

# COMPANY PROFILE



**AL SHAHEEN**  
HR CONSULTANCY

**AL SHAHEEN ALZAHABI  
RESOURCE CONSULTANCY SERVICES**

*One Million Ideas One Motto...*

# INTRODUCTION

DEAR ALL,

A VERY NICE AND WARM WELCOME TO YOU ALL.

Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working to provide quality and superior business solutions. We strongly stand to mediate between the jobs creators and the job seekers. Our commitment, to promote close relationship between the employers and the employees makes our organization one of the best to deal with. We look forward in providing with the best of services to you in days to come.

Thank you for choosing AI Shaheen Alzahabi Resource Consultancy Services as sure you our best of services at all times.

Thanking you!

AI Shaheen Alzahabi Resource Consultancy Services.





# COMPANY PROFILE

Al Shaheen Alzahabi Resource Consultancy Services. Has redefined the process of global recruitment to a predictably accurate process with defined parameters for matching job skills of potential candidates with the job profiles of international companies. We as an overseas placement agency provide international job for skilled, semi-skilled and un-skilled workers with various corporate giants in the SAUDI ARABIA, QATAR, OMAN, U.A.E, BAHRAIN, KUWAIT, MALAYSIA, AFRICA, ASIA PACIFIC COUNTRIES, EUROPIAN COUNTRIES.

Al Shaheen Alzahabi Resource Consultancy Services. Ltd. follows a well-defined process and method. As an international recruitment agency, we cater to the needs of diverse industries like Construction, Hospitality, Engineering, Medical services, Oil & Gas shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering source to act as their recruitment consultants in Nepal and to deal with visa and other procedures.

The overseas company also forwards a draft of employment agreement between the employer and employe.



## WE SERVE



Construction

Health Care

Operation & Maintenance

Transport & Logistics

Oil & Gas

Manufacturing Industries

Hospitality

Security Guarding



# OUR MISSION

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## OUR VISION

“ TO DELIVER WORLD CLASS PROFESSIONAL REQUIREMENT SOLUTIONS,  
TO EMPLOYERS & JOB SEEKERS IN EVERY RANGE OF DISCIPLINE ”

# WHY US !!

## Overseas Recruitment Process

Al Shaheen Alzahabi Resource Consultancy Services. follows a well-defined process and method. As an International recruitment agency, we cater to the needs of diverse industries like Construction, Hospitality, Engineering, Medical Services, Oil & Gas Shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering sources to act as their recruitment consultants in UAE and to deal with visa and other procedures. The overseas company also forwards a draft of employment agreement between the employer and employee. Al Shaheen Alzahabi Resource Consultancy Services.. then initiates the process of calling for applications from candidates, shortlisting and then calling selected candidates for tests and oral interviews either by the employer or his authorized representative at suitable locations in UAE. Al Shaheen Alzahabi Resource Consultancy Services.. the HR recruitment agency provides logistics support. Sometimes employers abroad delegate responsibilities to Al Shaheen Alzahabi Resource Consultancy.

As an overseas placement agency, we follow a defined process to ensure selection of only the perfect candidate matching the job profile. Industry experts in each field are called upon for interviews and tests jointly carried out with executives in HR specialization at Al Shaheen Alzahabi Resource Consultancy Services. As a manpower recruitment firm, Al Shaheen Alzahabi Resource Consultancy Services. also arranges medical checkup of selected candidates at authorized centers. This is followed by initiating the visa process with the Embassy of the country of the employer, followed by ticketing and immigration processes. Al Shaheen Alzahabi Resource Consultancy. also gives a basic orientation program for chosen candidates prior to leaving UAE, informing them about labour laws of the country of employment, work environment in the company and other information.

## Office Network

We provide easy access to the best talents with a wide spread network of offices located in all the major cities of the country. While our Head office is located at Abu Dhabi, UAE, we have our associate at, Government of UAE, Department of foreign Employment. We also have international associates in neighbouring countries like **India** , **Nepal** and **Bangladesh**. Our wide spread network enables us reach out to the widest audience, meeting all the recruitment needs of any organization.

## Our Work Process

We pro-actively tap the market for excellent candidates. Once the candidates have been identified, we conduct in-depth interviews with each individual, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits, compensation etc.).

## Our Team & Infrastructure

We are equipped with powerful integrated recruitment technologies and have a team of seasoned expert recruiters. We have all the latest facilities in the areas of communication, frequent transport etc., leading to expedition of the entire process. Additionally, all our recruiters have significant management experience. For most of the posts, they have "been there and seen it all". They understand the job requirement completely and appreciated that it is the human resources that the backbone of an organization's success.



# REQUIRED DOCUMENTS

The requirement of document usually varies country to country but principally these types of documents are essential such as;

Demand Letter  
Power of Attorney  
Service Agreement  
Employment Contract  
Guarantee Letter

To be able to obtain the approval letter from the Government. The following are, in principle, required for the government formalities and procedures;

## Demand Letter

Addressed to authorizing Al Shaheen Alzahabi Resource Consultancy Services. The number of workers required in each categories with salary, duty hour, food, Accommodation & benefits to workers.

## Power of Attorney

Al Shaheen Alzahabi Resource Consultancy Services. Abu Dhabi, UAE.

## Service Agreement

Employing Company should provide us service agreement between company and recruitment agency.

## Employment Contract

One copy each signed and sealed by the employer & employee.

## Guarantee Letter

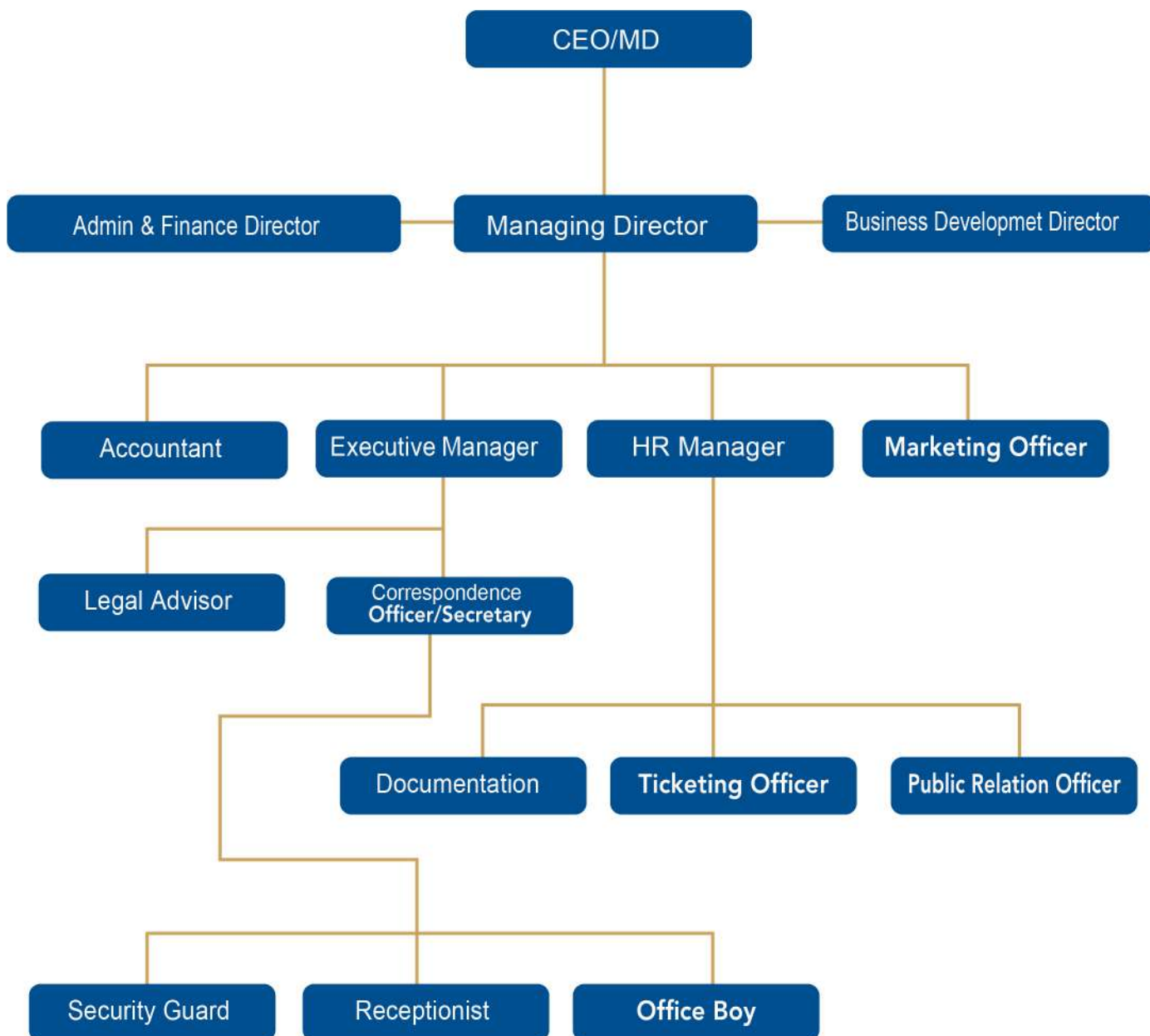
Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose. For the UAE

Following additional Documents are essential for UAE only.

## Authorization Letter/Counselor Letter, Company Resgistration (CR) Copy, Visa Slip (Bank Slip)

Note: Documents should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & UAE Embassy of the respective country.

# WHY US !!





# CATAGORIES WE PROVIDE

Civil/Architecture  
Mason (Plaster, Block)  
Mason (Tiles)  
Rod Binder (Steel Fixer)  
Shuttering Carpenter  
Plumbing (Pipe Fitting Sanitary Work)  
Aluminium Fabrication  
Gypsum Ceiling  
Labour



Electrical  
General Electrician (House Wiring)  
Electrical Line Maintenance (Industrial)  
AC & Refrigeration  
Motor Welding



Mechanical  
Automobile (Diesel & Petrol)  
Auto Electrician  
Machinist (Turner)  
Industrial Pipe Fitting  
Steel Fabrication  
Scaffolders



Security  
Residential / Private Security  
Official / Bank Security  
Industrial Security



# CATAGORIES WE PROVIDE

Welding  
Normal Welding ( Arc & Gas)  
Welding 1G to 4G  
Welding 6G  
Welding TIG  
Welding MIG  
Welding Gas



Heavy Equipments / Drivers  
Operators - Dozer, Fork lift,  
Roller, Payloader, Back Hoe  
Operators - Crane  
(Mobile/Crawler/Hydraulic)  
Heavy Drivers - (Trailor/Drump/Truck)  
Light Drivers -  
(Bus/Van/Car/Light Vehichles)  
Mechanics -  
(Heavy/Light Equipments Under Chasis)  
Tyreman  
Denters  
Painters  
Moulders  
Helpers



Administration  
Project Manager  
Public Relation Manager  
Chartered Accountants  
Accountant/Cashier  
Secretary/Executives  
Clerk/Typist/Receptionist  
Sales Personnel/Store Keeper  
Computer Operator





# CATAGORIES WE PROVIDE

## Hotel & Hospitality

Western, Italian, Chinese food production  
(Cooking and preservation)  
Food & Beverage Service (Waiter, Bartender)  
Front Office Management  
(Receptionist call operator)  
Room Boy/Laundry Man/Cleaners



## Agriculture & Plantation

Farming  
Livestock  
Fishery  
Poultry  
Bee Keeping  
Floriculture



## Denting & Painting

Sand Blasting  
Building Painting  
Industrial Painting



## Supermarkets/Hypermarkets

Sales Supervisor  
Salesmen/Salesgirl  
Check out Cashiers  
Trolley Boys  
Shelves Rack Organizers  
Store Keepers  
Cleaners  
Loading/Unloading Helper  
Merchandise



## Cleaning & Housekeeping

Office Boy  
Cleaner (Hospital, School,  
Mosque, Office etc.)  
Housekeeper  
Care Giver

# CATAGORIES WE PROVIDE

Power/Gas/Water

Treatment Pro Chemical Plants

(Exclusive Category)

Engineers

Technicians

Operators

Chemist & Analysts



Medical/Paramedical

Consultants

Surgical

Nurses

Technicians



Manufacturing & Production

Electronic Production

Plastic & Rubber Production

Furniture (Wooden & Metal)

Mechanical Spare Parts



Garments & Textiles

Patron Maker

Cutting Master

Production Manager

Supervisor

Tailors

Checker/Helper





## OUR VALUED CLIENTS





AL SHAHEEN ALZAHABI RESOURCE CONSULTANCY SERVICES

**CONTACT US:**



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www.goldenshaheen.ae