



**ARGC**

QUALITY MANPOWER CONSULTANTS

# Director's Desk

We warmly welcome you to ARGC Manpower, the most professional & reliable manpower company based in Mumbai, the commercial capital of India & at the prestigious location in Nariman Point, approved from Ministry of External Affairs (MEA) since 1974, celebrating 44 Years in recruitment.

The principal objective of our company is to facilitate Indian Quality workforce worldwide by accessing employment opportunities for them.

Our **Success** is based on the ability to understand the clients manpower need & together with high qualified recruiters along with highly qualified engineers & technicians we outperform in sourcing the best quality of personnel's required to meet and exceed the clients highest expectation.

We provide the best professional & efficient service no other can match.

We are a click away from you, email us your manpower needs and we will be more than pleased to assist you in your recruitment.

Yusuf Fazal Razzaq  
Managing Director

# Mission & Vision

## **Our Vision**

Our vision is to become a top ranked resource for quality manpower from India, South Asia and Southeast Asia, equally admired by job aspirants and business establishments across the globe for promoting ethical, reliable and transparent recruitment process.

## **Our Mission**

Our mission is to build a platform where business establishments across the globe and job aspirants can connect with each other and achieve mutually beneficial results.

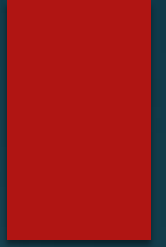
## **To accomplish our mission:**

We commit to deliver customized and cost-effective solutions to organizations across the globe that gives them an edge over their competitors.

We commit to identify the right talent after thoroughly understanding individual skills and goals thus helping them secure the right jobs.

## **PARTNERSHIP**

Our consultants understand the vital role of Human Resources in the development and eventual success of any organization. Building upon this insight, we partner organizations by devising effective and time bound solutions.



“

Quality workers  
at your  
fingertips.....

”

# Milestone

ARGC is duly registered with the Ministry of External Affairs wide registration number B-0033/ MUM/ PER/ 1000+/5/5671/2001 valid upto 2022 for recruitment of Indian Manpower/ Indian Workers for Overseas projects Worldwide.



ARGC is duly Authorized by Royal Consulate of Saudi Arabia in Mumbai, India for dealing with all visa related matters, having a valid Saudi Consulate Card upto 2022



ARGC is providing Indian Manpower, Recruitment, Consultancy, Services for clients abroad, Provision for overseas manpower consultation and recruitment agency & ISO 9001:2008 certified organization by AIAO-BAR – UR.



ARGC is also registered with U.N.G.M Registration Number is 201473



# Milestone

ARGC is a member with Overseas Indian Facilitation Centre (OIFC)



ARGC is a member with Federation of Indian Chambers of Commerce and Industry. A non-government, not-for-profit organization, FICCI is the voice of India's business and industry.



ARGC is a member with Indian Merchant Chambers. IMC is a premier Chamber of trade, commerce and industry in India, it also organizes interactive meetings with ministers, senior bureaucrats and others to express and drive home its views.



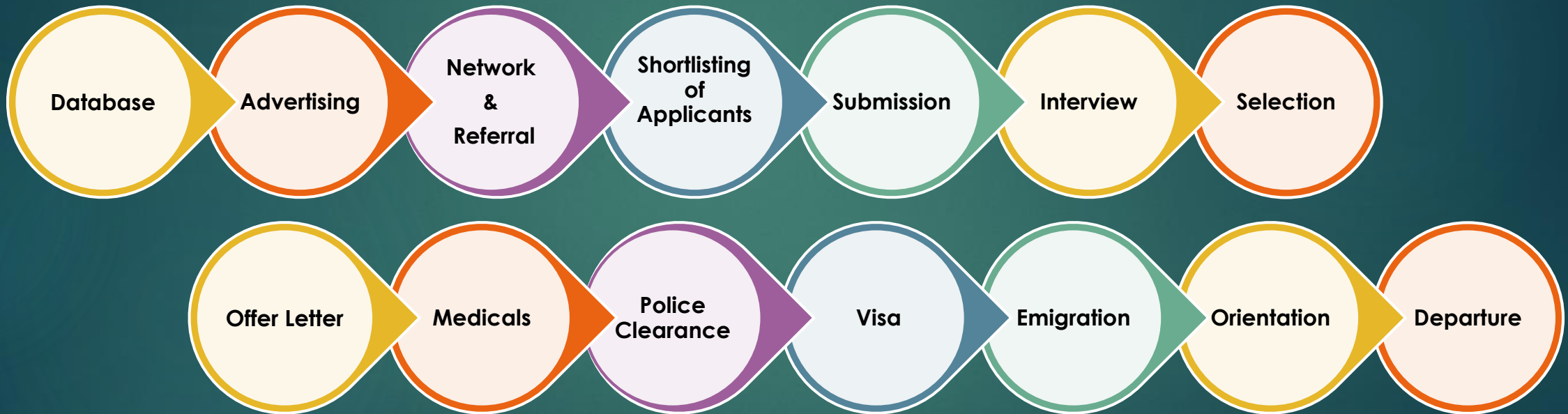
ARGC is a member with Indian Personnel Export Promotion Council.





# Process Chart

- On Job Order Confirmation from Clients – Demand Letter, Power of Attorney & Agreement Contract following process is followed for timely deployment of candidates.



# Industries WE Serve

Accounting	Distribution & Logistics
Administration	Education Training
Advertising	Energy & Power
Agriculture	Engineering
Aviation/Airline	Entertainment
Architecture	FMCG
Air Conditioning	Graphic Designing
Automotive	Government Sector
Banking & Finance	Health Care
Biotechnology	Hospitality
Business Support	Human Resources
Computer / Software	Information Technology (IT)
Computer / Hardware	Marine/Shipping
Construction / Civil Engineering	Medical & Pharmaceutical
Consulting Services	Oil & Gas
Contract / Purchasing	Operation & Maintenance
Customer Services	Printing / Publishing
	Security   Telecom
	Travel & Tourism





# Our Specialization

1. Oil & Gas Sector
2. Petroleum & Gas Pipelines
3. Power Plants
4. Civil Construction Projects
5. Roads & Bridges
6. Automobiles & Heavy Earth Moving Equipment
7. Maintenance & Shutdown Projects
8. Aviation - Cockpit, Cabin & Maintenance



# Oil, Gas & Petroleum Manpower

- **Upstream - Midstream – Downstream**

- Mechanical / Electrical / Instrument / Operation / Lab / Safety / General/ Rig (Drilling)

Superintendent

Engineer

QA/QC

Supervisor

Foremen

Technician

Fitter

Lab Analyst

Lab Assistant

Lab Technician

Sambling Technician

Officer

Document Controller

Store Incharge

Store keeper

Welder (3G,4G,6G)

Fabricator

Rigger

Crane Operator

Scaffolder

Tool Pusher

Driller

Ass. Driller

Roughneck/Floorman

Rigger/Roustabout

Helper





# Construction Manpower

General Construction Workers

Blue-Collar Workers Supervisor

Carpenters

Masons

Civil Engineers

Construction Helpers

Finishing Carpenters

Shuttering Carpenters

Tile & Marble Masons

Construction Managers

Construction Inspectors

Construction and Well Drillers

Cost Estimators

Heavy Truck Drivers

Line Installers and Repairers

Block & Plaster Masons

Scaffolders

Construction Electricians

Material Moving Machine Operators

Mechanic and Repairer Helpers

Operating Engineers

Plumbers and Pipefitters

Structural Metal Workers

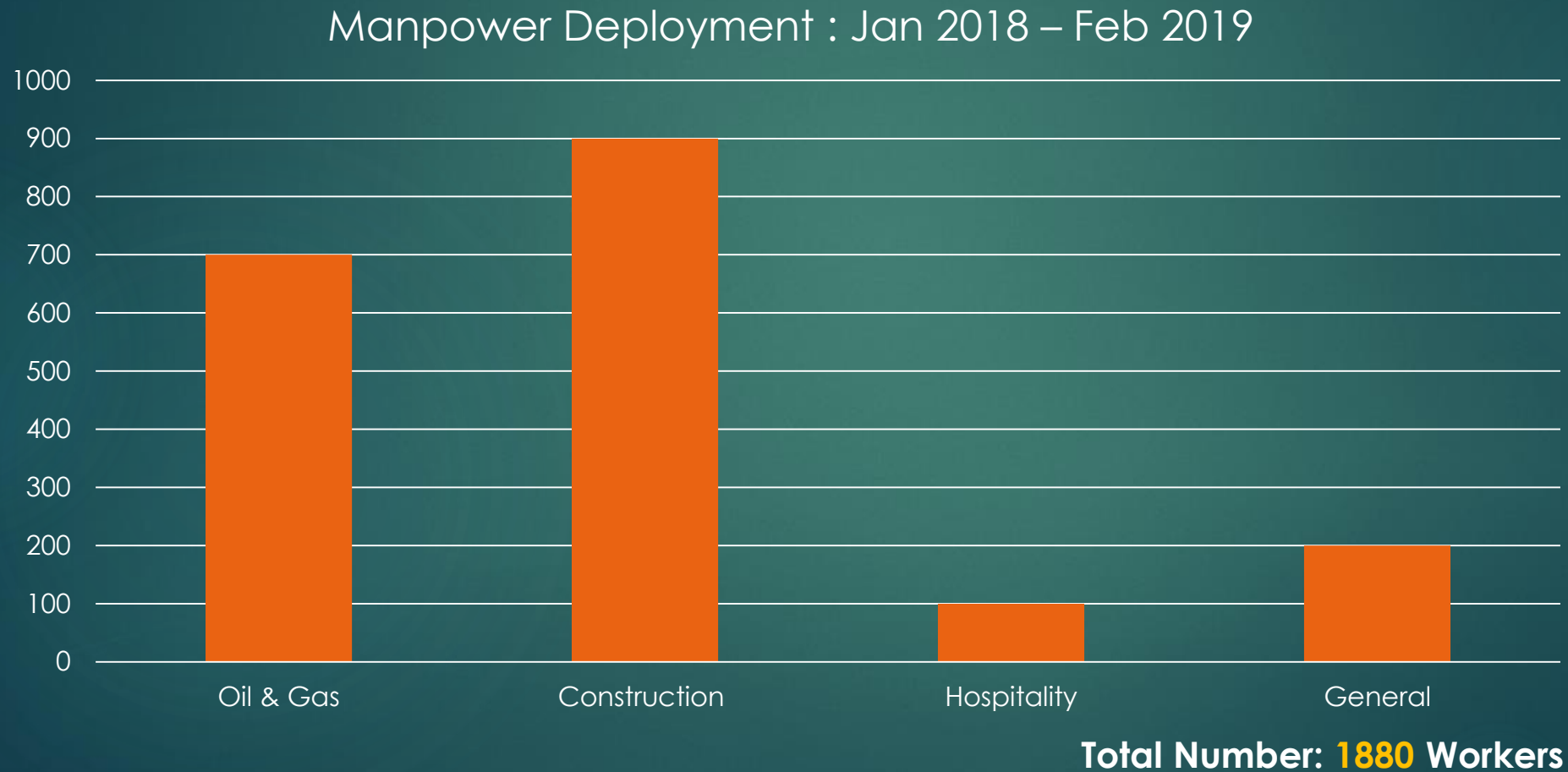
Steel Fixers

Polishers

Wall & Spray Painters



# Global Manpower Recruited



# The Team

The recruitment operations team consists of personnel from the following departments:

- ▶ Project Coordinators
- ▶ Technical Consultants
- ▶ HR & Mobilization Department
- ▶ Medical Department
- ▶ Visa Processing Department
- ▶ Immigration Department
- ▶ Ticketing & Mobilization Department





# Our Presence

Our company's head office is located in Mumbai, Nariman Point, a commercial locality of South Mumbai, India. We provide easy access to the best mix of talents through a widespread network of offices and recruiting associates operating in metros, two and three tier cities and small towns of India.

In addition, we have made international tie-ups to tap talent in Nepal, Sri Lanka and Bangladesh, Philippines and other South-Asian countries.

Our state-of-the-art server network keeps track of nationwide database of professionals of all grades, starting from top to low level management professionals and general workforce for various industries.

## **Our Associate Offices:**

- ❖ New Delhi
- ❖ Kolkata
- ❖ Chennai
- ❖ Bengaluru
- ❖ Calicut
- ❖ Hyderabad
- ❖ Trichy



# Prestigious Clients





# Company License

PARTICULARS OF THE AGENCY	
1. Registration Certificate Number : B-0033/MUM/PER/1000/215671/2001	10. Fax Number of the Agency : 00-91-22-2204-1011
2. Name of the Agency : M/s. M. Razzag Group of Companies, Mumbai	11. Email address of the Agency : Suhaila.Razzag@yahoo.co.in
3. Office Address of the Agency : 409 Embassy Centre, Nariman Point, Mumbai - 400021	12. Date of issue of RC : 30-08-2001
4. Nature of Agency : Partnership (Company/Proprietorship firm/Partnership firm)	13. Period of validity : 3 (Three) Years from 30-08-2001 To 29-08-2004
5. Name of RC Holder : Smt. Suhaila Fazal Razzag	14. Date of expiry of validity : 29-08-2004
6. Date of birth of the RC Holder : 29-08-1960	15. Limit of workers to be recruited : 1000 (One thousand only)
7. Nationality of the RC Holder : Indian	
8. Position in the Agency : Proprietor	
9. Telephone Number of the Agency : 2252 1260, 2284 2549	

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY  
**Protector General of Emigrants**  
 Ministry of Overseas Indian Affairs  
 Government of India  
 New Delhi

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/ BRANCH OFFICE/ RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC./ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

(Modified RC No. B-0033/MUM/PER/1000+/215671/2001)  
 (The Capacity of RC is enhanced from 1000 to 1000 Plus Workers)

**उत्प्रवासी महासंरक्षी**  
 Protector General of Emigrants  
 Modified RC No. B-0033/MUM/PER/1000+/215671/2001

- 8(6)  
 Terms and Conditions of Registration Certificate  
 See Rule 10 (2)
- (xii) The holder of the certificate shall--
- provide details of employment, including contract conditions, to the intending emigrants before recruitment;
  - endeavour to ensure proper reception of the emigrant by the employer in the country of employment;
  - endeavour to ensure that subsequent to the employment, the employer shall not alter the terms of the employment contract;
  - endeavour to ensure that the employer takes timely action for renewal of documents authorising the stay of the emigrant in the country of employment;
  - facilitate amicable settlement of disputes between the employer and the emigrant;
  - issue receipt for the payments received from the emigrant;
  - issue only such advertisements that are genuine and factually correct and shall refrain from any inducement or misrepresentation in this regard;
  - ensure that the employer observes the terms and conditions of the employment contract.
- (xiii) The holder of the certificate shall maintain--
- office premises of not less than fifty square meters of built-up area, having a waiting hall for at least thirty persons, a room for the purpose of conducting interview and an office space equipped with furniture, photocopier, telephone with subscribers trunk dialing and international dialing facility, fax, computers and

- 8(6)
- other office amenities as may be specified by the registering authority by order in writing;
  - work stations for the office personnel;
  - internet facility, email accounts and a web portal containing detailed information about the recruiting agent, the validity status of the registration certificate, the services offered, the cost of services, the mode of payment of service charges, the remedies available to emigrants for redressal of grievances, vacancies available along with the details of the jobs, the employer and the contract conditions as well as the recruitments made in the past with such particulars as the registering authority may specify by order in writing;
  - adequate and duly trained staff;
  - a signboard, to be displayed in front of the business premises or so fixed that it is conspicuously visible to the public from outside the office premises indicating the name and the registration number of the recruiting agent and the year of registration;
  - arrangements for skill testing for the trades for which he recruits the intending emigrants.



Date and Place: 29-08-2001  
**उत्प्रवासी महासंरक्षी**  
 Signature, name and seal of the Registering Authority.

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/ BRANCH OFFICE/ RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC./ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

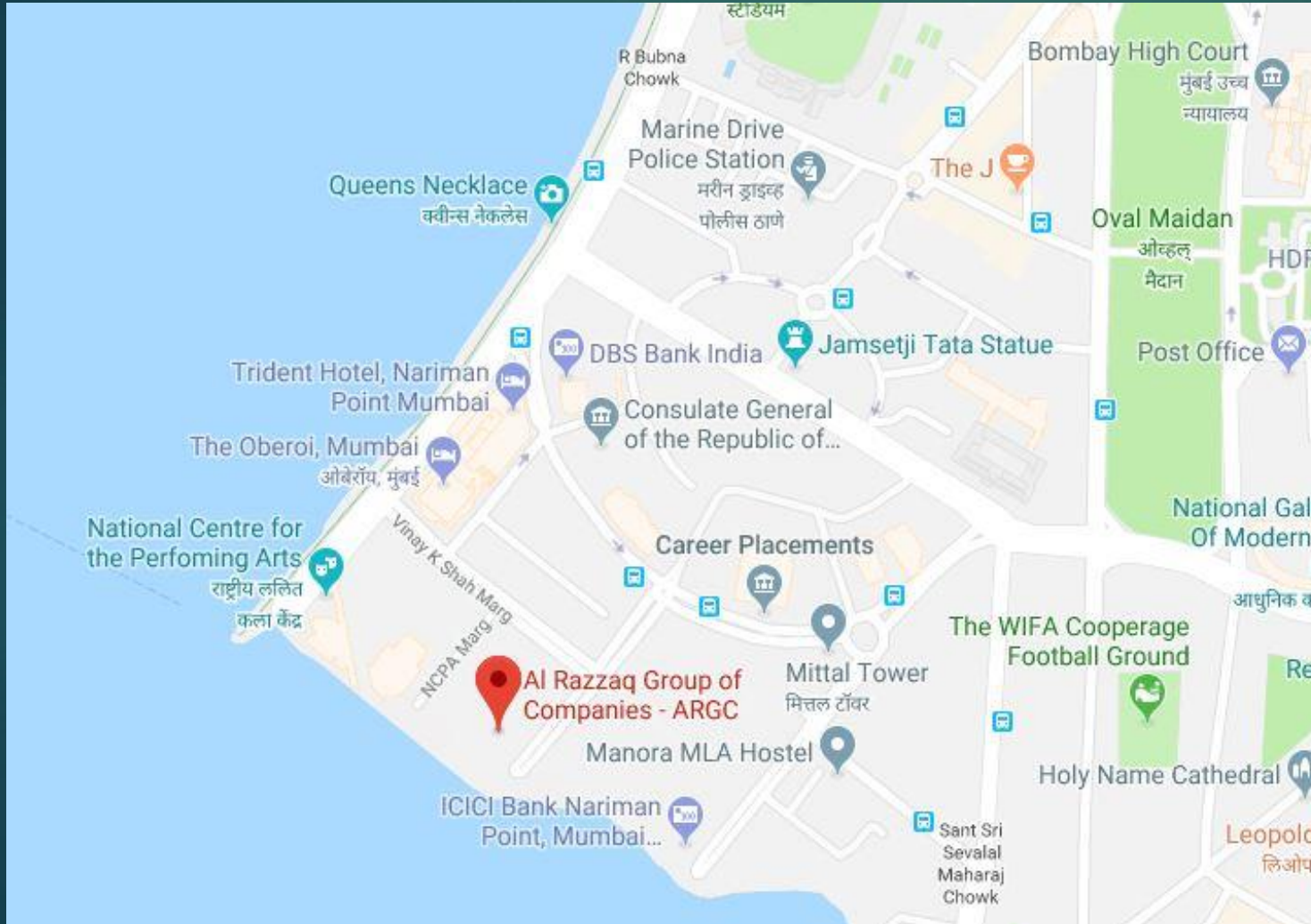
SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

Validity of the Registration Certificate extended upto  
**29-08-2017**  
**उत्प्रवासी महासंरक्षी**  
 Protector General of Emigrants

Validity of the Registration Certificate extended upto  
**29-08-2022**  
**उत्प्रवासी महासंरक्षी**  
 Protector General of Emigrants

**उत्प्रवासी महासंरक्षी**  
 Protector General of Emigrants

# Contact Us



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Web: [www.argc.biz](http://www.argc.biz)