Govt. License No.: 695/063/064



## Empire International Pvt. Ltd.

ةدودح ما ا قصاخلا لانويشانرتن إريابم

Foreign Employment Consultant









Trusted Top Manpower of Nepal

## MESSAGE

Dear Valued Clients,

Namaste!

Empire International Pvt. Ltd was set up around a decade ago with the core: belief of offering true customerfocused recruitment solutions to the need of our diverse clients in the field of recruitment from Nepal. I, as Executive Director of this company, believe that beginnings are always complex, whether at personal business levels or corporate levels. Consequently, we work hard to overcome all difficulties that may impede our way, because success has always been our key objective since the beginning of our establishment and this positions us at the center of the vast world of business.

Strategic planning is the key factor for the success of any business. We earn the communities trust and reliability by setting our priorities towards serving the community of all social groups and classes; as their



BIJAY KUMAR KARKI Chairman

satisfaction is the basis of our success. With a team of highly educated, dedicated and knowledgeable employees backed by an office having ultra-modern facilities and located nearby Tribhuvan International Airport in Kathmandu we have been able to establish our brand name amongst others in Nepal's foreign employment business. A strong focus on customer service is what differentiates Empire International Pvt. Ltd from other companies and helps us to ensure our long-term growth and success.

We take great pride in our collaborative approach and proven techniques in delivering high impact in the field. The results have been not only a successful company in a short period but more importantly a strong foundation of client partnership that has turned into a long friendship with them. We have been successful in every step that was notable for us to seek to expand the scope of our work and to expand globally. After studying the world's most important economic regions, we are in the process to establish our offices there, so we can provide our best services to the largest possible number of the increasing population.

The business world has become enormous and highly competitive, therefore, there will be, survival for the best not for the strongest. We aim to be the best service provider in the eyes of our clients which is the ultimate goal of our eternal success.

With Best Regards

Bijay Kumar Karki Chaiman

### **MESSAGE**

Dear Valued Clients,

Greetings!

Empire International Pvt. Ltd. Came into inception with a mission to redefine the human resources. We walked a long miles but with the single point vision to nave the best resources having the quality & quantity together.

We believe that people make us what we are. We still strive to provide an environment to people that is professional where they could grow personally and professionally with the organization.

We in a group represent unity in diversity for the people from different backgrounds and culture with simple minded purpose to grow along with others. We also believe in treating each other and our distinguished customers with dignity i.e. with trust & transparency & respect & welcome the thoughts & proposals.

We are opened to each other in dealings with our employees & customers; we believe that long term relationship is built with transparency. Hence we are informal, get disciplined. We do not allow formality to come under the treatment of issues related to our employers and customers.

In all our actions as a proud and as individuals, representing this pro we maintain integrity both in financially and professionally. Trust and honesty in our each action between us, our customers and our stake holders. We always role on challenges with taking them and competing them in an sufficient way with extreme ability and determination.

Our commitment is presently by is in whatever we do to the institution that we present our customers and employees. Each one in my organization takes his own entrepreneurship and ensures us that the work handed over to them in is complete with self-commitment.

At last I would say that we act as one family with Teamwork, Loyalty, Integrity, Commitment, Diversity and Dignity to the organization and costumers which differentiate us in the market. Here I remain with a commitment to deliver.

With Best Regards

Ali Din Syed Managing Director



**ALI DIN SYED**Managing Director

## **COMPANY PROFILE**

Name of the Company : Empire International Pvt. Ltd.

Office Address : Gyankunja Marg, Santinagar, Kathmandu, Nepal

Company Regd. No. : 43798/063/064

Govt. Lic. No. : 695/063/064

Telephone : +977 1 4620715, 4621348

Fax No. : +977 1 4621815

E-mail : info@empirenpl.com.np, alisyed@empirenpl.com.np

Website : www.empirenpl.com.np

**Director Profile** 

Manager Director : Ali Din Syed



## **ABOUT US**

Empire International Pvt. Ltd. is a leading human resource outsourcing and manpower recruitment agency that is partner with global clients to provide them with best talents from Nepal. We are a dedicated team of professional consultants offering top of the line executive search and selection services to diverse corporate of all sizes with varied business interests.

We are committed in providing the best and outstanding manpower recruitment services all over the globe. We have been competing with all of the leading service providers in the field and have succeeded to be a pioneer in the field of Human Resource Recruitment.

Empire International Pvt. Ltd. Is a registered company aproved by Government of Nepal (Ministry of Labor and Transport Management) under the license number 695/063/064. The registration permits us to meet the entire staffing needs of the clients without complexities and formalities. We have track record of recruiting thousands of management professionals, technical and non-technical personnel, skilled, semi-skilled and unskilled workers for clients in the Gulf and other Middle Eastern countries.

We are providing recruitment services on the following categories as: Engiineering / Construction, Information Technology, Telecommunication, Healthcare, Finance / Banking, Garment and textiles, Vehicle/ Heavy Equipment Operator / Auto Mechanic & Maintencence, Hotel and catering, Hospitality and retail etc. We seek to provide our clients and candidates with the excellent recritment services based on mutual trust and the highest professional stantards driven by quality and cost consciousness.



## **COMPANY GOAL**

#### **Vision**

The principal vision of our organization is to fulfill the need of our clients of getting right people for the right job. Keeping this vision in mind, we continuously endeavor to offer candidates with high potential to our esteemed client. Our goal is to further enhance our global presence and to build on our existing strength as a leading overseas recruitment services. We are devoted in building mutually rewarding, long-term relationship with our clients, candidates, associates, supplies and communities with whom we work.

#### **Mission**

Our teams of professionals are entirely devoted in the mission to provide globally competitive manpower resources to the clients so that they can acquire gifted work force that will benefit their organization in every way possible. We work in synergy with the clients to understand manpower requirement and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the staffing needs within the shortest time frame.

#### **Objective**

Manpower companies are bridge connecting employees and employer. The main objective of the bridge is to make that connection trustworthy so that employees reach their employer.

- To provide genuine service maintaining trust.
- To provide globally competitive manpower, for a cohesive society and a secure economic future for all Nepali.
- To give opportunity for Nepali to work in foreign countries and develop their experience and boost nation economy.
- To help Nepal government in reducing the employment crisis.
- To fulfill the requirement of the employer providing them honest, loyal, and committed manpower.
- To collect the ample databases of resumes and job specification, with delegation on matching the requirement of job and quality of worker.

## LABOUR PERMIT

**CERTIFICATE** 

Distributed by: Nepal Notary Public Council S.N. 431563



Government of Nepal



Ministry of Labour and Transport Management

Department of Labour and Employment Promotion

Licence No.: 695/063/64

#### Licence

This Licence has been issued to the M/S Empire International Pvt. Ltd. authorizing to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2042 B.S. (1985 A.D.) and Regulation 2056 B.S. (1999 A.D.).

Issuing authority

Name:- Keshar Bahadur Baniya

Designation:- For. Director General

Signature:- Sd.

Date:- 25-06-2007 A.D.





Distributed by: Nepal Notary Public Council S.N. 431562





Government of Nepal
Ministry of Industry, Commerce and Supply
Office of the Local Registrar

(Official Seal)

Registration No.: 43798

#### Certificate of Incorporation of Company

This certificate of incorporation has been issued to M/s Empire International Private/Public Limited having incorporated it on Sunday, 28 day of January, 2007 pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: Jan. 28, 2007

(Signed) Asst. Registrar

The business as per the objectives of the Company should be carried out only after obtaining permission from the concerned body if it is required to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted tigrage for implementation of the objectives.

Name: Chitra Bdr. Tri Khasiri Data: 2 DCT 2021 Certifi-2 Name: 10 Public: 1238

## WHO CHOOSE US



















































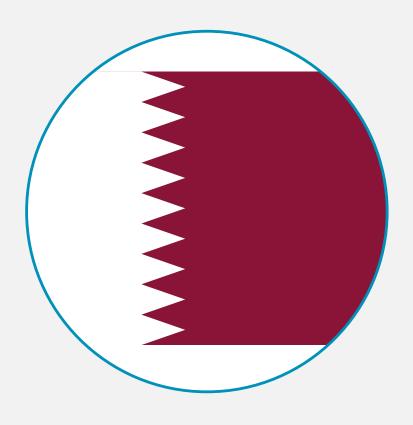
## **OUR BUSINESS ASSOCIATIES**

#### UAE

- · Safeer Group
- · Sealand Restaurant Group
- Ansar Group
- · Ramla Hyper Market L.L.C
- Capital Force Security Services
- Mirak Trading L.L.C
- Barakat Fruit & Veg Trading L.L.C
- Sharbalty Fruit & Veg. Trading L.L.C
- Coffeol
- Mawasem Foods Trading
- · La Belle Chocolates & Flowers
- First Life Cleaning
- · Cleance Tranding & Contracting
- Athena Spa L.L.C
- Al Mersal Contracting L.L.C
- Ghantoot Gulf Contracting
- · Shams Construction and Building Co.
- Berkeley Services
- · Cleanco Cleaning Company
- Al Madar Manpower Supply
- Fast Care Human Resources Consultancy



## **OUR BUSINESS ASSOCIATIES**



#### **QATAR**

- · Radission Blu Hotel
- Algaith Trading & Contracting
- Seven 2 Eleven Contracting
- Kalos Trading & Contracting
- Lupin Trading & Contracting
- Majastic Trading & Contracting
- Qatar Business Group Integrated
- Aslack Trading & Contracting
- Guideline Trading & Contracting
- Bin Amer Trading & Contracting
- Base Project
- Al Muftah Service & Rent a Car
- Rotana Rent A Car & Trading
- Bleza Trading & Contracting
- Sunyan Trading & Contracting
- Al Diwaniya Group
- Techman Trading & Contracting
- Melville Trading & Contracting
- Iza International
- Alorgon Landscape
- · Team Property Management
- Al Baironi Trading & Contracting

- Electro Technology Electrical Contracting
- Ain Khalid Laundry
- Meknes Project
- Al wasaq Trading and Contracting
- Al Ghebra Trading & Contracting
- Bench Mark Trading & Contracting
- · Sitewall Trading & Contracting
- Zirror Trading & Contracting
- Ahmed Khalil Al-Baker & Son
- –Masscet Trading & Contracting
- Garnet Trading & Contracting
- Insulation Engineering Company
- Tenzifco Company W.L.L
- Al-Muftah Group
- Mannai Co-Operation
- Ship Matin Fabrication Yald

## **OUR BUSINESS ASSOCIATIES**

#### **MALAYSIA**

- · Daibochi Plastic & Packing Industry Sdn. Bhd.
- · Boh Plantation Sdn. Bhd
- · Defence Security Sdn. Bhd
- · Asras Security Service Sdn. Bhd
- · Royal Baby Industries Sdn. Bhd



#### **SAUDI ARAB**

- Mishan Corporation
- · Rahel Z. Ap-Shammi Trading Est.
- Al-Turki Trad. Est.
- Al-Marri Office
- Mubarak F.Merry Gen Service Est.
- RECTO
- · Naji Al Bahari for Trade Est.
- Saudi Arabian Services Agency
- Gulf Armass
- · Jahid Ahmed Bhutta
- Gulf Elite General Contracting
- · Al-Abdulijabbar Recruitment Office

- National Aquaculture Group (NAQUA)
- Jaddarah Workforce Services Company
- · Jawa Human Resources Jawahr



## **JOB CATEGORIES**

#### **ENGINEERING/CONSTRUCTION**

- 1. Project Manager
- 2. Civil engineer
- 3. Electrical / Mechanical / Computer Engineer
- 4. Carpenter
- 5. Electrician
- 6. Draft Man
- 7. Surveyor
- 8. Quality Surveyor
- 9. Safety Office
- 10. Charge Hand
- 11. Foreman-Civil / Electrical Plumbing Carpenter/ Masonry
- 12. Time Keeper
- Heavy Equpment-Operators-Excavator Loader / Dozer / Crain etc.
- 14. Heavy Driver
- 15. Light Driver
- 16. Plant Operator
- 17. Concrete Pump Operator
- 18. Road Equipment Operator
- 19. Scaffolder
- 20. Plumber / Pipe fitter
- 21. Mason-Tile / Block / Plaster
- 22. Steel Fixer
- 23. Gyps Man
- 24. Painter Spray / Roller
- 25. Helper
- 26. Others

#### **OFFICE/ADMINISTRATION**

- 1. Chartered Accountant
- 2. Accountant
- 3. Assistant Accountant
- 4. Office Clerk
- 5. Computer Operator
- 6. Office Boy
- 7. Receptionist
- 8. Storekeeper
- 9. Admin Assistant
- 10. Office Manager
- 11. Others

#### SALES/MARKETING

- 1. Manager
- 2. Sales Executive
- 3. Sales Supervisor
- 4. Accountant
- 5. Cashier
- 6. Sales Man
- 7. Fork Lift Operator
- 8. Helper
- 9. Others

#### **AGRICULTURE**

- 1. Poultry
- 2. Fishery
- Plantation
- 4. Gardening
- 5. Others

#### MEDICAL/NURSING SECTION

- 1. Medical Doctors
- 2. Nurse
- 3. Ophthalmic Assistant
- 4. Optometric
- 5. Optician
- 6. Pathologist
- 7. Lab Technician
- 8. Dentist/Dental Hygenic
- 9. Physiotherapist
- 10. Radiographer

#### **MAINTANCE/WORK SHOP**

- 1. Hydraulic Mechanic
- 2. Diesel Mechanic
- 3. Petrol Mechanic
- 4. ARC Welder
- 5. Denter
- 6. Painter
- 7. Vehicle Electrician
- 8. Others
- 9. Plant Technician
- 10. Chillier Plant Technician
- 11. A/C Technician
- 12. Material & Concrete Technician
- 13. Duct Technician
- 14. Others

#### MAID/CLEANING

- 1. Cleaning Supervisor
- 2. Cleaner
- 3. Laundry Man
- 4. Iron Man
- 5. House Maid
- 6. Others

#### **HOSPITALITY**

- 1. Chief
- 2. Cook
- 3. Assistance Cook
- 4. Continental Cook
- 5. Waiter/Waitress
- 6. Room Boy
- 7. House Keeping
- 8. Steward
- 9. Gardener

## **RECRUITMENT PROCESS**



Process Flow Chart Saudi Arabia Receipt of enquiry Requirement **Short listing** Seek CVs from from client / Arrival SOS "Data Bank" release in & preliminary of Demand Media & Website screening or Affiliate ■ Block Visa Slip ■ Visa Sponsor ID Medical test List of selected Final interview **Documentation** of selected candidates by client of shortlisted released representative candidates candidates Document of **Receipt of Final** Deployment Receipt of Visa clearance from medically fit of Candidates endorsed passport candidates at the the Labour from the Embassy Saudi Embassy for Department Visa endorsement

Note: Entire Process takes 30 days after release of list of selected candidates

## RECRUITMENT PROCESS



Process
Flow Chart of
Qatar
UAE &
Kuwait

Receipt of enquiry from client & Arrival of Demand Letter	Seek CVs from SOS "Data Bank" or Affiliate Network	Requirements published in Media & Website	Short listing & preliminary screening
Medical test of selected candidates	List of selected candidates released	Final interview by client representative	Documentation of shortlisted candidates
List of medically fit candidates shall be sent to the respective client for "Visa Apply"	Receipt of Visa via e-mail from client	Receipt of clearance from the Labour Department	Deployment of Candidates

Note: Entire Process takes 20-30 days after release of list of selected candidates

## **DEMAND LETTER**



Demand Letter

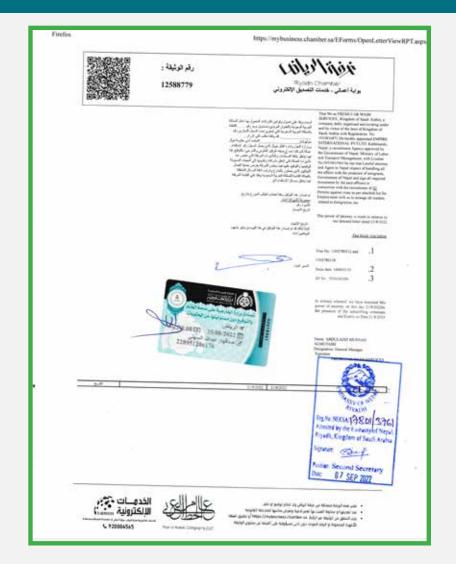


**Employment Contract** 

## **DEMAND LETTER (KSA)**

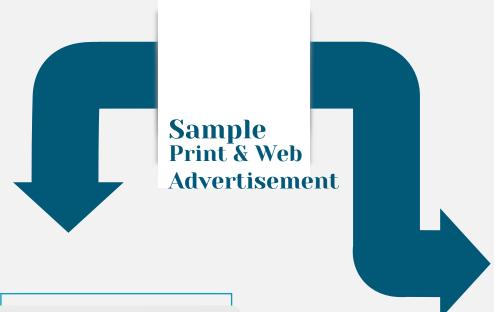


**Interparty Agreement** 



Power of Attroney

## **SAMPLE ADVERTISEMENT**



#### GOLDEN OPPORTUNITY TO BUILD YOUR CAREER

Log on to www.empirenpl.com.np

Fulfillyour dream of an excellent future.

For Detailed Information

Tel: 977-1-4621348, 4620715

Sample of Online Banner Advertisement

# Sample of Print Advertisement in a Leading National Daily

#### **FOREIGN EMPLOYMENT OPPORTUNITY**

A reputed 5 star Hotel in KSA required the following trade workers urgently. Interested candidates are requested to contract immediately with CVs, original passports, 20 copies passport size photograph along with educational and experience certificates:

#### Company: ABC Hotel

Pre-approval Date 2074/02/27 Letter No.: 2063/064 Regd. No. 4366

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ऋ.सं.	कामदारको पद	माग संख्या	न्यूततम योग्यत	मासि SR	क तलब	Over time	Work Hour	Days		nual eave	Food	Lodging	Contract Period	कुल लाग्ने खर्च		
1.	Electrician	1		1200	4000/-	As per compa and regulation	8hrs/day	6 day/week	15 d	lays	Yes	Yes	2 years			
2.	A/C Mechanic	1	h	500 3	0000/-					r .	"	"	"			
3.	Mechanic	1	वास	1200	4000/-						"	*	"			
4.	Carpenter	1	".	1200	24000/-					, ,		n n	"			
5.	Houseman	2	₩	1100	22000/-			,								
6.	Utility Workers	2	्ब .	1000	20000/-						"	*	"			
7.	Bell Boys	2		1100	22000/-						"	*	"			
8.	Asst. Stewards	1	4	1100	22000/-					,		ar .		*	"	
9.	Salesman/Drivers	1	-	1200	24000/-						"	*	"			
10.	Laundry Operator	1		110⊽	13000/-			,			"	*	"			
स्वदेशमा गरिने प्रिमेडिकल खर्च कसले गर्ने र कति लाग्ने		रोजगार क मेडिकल दिने/न	खर्च	स्वदेशमा गर्ने बिमा खर्च कसले बेहोर्ने र कति लाग्ने		र्ने वि	रोजगारमा मा हुने नह कसले बेहो	ने र	हवाई टिकट कसले दिने र कति लाग्ने		भिषा शु कसले दि कति ला	नेर   <sub>सेवा</sub>	सेवा शुल्क			
कामदार आफैं			दिने		क	म्पनीले		हुन		क	ामदारले	कम्पनीत	" तल	ो महिनाको बिको २५		

नोट: एस.एल.सी. पासभई सम्बन्धितकाममा दक्षता हासिल गरेका उमेदवारहरूले अन्तर्वार्ताका लागि २०७४/०१/१४ गते (April 28, 2017) आइतवार सक्कल प्रमाणपत्र सहित उपस्थित हनपर्ने ।

उक्त संख्यामा नेपाल सरकारद्वारा १० प्रतिशत सिट अरक्षण गरिएको छ।छनौट भई भिसा प्राप्त गरिसकेको व्यक्ति उक्त रोजगारमा जान नचाहेमा भिसावापत लाग्ने खर्च क्षतिपूर्ति दिनुपर्नेछ। अन्य सुविधाहरू कम्पनीको नियमअसुसार हुनेछ।



#### Empire International Pvt. Ltd.

Gyankunj Margh, Shantinagar-32, Kathmandu, Nepal Tel: 977-1-4621348, 4620715 | Fax: 977-1-4621815

E-mail: hr@empirenpl.com.np Website: www.empirenpl.com.np

(License # 495/063/064)

## **DEPLOYMENT PROCESS**

Step I Orientation

Step IV Support Team (Contact Address of flight related personals)

## Deployment Process

Step II Provisional Departure Information

Step III Final Departure Information



#### Orientation

Empire International provides targeted (country/industry specific) and general orientation courses, as required by government, to all candidates bound for overseas employment. The primary objective of providing cost effective orientation is to ensure safety, security, and well being of all workers during their employment overseas. In addition, the candidates are also orientated on necessary life-skills, country and culture specific information, and expected attitude required during the period of employment overseas.

Our in-house orientation facility comprises of a large and spacious venue with classroom style seating supported by complete AV system and government certified trainers.

We currently use orientation curriculum designed and developed by the government. Some of the areas covered by the curriculum include occupational safety & security, information about the country, culture, employer, multicultural workplace, and scope of individual employment contract.

## ORIENTATION

## **ORIENTATION**

Triple S Orientation is equipped with modern facilities such as hi-tech Audio Visual and office automation system to facilitate a meaningful orientation prior to the workers deployment overseas.







#### **CORPORATE OFFICE**

Gyankunj Marg, Shantinagar-32, Kathmandu Nepal

Tel: 00977-1-4621348, 4620715, Fax: 1-4621815 Email: hr@empirenpl.com.np

Web: www.empirenpl.com.np

#### KINGDOM OF SAUDI ARABIA

Mr Ali Din Shaiyad Al Khobar, Dammam, KSA Tel: 00966-54-6750010

Email: alisyed@empirenpl.com.np

Web: www.empirenpl.com.np