


MURTAJIZ MANPOWER




COMPANY PROFILE



Company Overview

Company Name	Murtajiz Manpower
Certification with	<ul style="list-style-type: none">➤ Pakistan Bureau of Emigration, Govt. of Islamic Republic of Pakistan➤ Overseas Employment Corporation of Pakistan➤ Islamabad Chamber of Commerce & Industry, Pakistan
Business Type	Recruiting / Manpower / Placement Agency
Govt. Regd. No.	HRD/3839/RWP
Saudi ID No. (Karachi, Pakistan)	
Affiliation	<ul style="list-style-type: none">➤ Pakistan Overseas Employment Promoters Association (POEPA)
Official Bank	<ul style="list-style-type: none">➤ Askari Bank Ltd, Pakistan➤ IBAN # PK65 ASCM 0000 7501 0071 0020
Company Address	Off # 6, Mehmood Plaza Blue Area Sector G-7/1, Islamabad, 44000, Pakistan
Telephone No.	+92-45-939-7023
Email ID	info@murtajizmanpower.com murtajiz3839@gmail.com
Website	www.murtajizmanpower.com
Contact Person	Mr. Muhammad Saleem Sheikh / CEO / Mobile: +92- 301-246-8939
	Mr. Ayub Nasir / Managing Director



WHETHER YOU'RE LOOKING
TO ADD LEADING TALENT TO
STRENGTHEN YOUR
BUSINESS, OR A JOB SEEKER
WANTING REAL EXPERTISE TO
HELP GUIDE YOU, ENGAGING
WITH MURTAJIZ MANPOWER
ENSURES, OUR NETWORKS
BECOME YOURS

About Us

We are pleased to introduce you to one of the most experienced organization engaged in Hiring & Recruitment of Manpower from Pakistan, licensed as **OP&HRD/3839/RWP/2016** by the Pakistan Bureau of Immigration and Overseas Employment Corporation of Pakistan.

Murtajiz Manpower offers Specialized Services in providing you with the desired Workforce, Contracting and Staffing at all levels, Sub Contracting & Outsourcing Opportunities during period of high Workload where individuals or teams are required for limited period.

Murtajiz Manpower is situated in the Heart of the Capital City of Pakistan, *Sector G-6/1, 44000, Islamabad*. It is managed and operated by a team of young, highly motivated and professionally strong professionals who are working in this business for more than A Decade. The staff members are well oriented, trained and sound professionals in their respective departments. The office is situated in serene environment & is well equipped with the state of the art equipments that play vital role in smoothening the operations of the company. As it is aimed to provide high quality services to our valued clients, we are always committed to provide our staff members with necessary trainings and motivational packages in order to deliver their best performances.

Currently we are supplying Pakistani workers, Un-Skilled, Semi Skilled, Skilled & Professionals to the middle east countries like United Arab Emirates, KSA, Qatar, Kuwait, Oman, Bahrain, Iraq in many sectors especially in Engineering, Hospitality, Construction, Petroleum, Security, Manufacturing, Administration & Finance and many other specialized sectors.

We aim to serve the right candidates for the right opportunities at the right time in order to **prevent the People Problems** for our valued clients, because,

WE ARE

TRUSTWORTHY | RELIABLE | EXPERT

Quality Policy

Murtajiz Manpower is highly motivated and committed to provide best services and meeting the expectations of our valued clients through Foreign Employment Services by providing right candidates for the right jobs and sticking to the mission statement of the Company **“Preventing People Problems”**.

We are always committed to practice the effective quality management system in our services following the guidelines, rules and regulations of the Bureau of Emigration and Overseas Employment Corporation, Govt. of Pakistan.

We always believe in continuous improvement by exploring new market, achieving client's satisfaction as well as building highly professional and efficient staff members for delivering the best Services to all.





Message from the CEO

Greetings from Pakistan!

Murtajiz Manpower has reflected itself as one of the prominent and leading manpower agencies in Pakistan since its establishment. We have been consistently offering our best services in meeting the expectations of our valued clients in a cost- effective and efficient manner. We would like to introduce ourselves as a well-established firm, as we have very robust past experience behind us.

Since our establishment, we have been consistently expanding our services, simultaneously covering all regions of the country and this day, we have succeeded to become one of the leading manpower agencies of Pakistan. Over the past few years, our sincerity and dedicated services integrated with high level of professionalism have helped us to deserve global recognition.

We have always maintained our primary procedure to deploy human resources in foreign platforms using our art of *Human resource system*. If drawbacks are perceived in Workforce, we upgrade their skills by offering them supplementary training courses that best suit their aptitude and skills.

We hope for a greener future and greater success.

Thanking you.

With best regards,

Muhammad Saleem Sheikh
FOUNDER / CEO

Message from the Managing Director

Greetings from Pakistan!

Dear valued clients,

Murtajiz Manpower, since its inception, the name has been synonymous with quality, performance and excellence. **Murtajiz Manpower** is well-equipped and adequately experienced to offer Pakistani workers for overseas recruitment for our valued clients in Saudi Arabia, Malaysia, United Arab Emirates, Bahrain, Kuwait, Oman, Jordan and Qatar.

Having served in this field for over 17 years, I can foresee a bright future in rendering this service of bringing closer the employers and employees for their mutual prosperity. We are committed to having a good partnership, transparency and reliability with our clients. Our valued clients are fully aware that we have the skills, resources and the ability to fulfill requirements to the highest standards on as short time as possible.

We at **Murtajiz Manpower**, take pride in our achievements which we attribute to the dedication of our staff, whose exceptional skills and expertise are the key value of our company's success. We can rise to the challenges and excel in our performance to the satisfaction of our valued clients.

We do feel that there is ample scope for us to work for you to fulfill your need in human resources recruitment. We can meet, discuss and finalize other terms and conditions to our mutual business interests.

"We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful results."

Thanking you.

Best Regards,

Managing Director,
Malik Ayub Nasir

THE RECRUITMENT PROCESS

The recruitment process depends upon the contract between the clients Company & Murtajiz Manpower. However, we have defined certain benchmarks for every single set of the sectors we serve.

OUR SELECTION PRICIPLES:

- Targeted advertising
- Identification of potential candidates
- Interviewing by relevant technical experts
- Credentials & references verification
- Technical skills testing
- Scheduling medical examination

VALUES

COLLABORATION creates an effective and educated workforce, leading to a sense of community. We consider this imperative to success. We work together as a team as well as with clients and candidates to achieve optimum results.

RESPONSIBILITY: at Murtajiz Manpower we understand the responsibility we have to our clients and candidates alike. Both retention and commitment are crucial to enhance profitable growth for our client.

CUSTOMER SERVICE: The consultants at Murtajiz Manpower guarantee exceptional customer service. They hold client requests at the core of their recruiting practice.

Vision

To be the most Credible and Reliable Pakistani Human Resource Provider globally, through the quality services.

Mission

Murtajiz Manpower recognizes the global need for the employment. We want to provide our clients with the high quality services and to provide Pakistani workers opportunities to work overseas. To achieve this we aim to:

- Constantly provide our valued clients with the right candidates who are competent, reliable and dedicated to their respective profession.
- Attain all the requirements of our clients within the shortest period of time.
- Constantly provide training to our staff for delivering their best performances.

Company Introduction

Company Name: Murtajiz Manpower
Established: 01-Jan-2016
Organization Type: A Limited Company

The company has different departments facilitating the operation of Murtajiz Manpower.

1. Technical Department
2. IT Department
3. Public Relations Department
4. Human Resources Department
5. Administration & Finance Department
6. Marketing Department

TARGET MARKET

The specific sectors that come in our direct vision interested for our services are enlisted below:

- Construction
- Engineering
- Petroleum
- Allied Health
- Hospitality
- Academia
- Security
- Logistics

CLIENTS

للمقاولات الدولية الفرسان شركة
الوباري صالح بن سلمان مؤيد

خليفة ال سلمان عبدالله الشيخ مواسي

الشمري حويدر مقبل نقل

بو عجله ال علي بن سعيد بن حمد

للمقاولات الاوبيض شركة

للتقليات الدوسري عبدالرحمن محمد مؤسسة

للتقليات الدوسري عبدالرحمن محمد مؤسسة

للمقاولات الدولية الفرسان شركة

الفقير عماش كاتب مشاري ماشية

مؤسس

للمقاولات الديببي ابراهيم فوزان احمد

عمر ال حسين صالح المعدات لتاجير صنيح ابن مؤسسة

للمقاولات الريش ابو محمد عدنان مؤسسة

للمقاولات الهزيم محمد فيصل مؤسسة فرع

للتقليات واولاده القحطاني محمد سلطان شركة

الوجيات لتقديم الهزيم محمد فيصل مطعم

والتشطيبات الديكور لاعمال السلطي محمد معتمم مؤسسة

للمقاولات المتطورة العمارات شركة

الخشبيه للمنتجات الشمري قصيم عهود مصنع

للمقاولات التشييد دوحه شركة

الرياض-الرياض-2444545-50346839

5961464 الاحساء العمران

الرياض

567226412-يالخفج

عمل 0000000 منزل تندحه مركز مشيط خميس محافظة

16340200-فيصل الملك مخطط-البحادية

503899538-التشاليح- الدمام

الدمام

الرياض

568708550-صالح مدائن-لعلا

3613263- عنيزة

8427976-القديمة المقاضي-الدمام

السامر-جده

503570721-ضباء

8682021-المقاولين-الدمام

144270134--

--القوطه-الرياض

الرياض

الرياض

الرياض

الرياض



Our client companies are those who came in contact with us for the hiring of our consultancy services. These services are specifically directed to recruit, train and engage manpower & send them abroad. Following are some of the major clients of our services,



WE PROMISE YOU TO:

- Deliver candidates of the utmost quality
- Adhere to and surpass all OH&S standards
- Supply a professional yet personal service
- Protect the confidentiality of our clients and candidates
- Continuously improve our environmental impact
- Adhere to the occupational standards
- Train the workforce to the best of Generic and Green Skills
- Orient the selected candidates with the systematic approach to work efficiently and effectively

CLIENTS

1. Model Engineering Contracting Co. L.L.C (Dubai)
2. Ranya general Contracting Co. L.L.C (Abu Dhabi, Sharjah, Dubai)
3. Farnek Services L.L.C (Dubai)
4. S.S Lootah Contracting Co. (Dubai)
5. Sumaco (Suhail Al-Mazroui) Group (Abu Dhabi)
6. Dana International General Services (Est. Abu Dhabi)
7. Al-Badr Contracting Co. L.L.C (Dubai)
8. Nurol L.L.C (Abu Dhabi)
9. Sawaeed L.L.C (Abu Dhabi)
10. Rania General Construction Co. L.L.C (Dubai)
11. Civil Engineering & Contracting Co. L.L.C (Abu Dhabi (Civil Co.))
12. Taisei Corporation (Abu Dhabi)
13. Al-Pha Engineering & Contracting Co. L.L.C (Abu Dhabi)
14. Sands Contracting Co. L.L.C (Dubai)
15. Oger (Abu Dhabi)
16. Norman Fouad Trading (Abu Dhabi)
17. Sameer Al Mahmood & Sons Cont. Co. (Sharjah)
18. Drake & Scull International L.L.C (Dubai)
19. Drake & Scull International L.L.C (Abu Dhabi)
20. Derby General Cont. L.L.C (Abu Dhabi)
21. Al-Mawarid General Cont. L.L.C (Dubai)
22. Buhazwa Cont & General Maintenance L.L.C (Abu Dhabi)
23. Heliopolis Electric Company (Abu Dhabi)
24. Metal General Cont Co. L.L.C (Abu Dhabi)
25. International Marketing Group (Abu Dhabi)
26. Al Faydhan Scaffolding L.C.C Sahrq, Sharjah (UAE)
27. Top Falcon Technical Works L.C.C Dubai (UAE)

Projects Completed

Various business transactions have been completed regarding the recruitment of manpower for projects in abroad. The names of major projects completed successfully in the past years are pointed as:

شركة ماموث كيه اس ايه المحدودة شركة شخص واحد شركة ماموث كيه اس ايه المحدودة شر اسم صاحب العمل كة شخص واحد	Mammoet KSA Ltd.Co.KSA Operational Hub King Faisal Road (West).Barri Gas Plant Road. Al Jubail 31952.Kingdom of Saudi Arabia.
للمقاولات الدولية الفرسان شركة الوباري صالح بن سلمان مؤيد	الرياض-2444545-50346839 5961464 الاحساء العمران
خليفه ال سلمان عبدالله الشيخ مواشي الشمري حويدر مقبل نقل بوعجله ال علي بن سعيد بن حمد	الرياض 567226412-يالخفج 0000000 منزل تندحه مركز مشيط خميس محافظة عمل
للمقاولات الاوبيض شركة للتقليات الدوسري عبدالرحمن محمد مؤسسة للتقليات الدوسري عبدالرحمن محمد مؤسسة	16340200-فيصل الملك مخطط-البجادية 503899538-التشاليح- الدمام الدمام
للمقاولات الدولية الفرسان شركة الفقير عماش كاتب مشاري ماشية للمقاولات الديببي ابراهيم فوزان احمد مؤسسة عمر ال حسين صالح المعدات لتاجير صنيج ابن مؤسسة	الرياض 568708550-صالح مدائن-لعل 3613263 -عنيزة 8427976-القديمة المقاضي-الدمام
للمقاولات الريش ابو محمد عدنان مؤسسة للمقاولات الهزيم محمد فيصل مؤسسة فرع للتقليات واولاده القحطاني محمد سلطان شركة	السامر-جده 503570721 -ضباء 8682021-المقاولين-الدمام

Projects Completed

الوجبات لتقديم الهزيم محمد فيصل مطعم	--144270134-
والتشطيبات الديكور لاعمال السلطي محمد معتصم مؤسسة	--الرياض- الفوطه-
الصعب العزيز عبد الله عبد مواشي	الرياض
للمقاولات المتطورة العمارات شركة	الرياض
الخشبيه للمنتجات الشمري قصيم عهود مصنع	الرياض
للمقاولات التشييد دوحه شركة	الرياض
شركة عصر نجد المحدودة	-لرياض --1000000
مؤسسة بدر عيد عايض القحطاني للتشغيل والصيانة	الرياض--114115533
مصنع بلك الساحل الاول للمنتجات الاسمنتية	-لرياض --170000000
مؤسسة العامة للمقاولات الخير سنابل	الرياض--133624012
لمؤسسة حسن علي اللباد للمقاولات	الرياض--13836104
مؤسسة مؤيد علي بن سلمان ال الشلب للمقاولات	الرياض--17656104
مؤسسة للتشغيل القحطاني عايض عيد بدر م	الرياض--152824052
مصنع شركه ابناء مهنا محمد المدالله للخرسانه الجاهزه	الرياض--162124072
مؤسسة مؤيد علي بن سلمان ال الشلب للمقاولات	الرياض-
شركة ماموث كيه اس ايه المحدودة شركة	الرياض
شركة طوابق العمار للصناعة شركة شخص واحد	الرياض--135236812
مصنع بلك الساحل الول للمنتجات الاسمنتية	الرياض--131257412
مؤسسة للمقاولات الديببي ابراهيم فوزان احمد	الرياض

MANPOWER RECRUITMENT DIVISION



SECTORS SERVICED

The company has provided Manpower for many sectors. Some of the major spheres of business for which people are recruited are following.

- Petroleum Sector
- Hospitality Sector
- Constructions Sector
- Electronics Sector
- Servicing & Maintenance Sector
- Academia
- Aviation sector
- Engineering Sector
- Industrial & Production Sector
- Allied Health Sector
- Services Sector (Services for the Kaaba)
- Transportation & Logistics Sector
- Information Technology Sector
- Water & Power Sector
- Other miscellaneous sectors



Murtajiz Manpower is successfully involved in the activity of recruiting workforce for employment both inside Pakistan & overseas, especially for Middle East Countries. So far company has recruited & transported workforce to almost all Middle East countries for our esteemed principals in different companies. For the purpose of exporting manpower to foreign countries the company has approval from Pakistan Bureau of Immigration and Overseas Employment Corporation of Pakistan.

MURTAJIZ TARGET MARKET



The specific group of Tradesmen that come in our direct vision interested for our services is enlisted below:

- **Electricians**
- **Technicians**
- **Engineers**
- **Mechanics**
- **Heavy Machine Operators**
- **Mobile & Tower Crane Operators**
- **Scaffolders, Saudi Arabia**
Aramco Certified Level 1-3
- **Riggers, Saudi Arabia Aramco**
Certified Level 1-3
- **Administrative & Support staff**
- **Data Technicians**
- **Satellite Dish Installers**
- **Materials Laboratory Technicians**

We Select the Best

Murtajiz Manpower has targeted to train its employees in marketing and interviewing techniques to achieve incomparable results and outcomes that our clients and candidates demand.

We pride ourselves on pro-actively matching niche professionals with hard-to-fill positions. We have built up an enviable network of professionals for all your staffing and hiring needs.

Whether you are looking to supplement your existing workforce or looking to gain employment, we guarantee a first class professional service.

SERVED COUNTRIES



At Murtajiz, the manpower is generally exported to Middle East states. The enlisted states are one where we have immigrated manpower.

Our team has a high profile service background to ensure our consultancy is founded on exceptional knowledge of Industry, Labor Market demand & Supply leading to quality service and staffing.

- Saudi Arabia
- Kuwait
- Dubai
- Iraq
- Bahrain
- Oman
- Qatar
- Other Middle East countries

SUPPORT SERVICES at Murtajiz Manpower

Beside the above stated activities, Murtajiz Manpower takes into account the following supportive services for our valued clients;

- Arrangement for the medical checkup
- Arrangement of visa facility
- Personnel insurance policy
- Preparation of all necessary Emigration & contract documents.
- Travelling & boarding arrangements
- Provision of equipments for trade testing

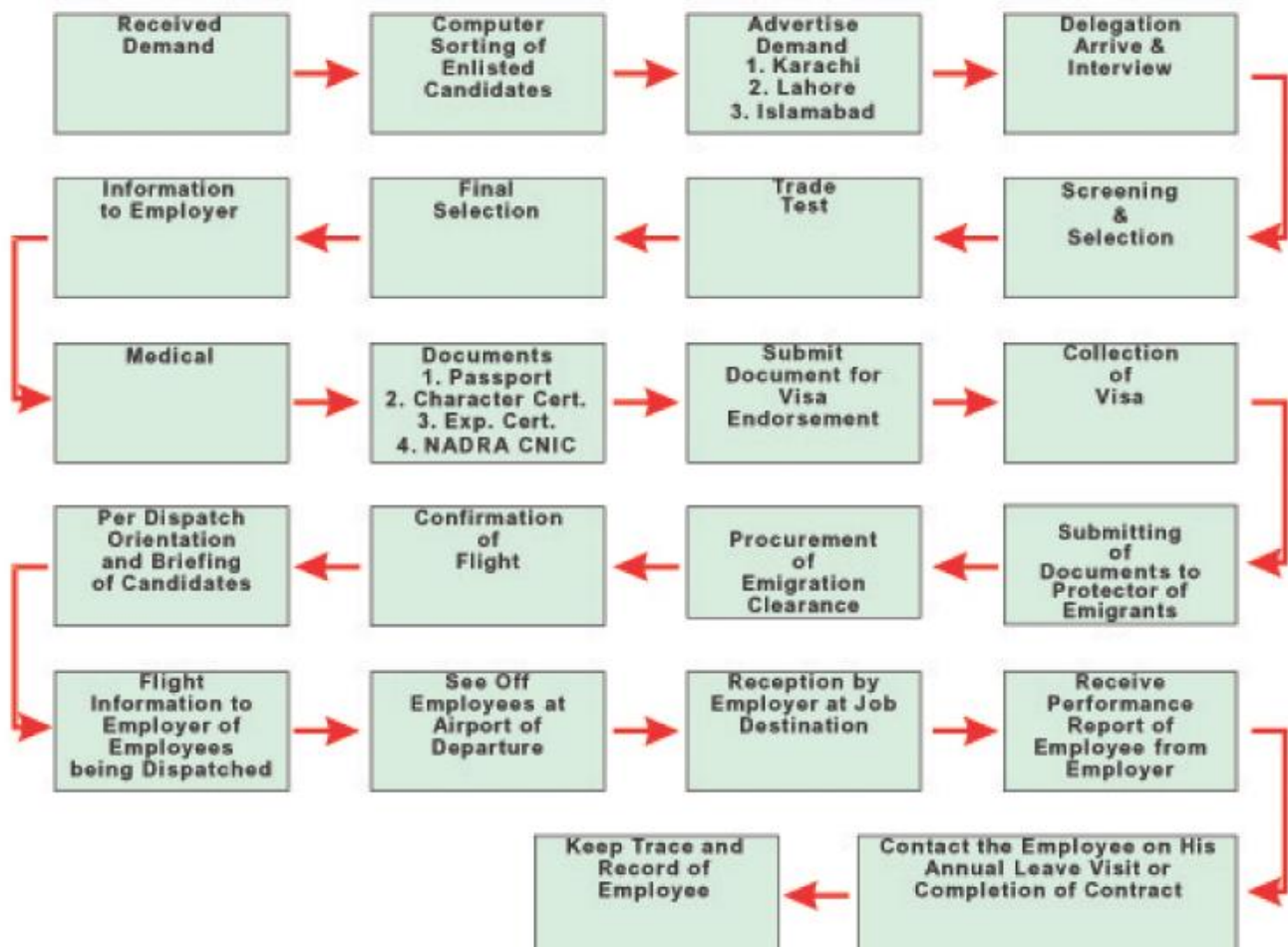
PROCEDURE OF RECRUITMENT AND CONNECTED LEGAL REQUIREMENTS

1. The recruitment in Pakistan must be carried out through a company as per government rules & regulation.
2. We (Murtajiz Manpower) must hold an appropriate power of attorney from the employers. Ordinary power of attorney once issued is valid unless it is revoked. However at time the local Saudi consulates deposit all documents connected with one visa batch i.e. the power of attorney, the demand letter and the letter address to consulate. It is therefore advisable that employers in Saudi Arabia should send a fresh power of attorney with each demand
3. A letter of demand addressed to Murtajiz Manpower containing number of vacancies, types of trade, pay & allowances, accommodation, food, medical facilities, leave, overtime scales and any other relevant terms of services to be included in the contract.
4. A letter addresses by the employers to the embassy/ consulate of the country for which visas are sanctioned authorizing Murtajiz manpower to get these visas endorsed. Such a letter, along with the photocopy of visa cable or acknowledgment slip issued by the ministry should be sent to us in original. (Only for Saudi Arabia)
5. The documents as per 2 & 3 above are required to be attested as under:
 - a. By the foreign ministry of the country of employment and the embassy of Pakistan in the country of employment or,
 - b. By the embassy of that country in Pakistan
6. The ministry of foreign affairs of the host country may only attest the document as per paragraph 4.
7. On receipt of power of attorney and letter of demand we have to obtain a written sanction from the protector of emigrants, government of Pakistan for recruitment of each batch as demanded by our principals, WITHOUT THIS SANCTION VACANCIES CANNOT EVEN BE ADVERTISED.
8. A suitable service agreement is entered into between Murtajiz Manpower on behalf of employers as one party and recruited person as the other party. This service agreement must contain all the condition laid down by the employers and those required to be included by the protector of emigrants, government of Pakistan from time to time . we have a carefully drafted agreement, which covers almost all requirement, and additional material if required by an employer can be added to it.
9. Each service agreement is approved and counter signed by the protector of emigrants, government of Pakistan. The protector retains one copy of the approved agreement & we require one copy. The original & duplicate copies go to the employer and the employee respectively being the actual contracting parties.
10. Each man is required to produce a character certificate, a medical certificate, and experiences certificate and certain other documents duly counter signed by the ministry of foreign affairs in Pakistan. In case of countries where visas are endorsed by their embassies in Pakistan, complete documents are submitted to the embassy concerned along with passports and it takes some time before the visas are endorsed.
11. In case of some countries all visas are sanctioned by name. we therefore finalize the selection for these countries and then wait for the employers to obtain visas. Other formalities, where required, are completed after the receipt of visas.

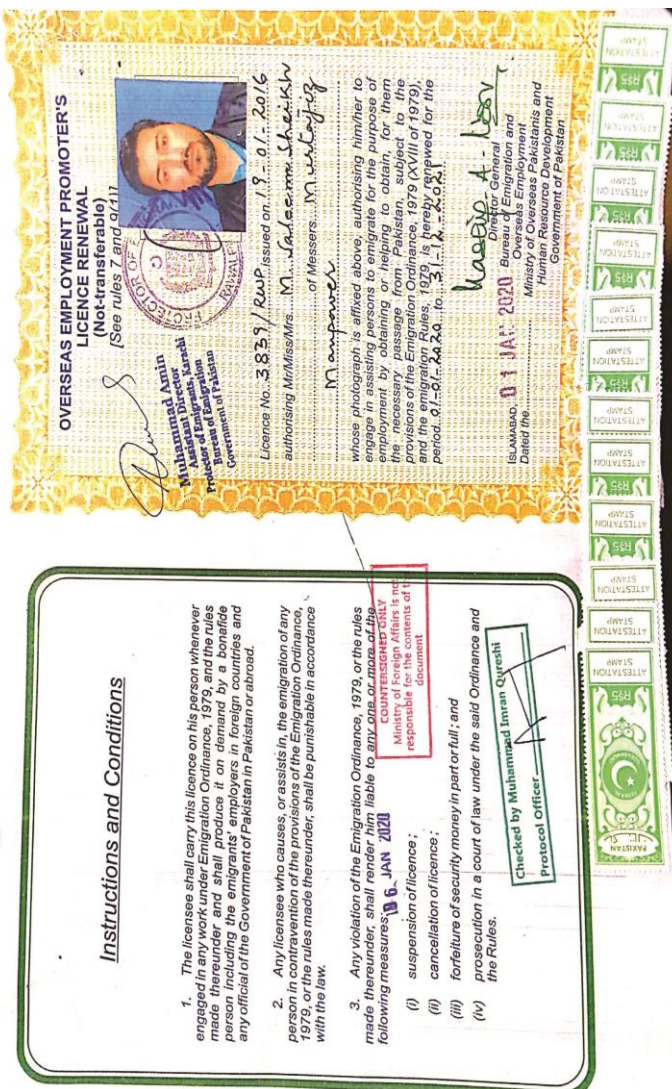
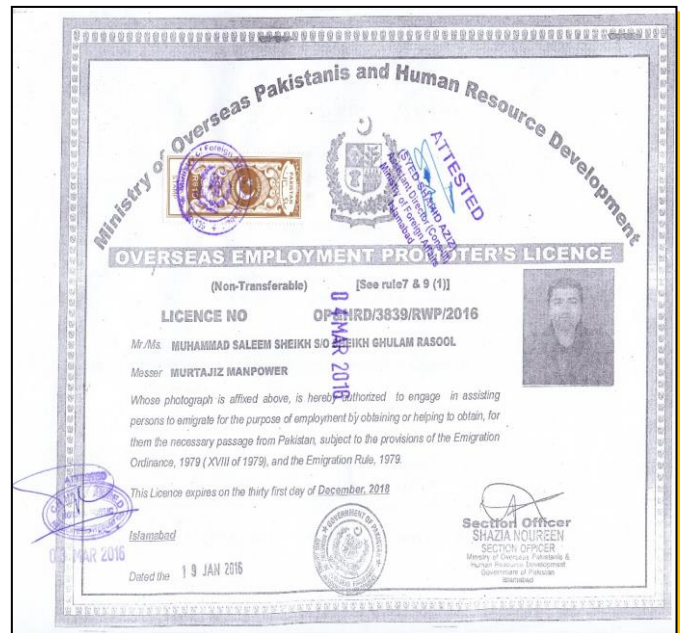
OTHER CERTIFICATIONS

Selection Criteria

- Local Print / Electronic Media
- Job Portals
- VAS: Value Added Services / Telco Platform



OTHER CERTIFICATIONS



Scanned by CamScanner



Government of Pakistan

Ministry of Overseas Pakistanis & Human Resource Development
Bureau of Emigration & Overseas Employment



HQ16018zf

Overseas Employment Promoter's Licence Renewal

[Not – Transferable see rules 7 and 9(1)]

Licence No 3839 / RWP issued on 19/01/2016
authorizing Mr/Miss/Mrs Muhammad Saleem Sheikh
of Messers Murtajiz Manpower

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 ...01/01/2022 to ...31/12/2023.....

Islamabad, 23/12/2021
Dated the

Checked by Muhammad Zubair Shafiq
Assistant Director (Cons. II)

Director General
Bureau of Emigration & Overseas Employment
Ministry of Overseas Pakistanis & Human Resource Development
Government of Pakistan

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 emigrants' 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.
- (i) Suspension of licence;
 - (ii) Cancellation of licence;
 - (iii) Forfeiture of security money in part of full; and
 - (iv) Prosecution in a court of law under the said Ordinance and the Rules.







CONTACTS:

MURTAJIZ MANPOWER PVT LTD

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