

The best HR agency who has
→ proven methodology,
→ profound impact, &
→ sustainable results



PANDA
HUMAN RESOURCE PVT. LTD.
HUMAN RESOURCES PVT. LTD.



PANDA

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Our Chairman Statement

Dedicated team of consultants
Supply many categories of HR
Offer best recruiting service
Assure better co-operation



The Best Company Committed We Provide How You Can Grow

It's our great pleasure to introduce ourselves as a fast growing professional manpower company in Kathmandu, Nepal. We are dedicated team of professional consultants offering top level and best recruitment services to our valid clients. We supply various categories of human resources including professional, technical, skilled and semi-skilled to different countries around the globe. We have hundreds of satisfied clients within short-span of company establishment.

We always consider the fact that the human potential should be utilized to the maximum extend for the betterment of the world. Hence, our priority is always to bridge up the better opportunities and human resources. In nutshell, we undertake the responsibilities to provide the right

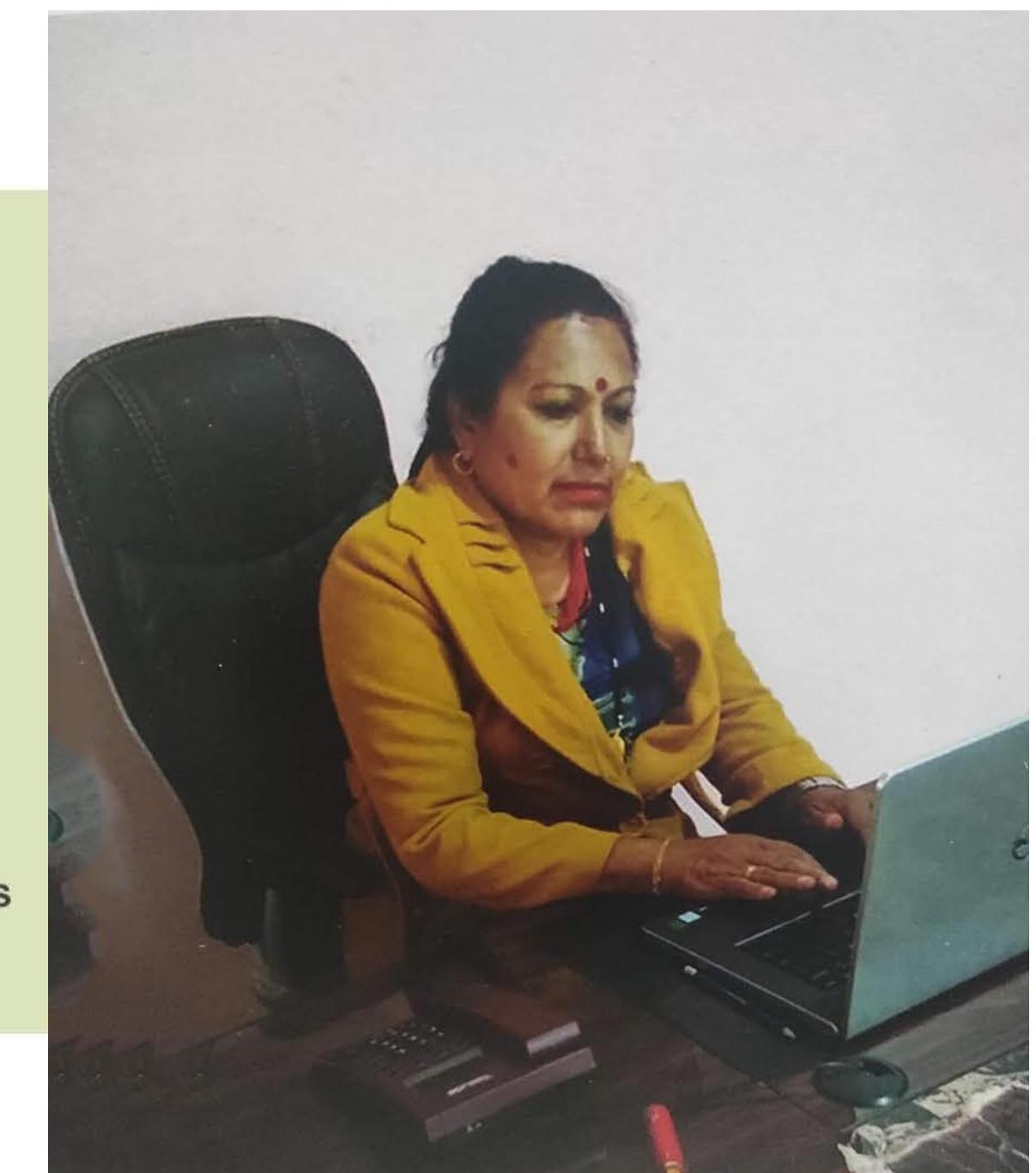
On behalf of the entire **Panda Human Resource Pvt. Ltd.** family, I look forward for giving of further assistance to you at this exciting and important time in your life. We assure you to the quality service and better co-operation in future.

Once again, I would like to thank you for choosing the **Panda Human Resource** as your business partner. We assure you to provide the best service at your satisfaction and for the straight business relationship. Thank you.

- PREM BAHADUR GIRI
CHAIRMAN / FOUNDER

Marketing Manager Statement

Provide proficient workforce
Provide punctuality and hasslefree service to clients
Systematically and efficiently pre qualify & shortlist applicants



The Best Company Committed We Provide How You Can Grow

Panda Human Resource Pvt. Ltd. is one of the most reliable names for availing human resource solution in Nepal. We provide the companies with the proficient workforce on one hand, and provide impetus to the job seekers, which can give a boost to their careers. We help the companies to save time and extra efforts required to select candidates that match their business requirements, we act as a platform for the talented job seekers, who are not getting what they deserve. Additionally, our expert team, comprising of recruiters, trainers and hr consultants, is always ready to bridge the gap between the right opportunity and the right talent.

Bringing together the organizations needing such workers for better production and the pool of good skilled workers and this gap has been successfully bridged by the services provided by **Panda Human Resource Pvt. Ltd.**

- DHAN KUMARI GIRI
MARKETING MANAGER

We have always maintained utmost efforts in screening quality human resources using our state of the art Human Resource system and we provide job related training and orientation class to upgrade the skills of the candidates prior to their department. This gives us a competitive advantage in delivering quality manpower from Nepal.

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

General Manager Statement

Leading hr recruiting agency assure reliability & accuracy always believed in quality goal- make clients delighted with total satisfaction



The Best Company Committed We Provide How You Can Grow

Warm Greeting from Panda Human Resource Pvt. Ltd.
This is my great honor to introduce Panda Human Resource Pvt. Ltd. as one of the leading human resource recruitment agency in Nepal registered under Minister of Labor, Government of Nepal with License No. 1389/074/075.

We envision mutual welfare of both Nepalese workers willing to work and overseas business partners deprived of such talents. Nepalese professionals are most pursued in every sector globally for their dedication towards the responsibilities, social cooperation, intellectuality and technical abilities. In this context, we would like to welcome those entire professional willing to work in overseas diligently as well as overseas business partners who are in search of best suited candidates for their esteemed organization.

Panda Human Resource Pvt. Ltd. has always believed in quality and our main goal is to make our clients and customers delighted with total satisfaction through our professional and prompt services by trained personnel.

If you are from any part of the world and looking for skilled/semi-skilled professionals from Nepal, you are at the right place at Panda Human Resource Pvt. Ltd. Similarly, if you aspire to work abroad you can always trust upon us all the time for your doorway to realize your cherished dream of working abroad. I would like to assure on the reliability and accuracy of the services provided by us.

- RUPESH RAJ GIRI
GENERAL MANAGER

Company Overview

Panda Human Resource is committed to the highest standards of services from multinational corporations to small companies. Our expertise, knowledge and professionalism can be benefit by successfully bringing together the employers an employee from a range of industry sectors, skills set of any levels.

Panda Human Resource Pvt. Ltd. being one of the leading and professionally managed human resources Company in Nepal is registered with the government of Nepal having licenses No. 1389/074/075 under the ministry of Labor and Transport Management. Panda Human Resource Pvt. Ltd. is established under the company, Act (1985) is a recruiting agency supplying Nepalese workforce to several part of globe.

In today's fast changing world, the sustained growth and success of a company depends on the quality of its human resources. Recruitment becomes one of a company's dependent on the quality of its human resources, becomes one of the most critical decisions a company has to make, keeping the crucial aspect in mind. We at Panda Human Resource lay great emphasis on the quality, attitude and skills of candidates. We invite clients around the world and interested candidates to work together with us to achieve our goals.

Our Vision

Panda Human Resource Pvt. Ltd. aspires to be one of the top performers in recruitment industry by deploying the best and qualified workers to different countries in the world. Panda Human Resource endeavors in giving a matter of fundamental corporate policy, a balanced employment benefits.

The company also aims to create an honest, sincere and mutually contributed relationship with foreign employers in order to assure and sustain a high level of professionalism and satisfaction of both Nepalese workers and Employees ultimately rebounding to improved quality of life for the families of Nepalese and Nepal and Nepal as reliable source of highly competitive workforce.



About Company

Established in 26th December, 2017, Panda Human Resource Pvt. Ltd. is a renowned recruitment agency duly licensed by Minister of Labor, Government of Nepal with License No. 1389/074/075.

Panda Human Resource Pvt. Ltd. has brought employers and job seekers together with a result that speak for themselves. We are renowned for our finest combination of commitment, quality service, professional ethics, dedication and integrity. Our experience, powerful insights, proven delivery and attention to a detail enable us to be identified as one of the top manpower companies in Nepal.



Panda Human Resource Pvt. Ltd. takes pride of its extensive and diverse experience in supplying Nepalese Manpower for different fields like Construction, Engineering, Oil and Gas, Manufacturing, Agriculture, Information Technology, Mining, Retail, Hospitality, Healthcare Industries and many other sectors.

We have been making mutual beneficial matches between job seekers and our corporate clients, and go to great lengths to ensure that each satisfies the needs and expectations of the other.



Who we are?

Panda Human Resource is fully committed to the complete satisfaction of both, our prestigious clients as well as Job seekers who are desirous for oversea employment with a right & a better secure future. We provide Overseas Placement for those looking forward to broadening their horizons and head for better career opportunities in the Middle East.

As a professionally domestic and oversea recruiting organization, Panda Human Resource provides customers with unparalleled reach across industry sectors. We always understand the needs of your business are complex and evolving, and we focus on developing and nurturing long-term, results-oriented partnerships. We provide trusted, consultative services by truly listening and responding to the needs of our customers, candidates and associates.



How we work?

Panda Human Resource is supported by exalted clients across Middle East and East Asia to whom we provide expert manpower solutions throughout the year.

Our specialized recruitment teams are well versed with each industry we cater to and efficiently source best talent in the industry. We maintain a high quality talent pool in form of digitally maintained resume database and gather additional candidates through job posting and advertisements on popular job portals

Client satisfaction is our top most priority and we make sure the employer and the employee are in proper harmony before appointment. We arrange for face-to-face interviews or internet video conferencing between clients and candidates to facilitate a better understanding.

Complete Recruitment Solution

Recruitment is a core function of human resource management. It is the first step of appointment. We have been providing quality level with local and international recruitment services.

Stable & Long-term Relationship with clients

Panda Human Resource is focused on strong business relationship with our major customers who are fully satisfied and play major role in required field.

Committed to health and safety

Our personnel are trained and certificated to the industry standard, ensuring we contribute to a zero harm work place.

Organization Chart (Panda Human Resource)



Required Documents

1. Demand Letter: A copy of demand letter from the employer containing details of the vacancy demand. The demand should specify the type of worker required, nature and the numbers of workers, wages/salary, qualification, experience and other terms and conditions of services and benefits which the employer would like to offer.

2. Power of Attorney: A copy of power of attorney duly authenticated/attested/issued by the foreign employer in favor of the recruiting agent to act on his behalf.

3. Guarantee Letter: This letter provides guarantee that the worker will be employed as per the demand letter.

4. Agency Agreement: This is the agreement between the employer and Panda Human Resource Pvt. Ltd., signed and stamped by both parties for the particular project.

5. Employment Contract: A specimen of employment contract or service agreement mentioning salary offered and schedule of benefits like accommodation, food, medical facility, insurance, leave etc. between employer and employee.

Demand Letter

Date:

M/s Panda Human Resource (p.) Ltd
Sukedhar-4, Kathmandu, Nepal

Dear Sir,

With reference to my / our Power of Attorney enclosed by me / us is your favor, we hereby request you to kindly supply the following category of manpower to work in our organization:

S. No	Category /Job Title	No. of persons	Salary in per Month	Period of Contact	Working Hours	Holiday
1				2 Years	8 Hours	Friday
2				2 Years	8 Hours	Friday

Benefits:

1. Accommodation	:	Free
2. Food Allowance	:	Free (300)
3. Air Passage	:	Two-way Air ticket free
4. Local Transportation	:	Free
5. Medical	:	Free
6. Insurance	:	Free
7. Visa	:	Free
8. Probation Period	:	Free
9. Agency Service charge	:	not provided by the company

Other facilities such as annual leave, overtime etc. in accordance with the labour laws of the country of Employment.

Yours truly,
(Authorized Signatory)

Power of Attorney

Guarantee Letter

Date:

The director General
Department of Labour, Nepal
Kathmandu, Nepal

Subject: Guarantee.

Dear Sir,
We Would like to inform you that as per our "Demand Letter" as attested by the "Chamber of Commerce & Industry" Provided to "M/s Panda Human Resource (P.) Ltd Government License No. 1389/074/075" for hiring the Nepalese workers to work at our Work station.....

We would like to assure and guarantee you that, the above-mentioned Nepalese workers will work in For 2 years contract period(Renewable) and other conditions as mentioned in our demand letter.

Your truly,

(Authorized Signatory)

Known by all these present that I, duly authorize there to by the power granted to me by do here by appoint, M/s Panda Human Resource (P.) Ltd, License No. 1389/074/075, Sukedhara, Nepal to be our true and lawful attorney in respect to handling all our Department of labour and permission and clearance etc. from the same department after payment of necessary fees etc., if any and to sign all the necessary documents required for the purpose of recruitment and passage of the required personal and arrange their password, visas. The validity period of this power of Attorney will be for 2 years from its date of issue.

Yours truly,
(Authorized Signatory)

Contract Agreement

Contact Agreement

1. Name : Mr/Mrs.....
2. Passport No. :
3. Designation :
4. Basic Salary :
5. Accommodation :
6. Food :
7. Medical :
8. Insurance :
9. Duration of Contract :
10. Working Hours :
11. Working Days :
12. Annual Leave :
13. Other Facilities :

Your truly,
(Authorized Signatory)

Second Party

Service Agreement

Date:
This agreement has been made of the of between (herein after called the first party) and M/s Panda Human Resource (P.) Ltd, License No. 1389/074/075, Nepal (herein after called the second party) whereas the second party agrees to process the recruitment as per government rules and regulation and deploy suitable workers from Nepal to the first party's work site in under the following terms and conditions:

1. The second party will forward the personnel data for workers from Nepal as per the detailed position, salary, other facilities etc. mentioned in the demand letter of first dated with in 15 days after the completion of selection and interview procedure by the first party.
2. The first party has agreed and promised to provide all the facilities to the workers, which is duly mentioned in the Demand Letter and Employment Contract, if not the first party will responsible for all expenses.
3. The second party shall be responsible for the late deployment, expiry of visa and cancellation.
4. The First party will provide one-month salary of each worker as a service charge to the second party after the worker is responsible to the respective country.
5. The First Party needs to do Life Insurance of all the candidates, whom they are hiring from Nepal.
6. The First Party agrees to help in getting compensation amount from Insurance Company in case of death or injury of the workers and also agrees to bear the cost of transport of death body to Nepal as per labours law of country concerned.
7. The Employer Company should provide all the expenses incurred in taking Government Approval from Nepal including other various expenses of the candidates.

The First Party and The Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its applications. In witness where of the party's have here to voluntarily signed and subscribe their name below herein:

M/s
(Authorized Signatory)

for, M/s Panda Human Resource (P.) Ltd
Chairman

Service Agreement

Services We Offer

We supply all categories of Nepalese workers from professionals to skilled, semi-skilled and unskilled labours to a wide range of industries in Gulf and other countries. In line with the requirements outlined by our valuable clients in terms of qualifications and trade skills via demand letters, we source and recommend suitable candidates for the job being offered. Further, we conduct pre-departure orientation briefings covering culture, laws and orders and religions with the aim of bridging the differences between Nepal and destination countries in order to minimize post deployment problems.

1. Mechanical and Engineering

Welders (TIG, MIG, MAG)
Pipe Fitters
Fabricators
Iron Workers
Drill Operators
Lathe Operators
Shear Cutting Workers



2. Construction Manpower



Welder and Carpenter
Scaffolding Worker
Concrete Worker
Steel Fixer
Electrician
Sheet Metal Worker
Mason and Rigger
Painter and Plumber
AC installer and repairer

- Mechanical and Engineering
- Construction Manpower
- Engineer and Technician
- Heavy Equipment Operators and Drivers
- Manufacturing Manpower
- Oil and Gas Manpower
- Information Technology Manpower
- Hotel and Restaurant Manpower
- Medical and Healthcare Manpower
- Admin Personnel
- Agriculture Manpower
- Security Manpower

3. Engineer and Technician

Architect and Material Engineer
MX Design Engineer
Pest Control Technician
Chemical and Planning Engineer
Civil and Electrical Engineer
Production Engineer
Refrigeration Mechanic
Road Engineer
Insulation Technician
Site Project Engineer
Structural Engineer



4. Heavy Equipment Operator



Excavator Operator
Loader and Batch Plan Operator
Pump and Shovel Operator
Roller and Bulldozer Operator
Chipping Spreader Operator
Concrete Plan Operator
Concrete Pump Operator
Truck Crane Operator
Vibrator Operator
Trailer and Dump Truck Driver
Water tank Operator

5. Manufacturing Manpower

Aluminium and Glass Worker
Processing Worker and Storekeeper
Carry Man and Tailor
Electronic and Textile Worker
Machine Cleaner
Tire Tube Repairer
Mould Cleaner



6. Oil and Gas Manpower

Driller
Maintenance Technician
Drilling Engineer
Petroleum Engineer
Drilling Superintendent
Plant Operation Engineer
Field Service Technician
Wire Line Operator



7. Information Technology Manpower

IT Engineer and IT Technician
Computer Engineer
Computer Operator
Computer Technician
Project Manager
Database Administrator
Supervisory and System Analyst
Developer / Programmer
ERP / CRM Specialist
Graphic Designer



8. Hotel & Restaurant Manpower

Bartender
Gardener and Waiter / Waitress
Guest Service Attendant
Butcher and Cook
Hairdresser
Counter Attendant
Janitor and Bell Boys
Dishwasher and Laundry Worker
Driver and Parking Attendant
House Keeping attendant

9. Medical and Healthcare Manpower

Doctor and Nurses
Physical Therapist and Physician
Lab Assistant and Helper
Radiologist and Pathologist
Lab Technician and X-ray Technician
Dermatologists
Ward Boys



10. Admin Personnel

Data Entry Clerk and Office Boys
Managers and Office Administrators
Translators/Interpreter
Project and Workshop Manager
Secretaries/Personal Assistants
Accountant/Cashier/Finance Manager
Clerks/Typist



11. Agriculture Manpower

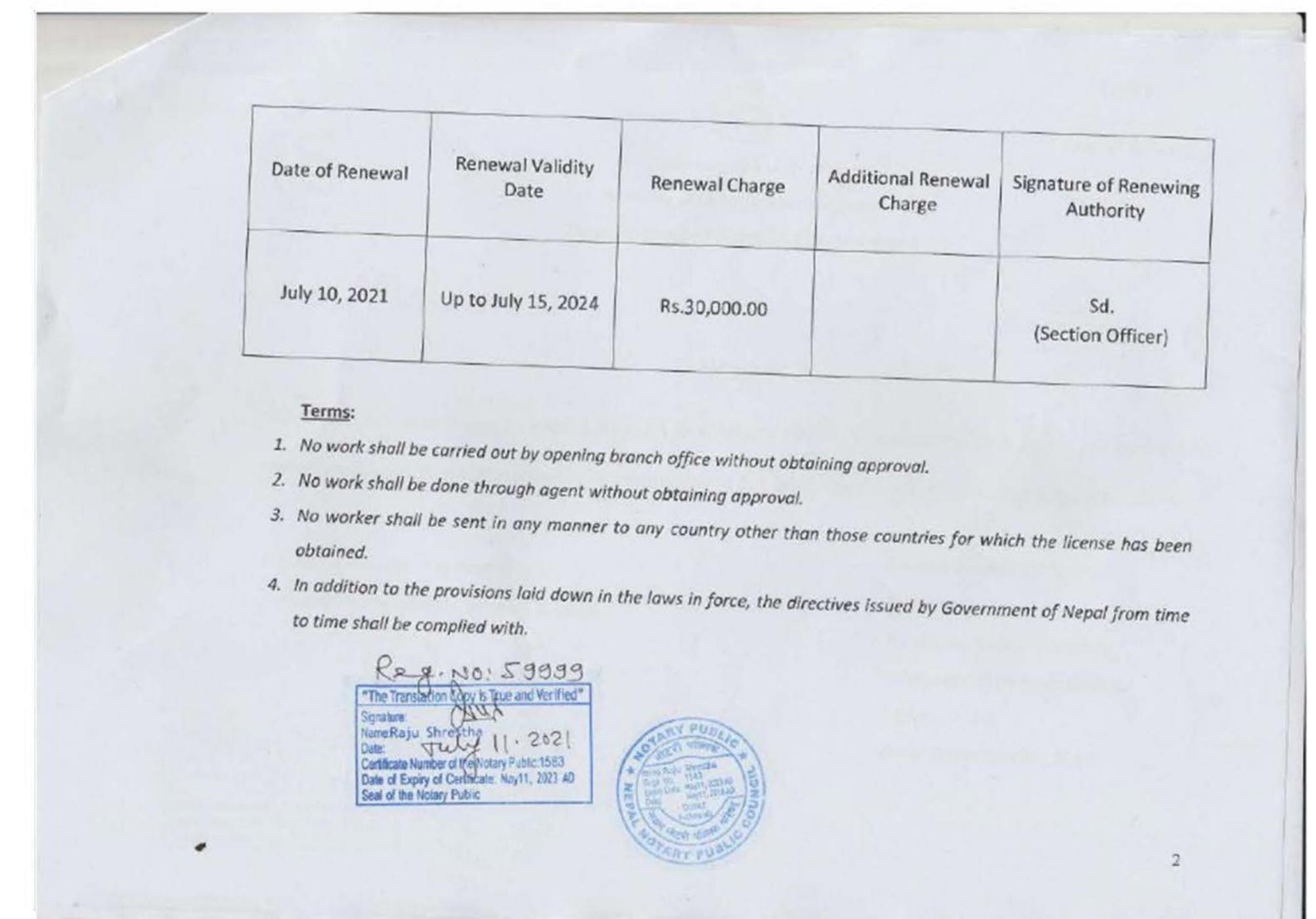
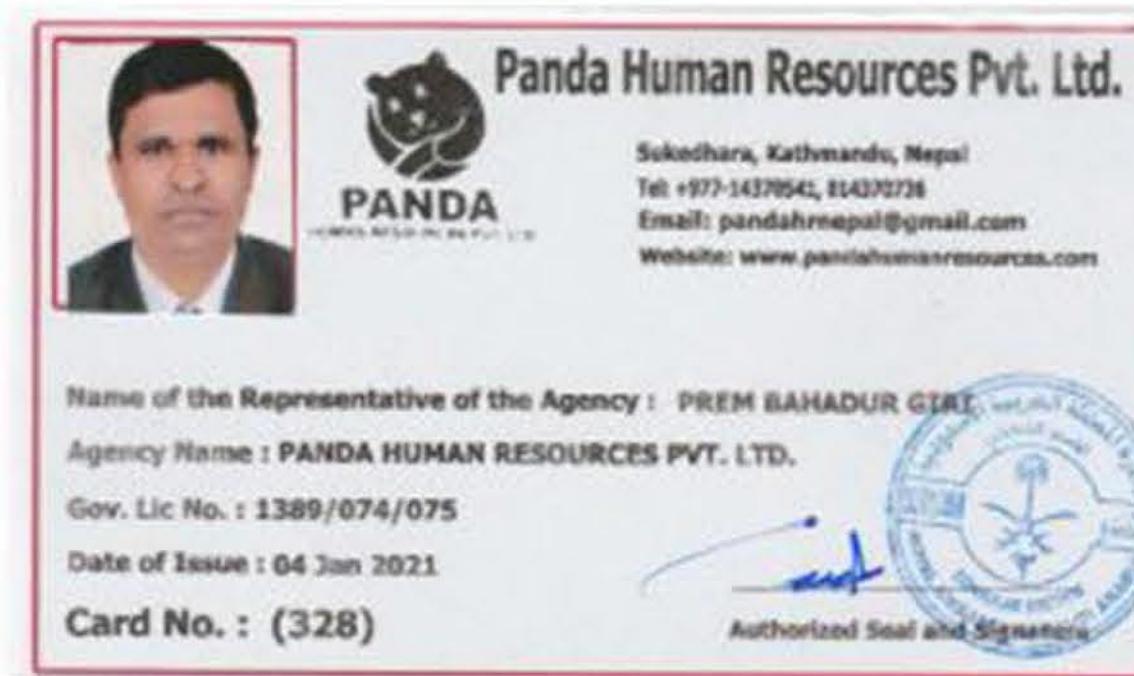
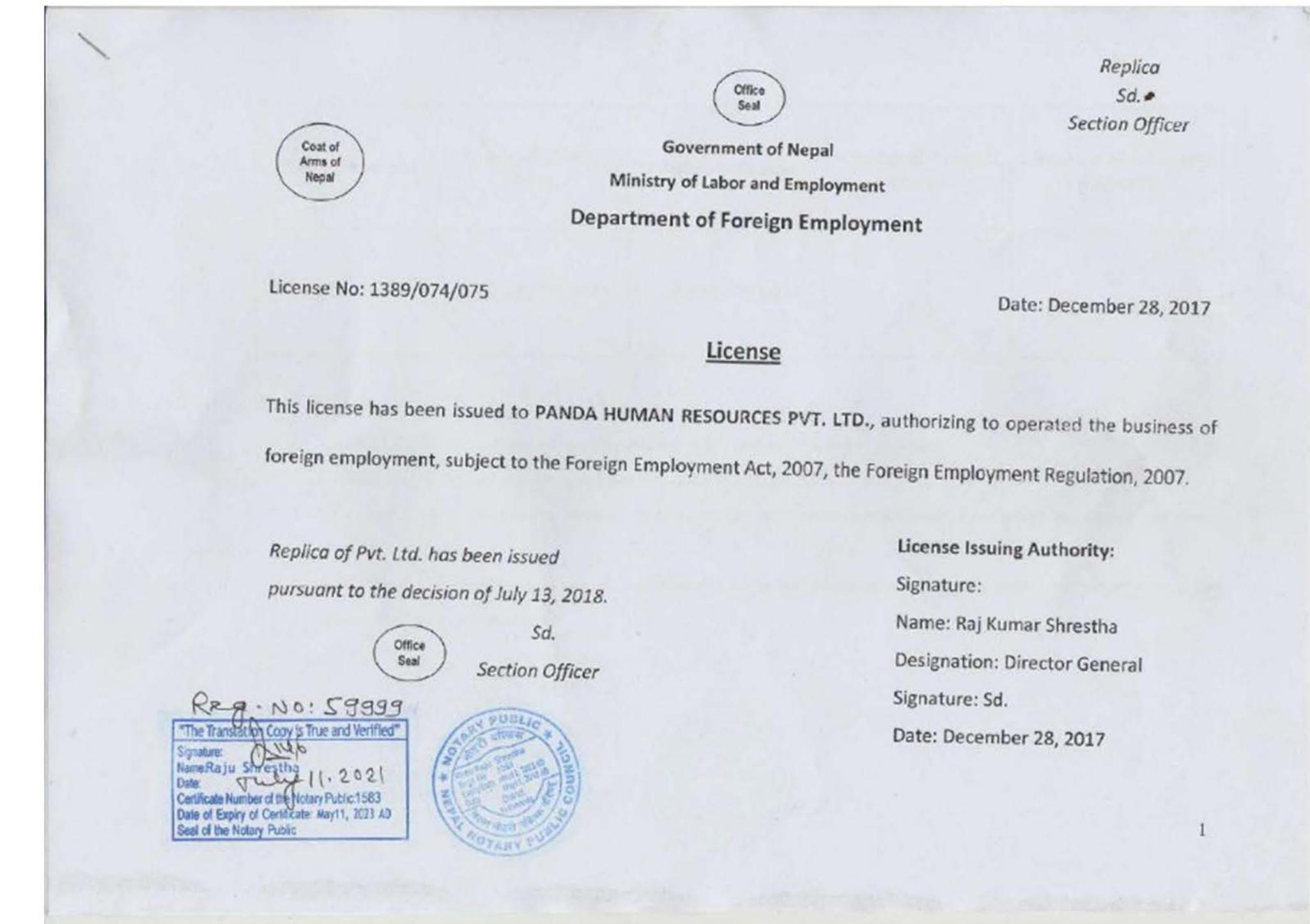
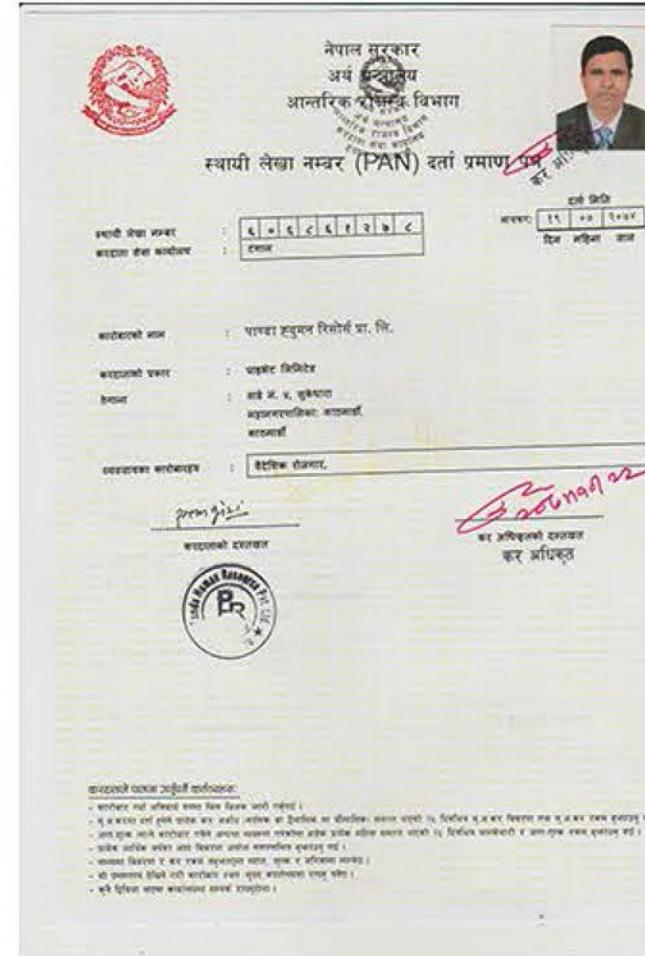
Farmer
Animal Care
Greenhouse Worker
Farming Operator
Agricultural Engineer
General Worker



12. Security Manpower

Security Guards
Escort
Security Managers
Guards Duty

License & Certificates



About Nepal



Nepal is located in South Asia and shares territorial borders with India and China with an area of 147,181 square kilometers and a population of approximately 30 million. Kathmandu is the nation's capital and the country's largest metropolitan city. Previously ruled as a kingdom, today it is a Federal Democratic Republic. Nepal is known for its exquisite natural beauty, with the iconic Himalayas running across the northern and western part of the country. Nepal is a country of highly diverse and rich geography, culture, and religions, it offers a wide variety of adventure tourism packages. Of the 14 peaks above 8,000 meters in the world eight are located in Nepal. It is the land of Mount Everest (8,848 meters) the highest peak in the World and other 240 mountain peaks over than 6,000 meters high. For those who cannot withstand the rigorousness of mountain flights which fly around the himalaya including Mount Everest and provide a close look of the top of the world. Trekking is the best way to get to interesting and remote mountain villages of Nepal and to enjoy views of the famous peaks together with local people, cultures and their lifestyle untouched with modern civilization. The River rafting, which is known as "White Water Adventure" represents another major attractions in Nepal.

Nepal offers plenty of Wildlife as there are eight National Parks and four Wildlife Reserves and two conservation areas in Nepal. Pokhara, the city of lakes, provides plenty of opportunities for fishing, boating and sightseeing with the panoramic view of Annapurna range. Kathmandu valley has several historical memorials, old palaces and temples. Nepal is the land of Lord Shiva (Pashupatinath), which is supposed to be the holiest Hindu temple in the world. Not only for the Hindus but also for the Buddhists Nepal offers a unique -place of pilgrimage as it happens to be the birthplace of Lord Buddha, the apostle of peace and compassion.

Nepal is a place of festivals with some part of the kingdom or the other celebrating some festival during everyday of the year. Festivals may be linked with the remembrance of the departed soul, to herald the different seasons, to mark the beginning or end of the agricultural cycle, to mark the national events, or just family celebrations. On a festive day the Nepalese take their ritual bath, worship different gods and goddesses, visit temple, observe fasting and undertake feasting. The most important aspect of Nepali culture is the religious harmony and understanding prevailing among the Hindus and Buddhist.



Countries We Serve

QATAR**SAUDI ARABIA****MALAYSIA****OMAN****TURKEY****UAE****BAHARAIN****KUWAIT****JORDAN****ISRAEL**

and many other countries...

Company Profile

Name	Panda Human Resource Pvt. Ltd.
Date of Incorporation	2074/2075
Company License No.	1389/074/075
Company Register N0.	177385/074/075
Principle Business	Manpower Recruitment
Office Address	Sukedhara-4, Kathmandu, Nepal
Contact Details	+977-01-4370541, +977-01-4370736 +977-9851179577
Email	info@pandanepal.com pandahrnepal@gmail.com
Website	www.pandanepal.com
BOARD OF DIRECTORS	
Chairman	Mr. Prem Bahadur Giri
Managing Director	Mr. Rajendra Adhikari
Marketing Manager	Mr. Sher Bahadur Shahi
Legal Advisor	Mr. Bam Bahadur Khatri
Official Bank	Nepal SBI Bank Limited Prime Commercial Bank Limited

“We recruit for attitude and train for skill.”

- Atul Gawande



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