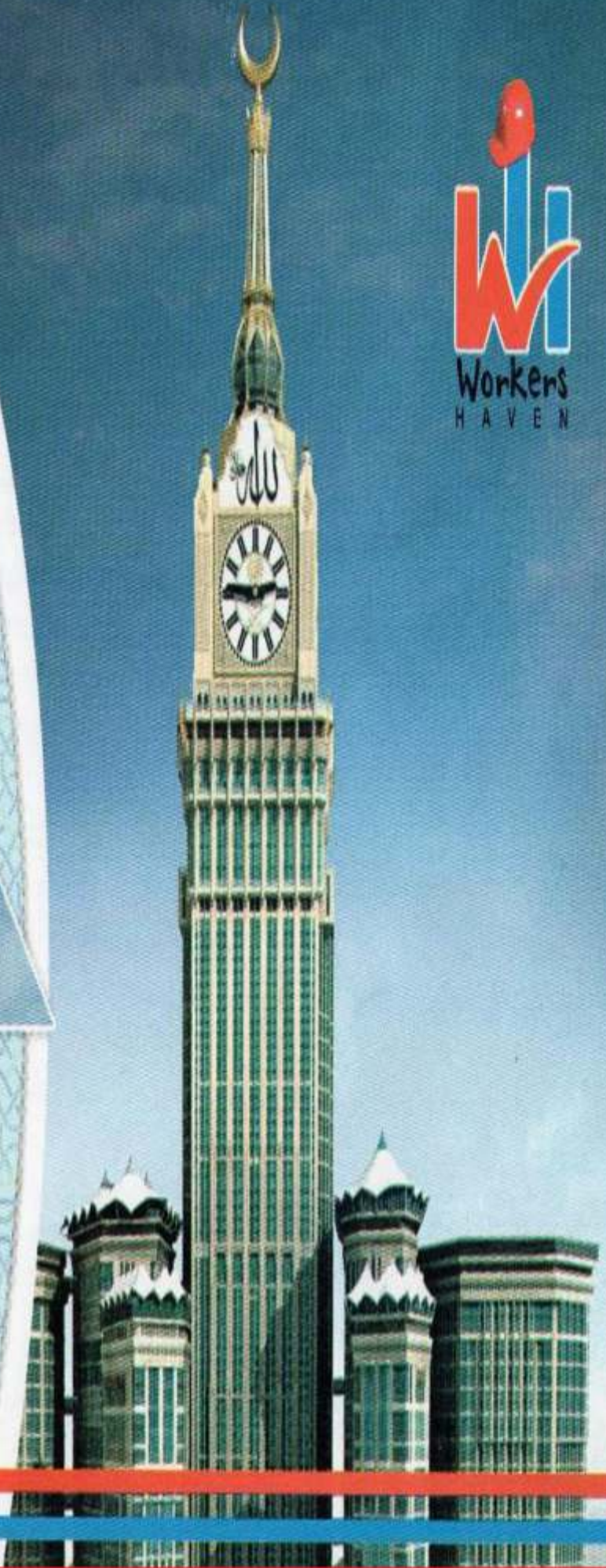


**WorkersHaven**  
Overseas Recruiting Agency

OEP Lic. # MPD/3015/LHR

*Let's Build the World*

وركرز هيفن  
وكالة توظيف في الخارج



[haven.2010@yahoo.com](mailto:haven.2010@yahoo.com)



[www.workershaven.pk](http://www.workershaven.pk)



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# COMPANY INTRODUCTION

Works haven no licensed by Ministry of Labour, Manpower and Overseas Employment, Government of Pakistan. It is our explicit policy to provide services to customers demanding expectations in conformity with the highest standards of quality and lasting satisfaction. Our aim is to serve the clients better to provide the appropriate work force with excellent skills and in this way we have managed over hundreds of workers to different countries.

Since its start, it has been going from strength to strength with access to a database for all denominations. We are a recruitment company with deference. We adopt a focused approach to all aspects of recruitment and executive search.

Our expertise and professionalism is manifested through our ability to provide local and international companies of all sizes with all their needs of human Resources, especially in GULF & MALAYSIA by our vastly experienced, capable and service oriented staff.



# CEO MESSAGE



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.

I have the pleasure to introduce my organization **Workers Haven Recruiting Agency**, as one of the most trusted manpower recruitment agents of Pakistan. Our sincerity and dedicated services blended with highest standard of professionalism has earned global recognition, trust and confidence.

Client satisfaction being the core objective of our organization, has contributed a lot to our success. Our staff members have made us proud with their sincere efforts and hard work. **Workers Haven Recruiting Agency** has its reputation in placing skilled and semi-skilled workers. The company began with a vision to serve our esteemed clients with a level of care and expertise rarely found.

**Muhammad Asghar**  
CEO

# THE MANAGEMENT



**Muhammad Asghar**  
CEO



**Talat Naeem**  
Director



**Abdul Sattar**  
Director Marketing



**Shahzad Hanif**  
Director Operations



**Shakeel Raza**  
Marketing Overseas  
+92 321 9459973



**Muhammad Afzal**  
Marketing Malaysia  
+60 16 3776025

**Muhammad Ramzan**  
Manager Admin & HR

**Huzaifa Asghar**  
Computer Operator

**Sheraz Fazal**  
Computer Operator



# SERVICES WE OFFER



- ! Place advertisement, arrange interviews, select employees on behalf of clients on the receipt of written legal demand.
- ! Assist the prospective employers by short listing candidates for final interviews by the employer or their representative.
- ! Negotiate the salaries and brief the candidate about their legal rights, terms and condition of the employers, the overseas journey and orient them about the culture. Language, food and custom the host country.
- ! Make arrangements for the trade test centers and medical exam for the candidates Provide services relating to required documents like identity cards, Passport and all government requirements.
- ! Obtain visa from the concerned Embassy/Consulate.

! **Keep the employers informed about the progress at every stage.**



## Documents for Recruitment

- (a) An Appropriate Power of Attorney
- (b) A Letter of Demand
- (c) Authorization Letter by the employer to the Embassy to get visas endorsed (for Saudi Arabia)
- (d) Electronic Wakala Paper

The documents at para (a) and (b) above are required to be attested as under:

- Ministry of Foreign Affairs of the country of employment.
- The Embassy of Pakistan in the country of employment.

The documents at para (c) above only be attested by the Ministry of Foreign Affairs of the host country (only for Saudi Arabia)

## Power of Attorney

On receipt of the power of attorney and letter of demand we have to obtain a written permission from protector of Emigrant (Government of Pakistan) to recruit manpower for our principals as demanded. Without this section we cannot advertise of the jobs.



# RECRUITMENT PROCEDURE



## Agreement

A Foreign Service Agreement between Prudential recruiting Agency, as a First Party on behalf of employer and the emigrant (employee) as a Second Party are requirement to be signed and approved by the Protector of Emigrant (Govt. of Pakistan). This F.S.A. contains all the terms and conditions laid down by the employer.

## Medical

Each Emigrant is required to produce a Medical Certificate.

## Visa

In case of countries where visas are endorsed by their Embassy, we submit passport for endorsement of visas. In some countries where visas are issued by name (individually), thereafter we finalize the selection and then wait for the employer to obtain visas, and all other formalities are completed after the receipt of visas.

## Time-frame

- ! Permission obtaining from Protector of Emigrants Govt. of Pakistan. 1 to 2 days
- ! Advertisement and Provisionally Selection 4 to 10days
- ! Visa Endorsement by Embassy / Consulate 4 to 12days
- ! Personal Insurance 1 to 2days
- ! Signing and Approval of F.S.A by (Emigration Office) 1 to 2days
- ! Ticketing 1 to 2d days





# TRAINING & GUIDANCE

**Workers Haven Recruiting Agency** provides corporate succession training, in-house and class room training. Our experts have worked together and have come up with the best training programs in all professional walks in the market. All training programs include real time scenarios and trainees do get an opportunity to work on real time projects. We cover manual testing, On Job Testing (OJT) and Automation Testing.

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.





# VISA PROCEDURE

- ! Original Computerized Valid Passport along with All Previous Passports, if any.
- ! Original Computerized National Identity Card(CNIC).
- ! 6 Cm x 4 Cm Colored Photographs with Off White Background (2Nos.)
- ! Normal Colored Passport Size Photographs (12Nos.)
- ! All Attested Original Certificates / Degrees along with their respective Attested Arabic translated copies.
- ! Medical Fitness Certificate.

## Prerequisites

### *DOCUMENTS REQUIRED FOR VISAPROCESSING AT THE SAUDICONSULATE:*

- ! Original Computerized Valid Passport along with All Previous Passports, if any.
- ! Original Computerized National Identity Card(CNIC).
- ! 6 Cm x 4 Cm Colored Photographs with Off White Background (2Nos.)
- ! Normal Colored Passport Size Photographs (12 Nos.)
- ! All Attested Original Certificates / Degrees along with their respective Attested Arabic translated copies.



# OUR CLIENTS

## SAUDI ARABIA

- ✚ Rezayat Company Ltd. Saudi Arabia
- ✚ Ossol Al-Banna Trading & Contracting Co.
- ✚ Saudi Arabia Hat International & Transportation
- ✚ Al-Jazeera Contracting Company Saudi Arabia
- ✚ Belad Al-Sham Contracting Group, Saudi Arabia
- ✚ Al Rabie Ice Factory, Saudi Arabia
- ✚ Shirka Mohammed, Dammam – Saudi Arabia
- ✚ Arabian Food & Dairy Factories Co. (Fadeco Ice Cream), Saudi Arabia
- ✚ Ibrahim Abdulrahman Al Nasser & Partners Trading & Contracting Co Jafal & Naif Abied Al Shammari Contracting Company, Saudi Arabia
- ✚ Al-Arkaan Training Center Co. Saudi Arabia
- ✚ Al Muzaid Transport & Motor Cars Co. Saudi Arabia

## BAHRAIN

- ✚ Secure Me Guard Services & Security, Kingdom of Bahrain
- ✚ Delta Security Services , Kingdom of Bahrain
- ✚ Al Fahad Services & Manpower, Kingdom of Bahrain
- ✚ Ahmad Essa Construction, Kingdom of Bahrain

## QATAR

- ✚ Qatar Ministry of Interior , Qatar
- ✚ Al Mohanadi Transport Company, Qatar
- ✚ Al EJara Lemouzine, Qatar
- ✚ Teyseer Security Services, Qatar
- ✚ Al-Jazira Group, Qatar

## UAE

- ✚ AL JABIR Contracting & Construction LLC, UAE
- ✚ M.U.G. Almeria United Group, UAE
- ✚ Saqer Engineering & Contracting Enterprises, UAE
- ✚ Gulf Labour Supply Establishment, UAE
- ✚ Dubai Tower Contracting Company, UAE
- ✚ LITCO, UAE



# OUR CLIENTS

## MALAYSIA

- ✚ ANDARAYA (M) SDN. BHD.
- ✚ PROGRESSIVE CARGO & SERVICES
- ✚ PPEC (M) SDN.BHD
- ✚ DIVERSITY MEKANIKAL SDN BHD
- ✚ JUNJUNGAN PELANGI SDN BHD
- ✚ MEDIACE SDN BHD
- ✚ MAHA BERJAYA FROZEN FOODS SDN BHD
- ✚ RESTORAN JAMAL MOHAMED & SHERIFF
- ✚ DAYA PRIMAMAS SDN BHD
- ✚ RESTORAN AS SUBUH
- ✚ RESTORAN SALAM SENTOSA

## OMAN

- ✚ Albatha Engineering
- ✚ Al Naboodah Construction Group LLC
- ✚ AL Rostamani Group Of Companies
- ✚ ANC Holdings LLC
- ✚ BEL Yoahah Architectural & Engineering Consultants
- ✚ Bhatia Brother LLC
- ✚ AL- NAHDHA AL-MUMAYZA CONT.LLC



# OEP LICENCE



## Government of Pakistan

Ministry of Overseas Pakistanis & Human Resource Development

Bureau of Emigration & Overseas Employment

### Overseas Employment Promoter's Licence Renewal

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

Licence No. 3015 / LHR issued on 03/11/2010

authorizing Mr/Miss/Mrs Muhammad Asghar

of Messers Workers Haven

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 31/12/2024

15 FEB 2022



Islamabad,  
Dated the 04/01/2022

Kasim A. Khan  
Director General

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

COUNTERSIGNED ONLY  
Ministry of Foreign Affairs is Not  
responsible for the contents of the  
documents

#### 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.

3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more 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.



# WHY CHOOSE US

- We guarantee selection of competent personnel according to the job description of the employer for particular project of the client.
- We take the minimum possible time to complete various formalities of workers to proceed i.e. paper work is completed through a network supported by various ways to ensure completion of all formalities, such as permission from Protector of Emigrants, advertisement, pre-screening for finally selected candidates, medical fitness check-up through authorized medical center, completion of documents for visa endorsement, Protectorate and finally travel arrangements.
- Our office is managed by competent executives and staff.
- We do not take any gratification from the workers and thus selection is always made on merit accordingly to the employer instructions and we always honor our commitments while signing the contract in securing the demand for Manpower Recruitment.
- Our services in manpower recruitment are always appreciated by clients for professionalism, honesty and reliability.







## **Workers Haven Recruiting Agency**

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Lahore.

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Designed by: [www.dmedia.pk](http://www.dmedia.pk)

