

Mufti Enterprises

OVERSEAS EMPLOYMENT PROMOTERS
Lic. No. 1954 / RWP

Get it right the first time.

Sharp minded solutions
executed

Time spent on hiring is
time well spent



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



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PAKISTAN

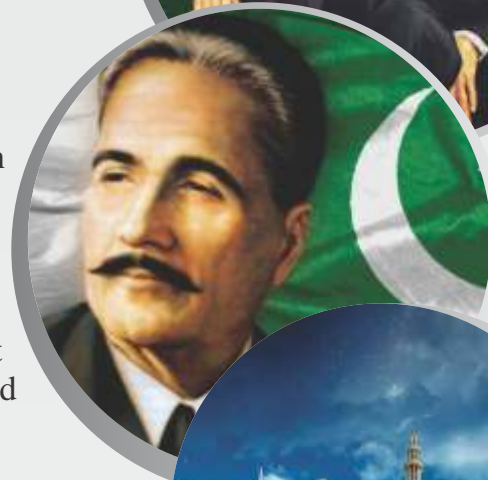
“With faith, Discipline and selfless devotion to duty, There is nothing worthwhile that you cannot achieve”

Quaid Said:

“Come Forward as servants of Islam, organise the people economically, socially, educationally and politically and I am sure that you will be a power that will be accepted by everybody.”

Father of Nation:

Pakistan has been striving hard to develop its human resources, thus at present it has number of Universities, Engineering Colleges, Medical Colleges, Polytechnical and other vocational institutes. As the competition is very tough, only the most hard working, and able students get admission in these professional Institutions. Thus making it possible for the most able and suitable persons to be trained professionally.



ah


PAKISTANI HUMAN RESOURCES


Pakistan is blessed with all possible geographical divergence; it is one of the most populous countries of the world. With around 180 Million population, one comes across immense varieties of environment. At one hand it comprises sturdy trib of the hilly region and on the other hand healthy cultivators of plains. There is quite a large number of highly qualified and experienced person in all technological fields. Pakistan has already recruited more than 2.50 million skilled people to Middle Eastern and other countries.


Pakistani by nature are hard working, well behaved and cooperative people. The track record has proved their honesty dedication towards their duty. These qualities have made them most suitable and desirable man power of working in any environment.

Company Licence

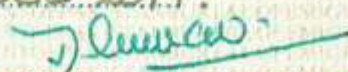
**OVERSEAS EMPLOYMENT PROMOTERS'S
LICENCE RENEWAL**
(Non-transferable)
[See rules 7 and 9(1)]




16/1/12



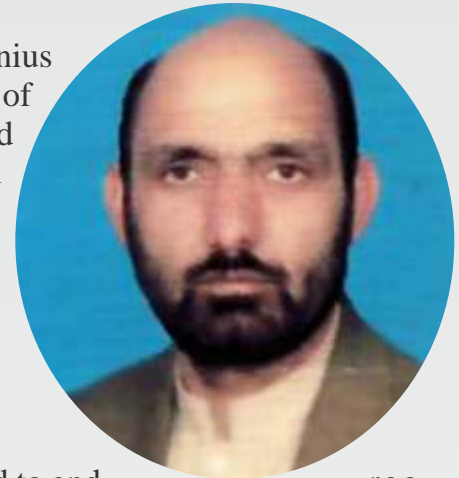
Licence No. 1954/RWP issued on 08-02-2000.
authorising Mr/Miss/Mrs Naeem Ahmed
Khan of Messrs Mufti
Enterprises
whose photograph is affixed above, authorising him/her to
engage in assisting persons to emigrate for the purpose of
employment by obtaining, or helping to obtain, for them
the necessary passage 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 2012 to 31st Dec 2014.


Director General,
Bureau of Emigration and
Overseas Employment,
Ministry of Labour,
Manpower and Overseas
Pakistanis,
Government of Pakistan.

ISLAMABAD
Dated the 14.02.2012

Chief Executive Message

The Chief Executive of M/s Mufti Enterprises is a versatile & genius entrepreneur and has gained sufficient experience for the deployment of manpower to the Middle East. During 15 years his company has deployed over eight thousand workers of various categories to almost 25 well reputed companies of the Middle East and no complaint has ever been recorded regarding selection and deployment of the workers from any of the employers. The chief executive of the company has gained vast experience while working in Middle East.



Professional & One of the leading Recruitment Consultancy proving end to end recruitment solutions worldwide. Mufti Enterprises has committed to provide both clients and candidates with an unrivalled level of services. As our mission statement confirms, we are dedicated to successful recruitment.

Mufti Enterprises, we consistently hit the mark in our recruiting efforts because we dedicate the resources to understand and appreciate candidate and client requirements as well as those needed to recruit and source qualified candidates. We also validate every candidate and every requirement through a rigorous documentation process ensures that we only work with quality requirements and quality candidates ensuring that all parties involved in the process are working towards the same conclusion. All of our staff members are committed to provide a comprehensive, effective recruitment agencies services and are able to cope with every recruitment need & we help creating employment opportunities.

They are carefully trained to efficiently handle all aspects of manpower mobilization, screening, and documentation. We try our very best to provide candidates with the most suitable position in their respective fields. Whether we are conducting national or international searches, we always maintain the same regard for confidentiality and quality of service, and our goal to exceed your expectations. the first time, every time.

Naeem Ahmed Khan
Chief Executive
+ 92 300 5290418

Introduction **Muti Enterprises**

We take this opportunity to introduce our company **MUFTI ENTERPRISES** 1945/RWP, one of the renowned leading recruitment Agencies in Pakistan. So far no complaint has been filed by one of our clients regarding our services quality and co-operation.

The continued progress of **MUFTI ENTERPRISES** reflects the economic vitality of the Pakistan. Established since 2000 under Ministry of Labour. **MUFTI ENTERPRISES** is a financially strong and rapidly growing company that has helped to lead the expansion of employment of Pakistani people.

Our Mission is to provide Pakistan-based companies with world-class professionals as well as to open career opportunities that will upgrade competitiveness of the Pakistani workforce

Our Vision is to become one of the country's leading human resource placement and consultancy firms that offers quality services uniquely designed by Pakistani.

It has been more than a decade since **MUFTI ENTERPRISES** began to sow its seeds of expertise as a human resource placement and consultancy firm. Today, we enjoy a bountiful harvest evidenced by our expansive portfolio of services, up-to-date technological development and continuously growing client base.

However, it is not to history alone that we attribute our success, but to the foundations on which **MUFTI ENTERPRISES** builds its strength as an organization.

To achieve rapid profitable growth by ensuring that our clients needs are satisfied in an efficient and cost-effective manner



Introduction of **General Manager**

General Manager of the company is a young, energetic and possesses the qualities of leadership. He has been running this esteemed organization with the best of his abilities. Since the very inception of the company he has been entrusted the responsibilities to run the day to day business and visualize the Future planning to improve the working of the company under



the guidance of the chief executive. His responsibilities are to ensure timely arrangements of conducting Tests Interviews, submission of passports in embassy for visa endorsement and urgent deployment of selected workers to their destination and having efficient correspondence with our valuable clients through e-mail and Fax.

Sohail Naeem

General Manager

+92 334 5315059



Organization Chart

Naeem Ahmed Khan
Chief Executive
+92 300 5290418

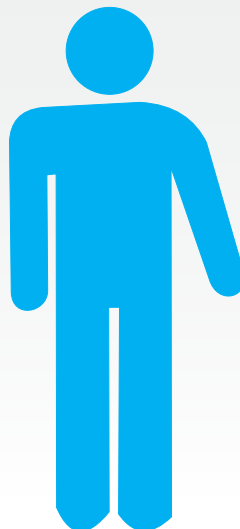
Rehan Hussain Hashmi
UAE Representative
+971 55 9119374
+971 50 4893139

Fasial Naseem Abbasi
Officer Passport
Section

Sohail Naeem
General Manager
+92 334 5315059

Owais Naeem
Account Officer

Sohaib Javed Abbasi
Officer Computer
Section



Why Us

We have our office located in the central part of Rawalpindi and Islamabad, people can approach our office without any difficulty. Our office is equipped with all the essential communication facilities including fax, telephones, broad band internet connections, computerized data bank and more. We also have made the innovation of taking the database, which help us to find suitable workers just by a click and we have assigned Engineers and Technicians who are responsible for screening of the candidates because the person we are promoting to other countries not only reflect our professionalism but also represents our country.





Categories of Manpower



**Mechanical
Worker**

A circular image showing a man in safety glasses working on a piece of machinery in a factory setting.

**Construction
worker**

A circular image showing a construction worker in a hard hat and safety vest looking at a set of blueprints.

**Executive
Staff**

A circular image showing a group of diverse business professionals in formal attire standing together for a group photo.

**Electrical
Worker**

A circular image showing an electrical worker in a hard hat and safety gear working on a complex network of wires.

Categories of Manpower

Civil

- Civil Engineers
- Architects
- Junior Architects
- Site Supervisors
- Masons & Mason Helpers
- Labours
- Painters/Painter Assistants]
- Carpenters
- Surveyors
- Designers
- Tile fixers
- Steel fixers
- Plumbers
- Electricians & Assistants
- Electrical Wiremen
- Forklift Operators
- Truck Drivers/Loaders
- Storekeepers
- Shuttering Carpenter
- Finishing Carpenter
- Furniture Carpenter
- Cabinet maker
- Block Setter
- Tile Fixture
- Marble Fixture

Mechanical

- Mechanical Engineering
- Foremen/Assistants
- Elevator/lift technicians
- Computer and Hardware Engineers
- TV, AC and Fridge Technicians
- Automobile Mechanics
- Mobile Heavy Equipment Mechanics
- Bulldozer Mechanics
- Scraper Mechanics

Electronic

- Electronic Engineering
- Electrical Wiremen
- Electrical Contractors
- Generator Technicians
- Cable men
- Heavy Electrical Engineers
- Electrical generator technicians
- Automobile Wiring Technicians
- Telephone & Communication

Other

- Manager
- Chartered / Cost Accountants
- Banking Specialists
- Accountants
- Receptionists
- Bulldozer Mechanics
- Scraper Mechanics
- Heavy Vehicles Driver
- Light Vehicles Driver
- Truck Drivers/loaders
- Tailors
- Salesmen
- Barbers
- Jewellers Labour
- Industrial Labour
- Cleaning Labour
- Cable Line Labour
- Shop Labour
- Security Guards
- Watchman Sweeper
- Housemaid
- Municipal Labour
- Labour Gardner
- Dockyard Labour
- Medical Staff

Clients List

- SHIRKA TATVEER
Saudi Arabia (Madina)
- JALEEL PLASTIC INDUSTRY
Saudi Arabia (Taif)
- D.C.C (DESERT CONT CO)
Abu Dhabi (U.A.E)
- ARABIAN GULF METAL FACTORY
Saudi Arabia (Dammam)
- ANNAWAMIS CONTEST
Saudi Arabia (Riyadh)
- SHETA & SAIF TRADING &
CONTRACTING EST.
Saudi Arabia (Riyadh)
- AL MUKHALID CONST CO
Saudi Arabia (Riyadh)
- MARIYAT AL TIJARA CO.
Saudi Arabia (Riyadh)
- SHAMAL NAJAD
Saudi Arabia (Riyadh)
- TIGER STEEL
Abu Dhabi (UAE)
- AL-FADEL TRADING &
CONTRACTING
Saudi Arabia (Jeddah)
- HIDADA CONTRACTING CO.
Saudi Arabia (Jeddah)
- Mossasa Ali Ahmed
Saudi Arabia (Najran)
- HAECO Group
Saudi Arabia (Dammam)
- Mossasa Badar Saud
Saudi Arabia (Medina)

Procedure for the Selection & Recruitment

Employer provides the following documents to proceed the case

- I. Power of Attorney
- II. Demand Letter
- iii. Letter to Consulate.
- iv. Electronic Attorney / Electronic Payment Receipt
- v. Visa Slip

The document should be duly attested by Chamber of Commerce Ministry of Foreign Affairs & Pakistan Embassy of the host country. After receipt of said Visa documents, we get necessary permission from the labour department Government of Pakistan.

The demanded/requested vacancies are advertised in the national news papers duly mentioning the prerequisites and selection criteria of the post (qualifications, trade, experience etc).

After the due date applications are screened for suitability and the candidates are called for interview and relevant trade test, preliminary by our technical experts to judge their suitability or otherwise.

If the principal or his representative intend to visits our office and conduct interview trade test we provide scrutinized manpower for final by our selection and then any other assistance required in this regard. If we are assigned the recruitments responsibility then interview/trade test of the required posts and finalize their selection.

After selection every candidate is examined through approved medical centre and medical fitness report is issued to only medical cleared candidates. For each selected candidate a service contract is made which is counter signed by the protectorate of immigrants, Government of Pakistan & their copies are provided to:

- I) Governments Of Pakistan (Under rules)
- ii) The original contract is for the employer
- iii) Copy for employee.



In some countries the work visa is sanctioned by name only in such case the visa formalities are initiated after the receipt of visa paper.

we can start visa processing initiated after receiving letter from the employer.

Specimen of Demand Letter

To,
Messrs, Do here by appoint, Constitute and authorize:
M / S Company name
(Overseas Employment Promoters License No.)
Address:

Reference: _____ Dated: _____

Subject: DEMAND LETTER FOR RECRUITMENT OF MANPOWER

Dear Sir,

This is to request you to select and recruit the following workers for us on the following terms and conditions of the contract will be as under:

- | | | |
|-----|--|--|
| 01. | Period of Contract | Minimum One Year/two years |
| 02. | Accommodation | Free of Cost Bachelor Accommodation |
| 03. | Daily Working Hours | 8 Hours / |
| 04. | Weekly Holidays | 1 per Week |
| 05. | Rate of Overtime | 1.5% overtime in basic salary |
| 06. | Food | Free or allowance |
| 07. | Medical Facilities | Free provided by the Employer |
| 08. | Passage | Under the Pakistan Emigration Rules, the passage is to be paid by the Employer or Employer may remit cost of passage to us through Banking Channel or PTA. |
| 09. | Other Fringe Benefits | As per Labour Laws of the Host Country. |
| 10. | The agency commission will be provided at the rate of _____ U.S. Dollars per head. | |

This demand letter is valid for visa

No. _____ Dated _____

For _____ Persons _____

Regards

For : _____

Name of company

Signature

(Signature with Name and Official Seal)

Chamber of Commerce of Employer's Country.

Ministry of Foreign Affairs of Employer's Country.

Embassy of Pakistan in Employer's Country.

Terms and Conditions of Govt. Of Pakistan

- | | |
|-------------------------------|---|
| 1. Period of contract | Minimum one year. |
| 2. Probation Period | 90 days or as per the labour laws of the country. |
| 3. Daily working hours | 8 hours per day, maximum 12 (Twelve) hours per day with 4 (four) hours paid over time. |
| 4. Weekly working days | 6 (six) days per week, paid holiday. |
| 5. Weekly rest day | 1(one)day per week |
| 6. Rate of overtime | As per labour laws of the host country or minimum 1.50 times of basic salary per hours. |
| 7. Accommodation | Free of cost bachelor type accommodation must be provided by employer, with electricity, water, gas & bedding |
| 8. Messing Facilities | Free food or 25% of basic pay to be paid extra in lieu of free food for un-skilled, semi skilled and skilled workers. This provision of free food is not applicable to U.A.E Bahrain |
| 9. Medical Facilities | Free, to be provided by the employer |
| 10. Transportation from | Free, to be provided by the employer, residence to |
| 11. Passage | Economy class by air from place of hire to place of employment and back on expiry of contract to be provided by the employer if not included in the salary, which should be in addition to the minimum /wages laid down |
| 12. Vacation | leave per year As per labour laws of the host country |
| 13. Illness | leave per year As per labour laws of the host country |
| 14. Social security/insurance | Employment to be covered at the cost of the employed according to the labour laws. |
| 15. Dead bodies | Dispatch of dead bodies or evacuation due to serious injury will be made to pakistan at employer's expenses. |





Mufti Enterprises

OVERSEAS EMPLOYMENT PROMOTERS
Lic. No. 1954 / RWP

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Email: muftient@hotmail.com
Website : www.muftient.com

