTIFICATION Quality Management System

### Certificate of Approval

This is to certify that the QMS of

### **Bukhari Manpower Services**

8/39 Grants Building, 2nd Floor, Opp. New Martin Hotel, Strand Cinema Road, Colaba, Mumbai, Maharastra, 400 005, India

Has been assessed and found to meet the requirements of

ISO 9001:2008

This certificate is valid for the following scope of operations:

**Providing Manpower Recruitment Services** 

## CERTIFICATION

Authorised by:



RN Cooke Chief Executive

Date of Certificate Issue: 22 September 2014 Certificate Valid Until: 21 September 2015

Recertification audit before 21 August 2017. Certified since 22 September 2014.

This certificate is the property of QEC Certification and remains valid subject to satisfactory annual Surveillance audits.

### SN Registrars (Holdings) Limited Certificate Number: QEC59774374/17/Q

Registration House, 22b Church Street,

Rushden, Northamptonshire, NN10 9YT, UK

Tel: +44 (0) 1933 383261 Email: info@qec.co.uk Web: www.qec.co.uk Company number: 07659067







Member of SN Registrars (Holdings) Ltd

### Kuwait

### Bahrain Bahrain



### Saudi Arabia































































































































































# 

- Al Nahdha Al Omaniah Co. LLC. Muscat Oman
- Arkan Construction LLC, Muscat Oman
- Modern International of Excellence LLC Oman
- Al Sarh Group of Companies Oman
- Elite Global HR Solution & Services Oman
- o Douglas OHI LLC, Muscat Oman
- o Carillion Alawi LLC, Muscat Oman
- Al Baraha Al Shamila Trading & Contracting LLC Oman
- o General Engineering Technologies (GET) Oman
- o Wolf Comprehensive Co. L.L.C. Oman
- Al Manar Construction LLC, Muscat Oman
- Taylor Woodrow, Muscat Oman
- o Amana Design LLC Oman
- o Al Darwish Engineering Co. Ltd, Doha Qatar
- o Qatar Navigation (QSC), Doha Qatar
- o Boom Construction Company, Doha Qatar
- o Al CAT Contracting Co WLL, Doha Qatar
- o Pillar Construction & Development Co, Doha Qatar
- o Panama Trading & Contracting Co. Doha Qatar
- o Infinity Trading & Contracting Co. Doha Qatar
- o Emdad Holdings, Doha Qatar
- o Art Of Pottery Trading WLL, Doha Qatar
- o Terra Electronics, Doha Qatar
- Terra Aluminium & Metal Works, Doha Qatar
- o Al Noor Laboratory, Doha Qatar
- Al Ijarah Equipment Company, Doha Qatar
- o Al Hassan Intl. Trading & Contracting Company, Doha Qatar
- o Host International Trading & Contracting WLL, Doha Qatar
- o German Qatarian Paints Company WLL, Doha Qatar
- o Celestial Trading & Contracting Company W.L.L. Qatar
- o Sports Corner Qatar
- o Amber Group WLL, Doha Qatar
- o Gulf Star Trading & Contracting Co, Doha Qatar
- o Human Power Global, Doha Qatar
- o Al Safi Danone Co. Ltd, Riyadh Saudi Arabia
- o Riyadh Food Company, Riyadh Saudi Arabia
- o The Pancake House Saudi Arabia
- o Al Munif Pipes (MMP) Saudi Arabia
- Al Arrab Contracting Co. Riyadh Saudi Arabia
- o Al Harbi Company, Riyadh Saudi Arabia
- o Railway Project Management Co., Riyadh Saudi Arabia
- Al Kobraish Trading & Industrial & Contracting Saudi Arabia

- Al Mutlak Trade &Industrie, Jeddah Saudi Arabia
- o Al Mutlak Reefers Industreis, Jeddah Saudi Arabia
- o Al Mutlak Filter Company, Jeddah Saudi Arabia
- o Al MutlakSanam Refrigeration Company, Jeddah Saudi Arabia
- o Al Joaib Group, Dammam Saudi Arabia
- o Al Joaib Furniture Factory, Dammam Saudi Arabia
- Al Joaib Rubber & Plastic Factory, Dammam Saudi Arabia
- Madina National Hospital, MadinaMunawwar Saudi Arabia
- o Al Zahra Hospital, Qatif Saudi Arabia
- Al Amal Clinic, Qatif Saudi Arabia
- o Al Harmain Pharmacy, Qatif Saudi Arabia
- o Aset Company, Riyadh Saudi Arabia
- Al Mutlak Marble Factory, Qasim Saudi Arabia
- o Natel Agriculture Est., Riyadh Saudi Arabia
- o Oasis Poultary Farm, Riyadh Saudi Arabia
- o Al Nasihan Furniture Work Shop, Qasssim Saudi Arabia
- o Al Shraim Printing Press, Dammam Saudi Arabia
- o Full Eljazeerah Perfumes Cosmetic Factory, Riyadh Saudi Arabia
- o Dr. Fahad Mohammed Al Mutlak, Qassim Saudi Arabia
- o Al Faleh Optical, Riyadh Saudi Arabia
- o Al Jazirah Enterprises, Jeddah Saudi Arabia
- o United Engineering Consultancy, Riyadh Saudi Arabia
- o Dar Al Manaseeb Est., Riyadh Saudi Arabia
- Al Manie Group Kuwait
- o Cemix Readymix Concrete Company Kuwait
- o Al Mahaliya Readymix Concrete Company Kuwait
- o Gulf Readymix Concrete Co Kuwait
- Brazilia Gen, Trd, & Cont, Co, WLL Kuwait
- o American SwitchGear Factory Kuwait
- o Tameer Al Khaleej Development Co. (BSC) Bahrain
- o Tamcon Contracting Company. (BSC) Bahrain
- Al Door Excavation & Building Contracting Co. S.P.C.- Bahrain
- o National Excavation Est. Bahrain Bahrain
- o Lanterns Lounge & Restaurant Bahrain
- Ideal Star Workshop Equipment Trading (L.L.C.) UAE
- o Gunal Construction & Trading Co Inc., Dubai UAE
- o Al Fanar Electrical Systems LLC, Dubai UAE
- o BEAVER Gulf Contracting LLC, Dubai UAE
- o Al Hamra Shipping (Al Jazeera Port) Rak UAE
- o Velath Engineering International FZC, Sharjah UAE
- o GISCO, Abu Dhabi UAE
- o Gulf Center For Soap & Chemical Industries LLC, Dubai UAE





### **Head Office**

#1204, 12th Floor, Ozone Biz Center, Next to Maharashtra College, Bellasis Road, Boman Behram Marg,

Mumbai Central, Mumbai - 400 008, INDIA. Tel.: + 9122 - 2287 4532 / 2305 2831 / 2305 3028

Email: info@bukharimanpower.com | bms.doha@hotmail.com

### **Branch Office**

Pathuvana Building, No.: 32 / 637-S, 2nd Floor, University Signal Junction, Changampuzha Nagar (P. O.),

South Kalamassery - 682 033, Cochin. INDIA.

T e I.: + 91 - 484 - 2555860 / 2555814

Email: info@bukharimanpower.com | bms.cochin@hotmail.com

www.bukharimanpower.com