



AL-HARMAIN H.R. PVT. LTD.

 Sinamangal-9, Kathmandu
Nepal



+977 1 4484810



info@alharmain.com.np
alharmain1160@gmail.com

Company Profile



www.alharmain.com.np

ABOUT US

Al Harmain HR is a premiere manpower Recruitment Company based in Kathmandu, Nepal. The company has serviced many employers in various fields of discipline and specializes mainly in the recruitment of professionals and skilled manpower. Today, the company is relied upon by some of the world's reputable companies to assist them in their manpower needs. At Al Harmain HR, we view manpower as a partnership and a bridge to build a lasting relationship with our clients. This philosophy translates to why alharmain.com.np has retained some of its clients gained at the start of its operations.

Our Responsibilities are as follows:

Obtain recruitment permission from Govt. of Nepal, Ministry of labor.

Advertise the demand in the national newspaper to collect the candidates.

Conduct interview by the representative of the employer.

Obtain passports of the selected candidates with required documents.

Stamping of the visa from respective embassy.

Obtain immigration clearance from the department of labor.

Arrange the ticket and inform to the employer about the flight schedule of candidates.

Proper briefing of the workers about the social, political, Legal, cultural and environmental aspects of the host country.

Handover the copy of the employment contract to the candidates.

Contact employer to solve any problem of employees which may arise during the period of contract

COMPANY DETAIL

Company Name	Al-Harmain H.R. Pvt. Ltd.
Govt. Lic. No.	1160/073/074
Address	Sinamangal-9, Kathmandu
Telephone No.	+977-1-4484810
E-mail	info@alharmain.com.np alharmain1160@gmail.com
Website	www.alharmain.com.np
Registration & License	Govt. of Nepal Ministry of Labor and Transport Govt. of Nepal Ministry of Industry Office of the Company Register.



MESSAGE FROM CHAIRMAIN

We take pleasure in introducing ourselves as an emerging and trust worthy Manpower Company licensed by the Labor Ministry (N.G. License No. : 1160/073/074), Our Agency networks enable clients to benefit from a recruitment package tailored to their company needs and requirements time. As a well established recruitment company and intermediary in your service, we keep the promise to our clients and customers-JUST-IN-TIME and EVERY-TIME.

Nepalese people are known for their honesty, hard working capabilities and dedication for the job. We offer a wide range of employment categories in various fields. For a country like Nepal, which has limited employment opportunities foreign employment is crucial for socio-economic development. Over the last few years foreign employment has culminated in to a key contributor to gross domestic product of the country. With a vast pool of our candidates seeking employment and our fully equipped service center in the heart of Kathmandu, we have every resources needed to cater to your manpower needs.

Our main office is located in the capital city of Kathmandu. Most of the Consulates of foreign countries, major commercial centers, Ministers offices and secretariat are within the close vicinity of this area. This makes various formalities related to the foreign Consulates, Airlines and other offices easier for our near future, please contact us in confidence.

Looking forward to an opportunity to build a long lasting and mutually beneficial business relationship

Thanks with Best Regards!

Mr. MD Momtaj Rain

Chairman



MESSAGE FROM MANAGING DIRECTOR

It is our great honour to introduce our agency Al Harmain HR To you as one of the reputed agencies among Nepal's leading Recruiting Agency under Ministry of Labor and we would like to invite you to consider our agency as the sufficient manpower supplier to your reputable organization or company from Nepal. We at Al Harmain HR firmly believe that human potentiality should be utilized to the maximum extent for the betterment you with the best people to work in your good organization. We have developed the expertise and know of the world and they are the organization's assets; we therefore understand the importance of provide how in calibrating qualified candidate for the position as per your organization requirements through personal interview by our Agency professional HR consultants.

Indeed, we also believe that our unrevealed reputation is one of the key factors that lots of organizations around the gulf region choose Al Harmain HR to work for their needs and that are what has helped us to emerge as one of the fastest growing recruitment agency amongst the top tier nationally.

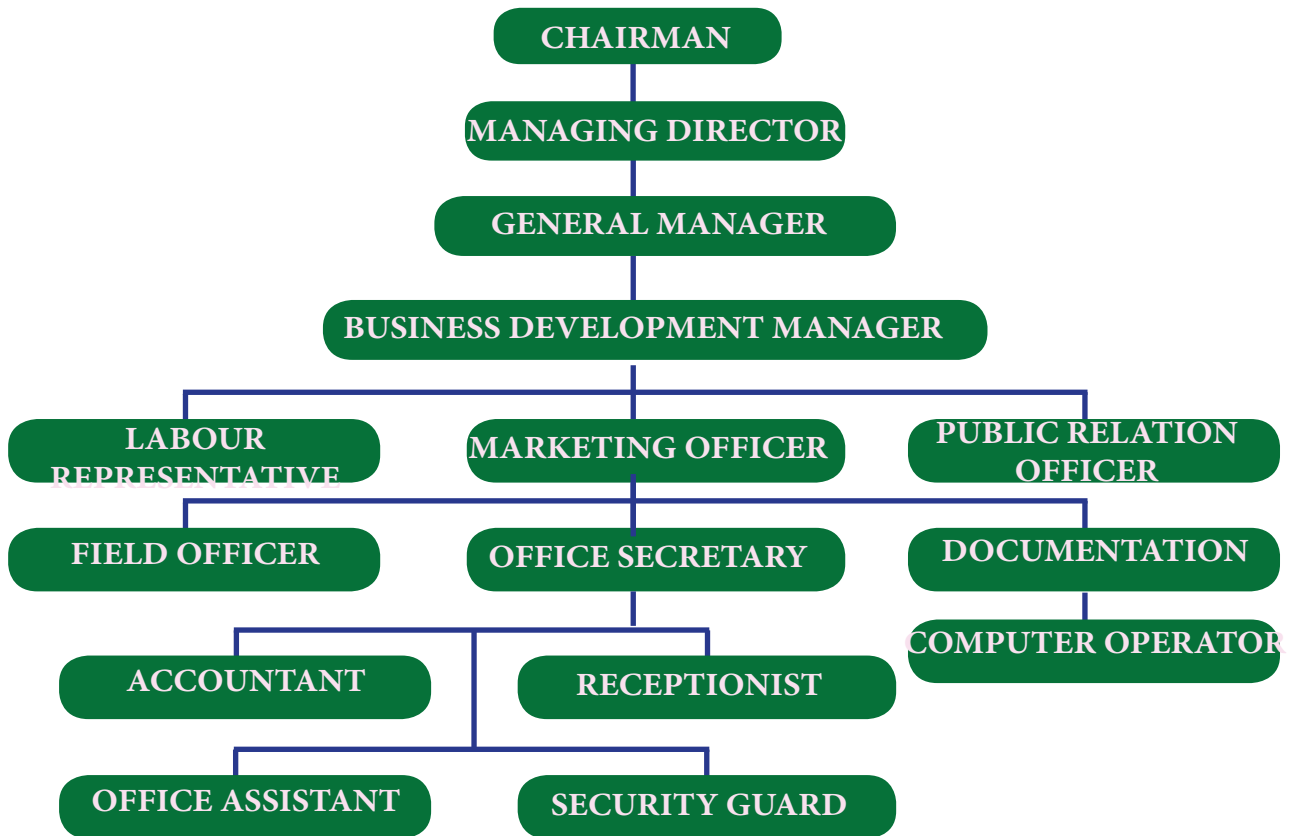
Thanks and Warm Regards!

Sandiva Karki

Managing Director



ORGANIZATION CHART



HOW WE WORK

We have ensured our business differentiates itself from other by providing unique blend of strong database management, providing better speed and punctuality on candidate's delivery per assignment. Although we pride ourselves on treating each client individually according to your specific needs, our consultants follow strict corporate guidelines and procedures leading to give a better service. Our aim is to ensure the quality and provide skillful candidates as per requirement of the client. We work as joint venture with you to gain a comprehensive understanding of your needs and an in depth knowledge of your company structure, ethos and work ethic, thus enabling an accurately targeted recruitment campaign.

MISSION, VISION AND VALUES

Our Mission is to provide the best resourcing solutions through fully understanding, communicating and meeting the needs of our clients, candidates and colleagues.

- To continue to be a caring employer striving to provide a secure future in return for full commitment,
- To create an environment where professionalism, friendliness, openness, honesty and mutual support flourish,
- To contribute in a positive manner to the Human Resources and Recruitment Industry,
- To ensure that the fit between client and candidate meets the requirements of both stakeholders,
- Respect and value the input of individuals whether they be employees, candidates or clients,
- Respect and understand the cultural values of our clients and candidates,
- To contribute, support and be part of our community



WE SUPPLY

Engineering

- **Electrical Engineer**
- **Mechanical Engineer**
- **Electronic Engineer**
- **Civil Engineer**
- **M.E.P. Engineer**

Building Structure Maintenance & Construction Group

-
- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters (Spray Wall)
- Mason- Construction Helpers
- Mason-Brick Layers
- Mason - Tile/ Marble Fitters

Vehicle/Heavy Equipments Operator/ Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/ Crane Drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders

Security Sector

- Ex-British Army
- Ex-Indian Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Body Guard & many more Hotel



WE SUPPLY

Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners

Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic) Asst. Cooks Waiters
- Stewards Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers
- Barmen
- Kitchen Helpers
- Dishwasher men
- Laundry Men
- Pressmen
- Janitors
- House Keepers, Room Makers

Doctor / Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma Nurses (Midwifery Gynecology)
- Diploma Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma

LEGAL DOCUMENT

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 <p>नेपाल सरकार उद्योग मन्त्रालय</p> <p>कम्पनी रजिष्ट्रारको कार्यालय कम्पनी दर्ताको प्रमाण - पत्र</p>	
<p>दर्ता नं: १६५२३०/०७३/०७४</p>	
<p>श्री अल हार्मैन एच.आर. नामको प्राइवेट लिमिटेड कम्पनी संघत २०७३ साल फाल्गुन महिना २७ गते रोज ६ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम को प्रमाण-पत्र दिइएको छ ।</p>	
<p>मिति: २०७३-११-२७</p>	<p>Government of Nepal Ministry of Industry</p> <p>Office of the Company Registrar</p>
<p>Registration No: 165230/073/074</p> <p><u>CERTIFICATE OF INCORPORATION OF COMPANY</u></p>	
<p>This Certificate of Incorporation has been issued to</p> <p>M/s Al Harmain H.R. Private Limited having incorporated it on the 10 day of March, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.</p>	
<p>Date: 2017-03-10</p>	<p>Asst. Registrar</p>
<p>रुन कम्पनी संस्थापकहरू वा कम्पनीको उद्देश्य कार्यालय नभै हुनाले प्रदान गरिएको कसैको हस्तक्षेप अनुसार निजसँग अनुमति कम्पनिले विकासबाट निस्कास्न सक्ने कम्पनीको उद्देश्य अनुसार कार्यालय नभै पाइने ।</p>	

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Government of Nepal
Ministry of Labour and Employment
Department of Foreign Employment

License No. 198007974 Date: 2079/01/28 BS
(04/11/2017 AD)

License

This license has been issued to **Asi-Bernardo R. R. Pw. Ltd.**, authorizing to operate foreign employment business subject to follow the Foreign Employment Act, 2064 BS (2007 AD) and the Foreign Employment Rules, 2064 BS (2007 AD).

License Issuing Authority's
Signature: SA
Name: **Himansu Raj Paudyal**
Designation: **Director General**
Date: 2079/01/28 BS
(04/11/2017 AD)

Date of Renewal	Valid Terms of Renewal	Renewal Charge	Additional Renewal Charge	Signature and Date of Renewal Officer
2079/01/28 BS (Date 17, 2020 AD)	End of month, 2080 BS (04th July, 2023 AD)	Rs.10,000.00		SA/Girdal 2079/01/28 BS (Date 16, 2020 AD)

Terms:

- Don't open the branch office and carry work without approval.
- Don't do any work through the agent without obtaining approval.
- Don't send the workers in any form in any other country except authorized countries.
- The directives given by the Government of Nepal should be obeyed time and again in addition to the provisions mentioned in the existing laws.

[illegible]

SELECTION & DEPLOYMENT

Pre Labor Approval

After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyse the document and approve for further processing.

Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. Al-Harmain HR Pvt. Ltd., Also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through sub agents/marketing executives.

Candidate Screening/Interview

We maintain up-to date data bank of potential candidate with full information on their skill and education, technical knowledge and experience as per the employer criterion. Al-Harmain HR Pvt. Ltd. will the short list the candidate for pre-interview. During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than be arrange for telephone or Skype interview.

Communications

Departments of Al-Harmain HR Pvt. Ltd. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.



SELECTION & DEPLOYMENT

Medical Check-up

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physical and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.

Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.

Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country, It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job description etc. before flight.

Final Labor Approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyse the documents and provides final approval.

Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to conform seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pickup and hostel arrangement.



REQUIRED DOCUMENTS

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

1. For Kingdom of Saudi Arabia: A. In case of Block Visa issued for Nepal, the company should prepare all below mentioned principle documents authorized to Al-Harmain HR Pvt. Ltd. . License No. : 1160/073/074, which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Kathmandu, Nepal.

Important: We prefer Nepal for visa endorsement because we have our own ID Card through which we can endorse the visa on time.

Principle Documents:

1. Demand Letter: Demand letter should be addressed to Al-Harmain HR Pvt. Ltd. . License No. : 1160/073/074, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.
2. Power of Attorney: Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Al Harmain HR Pvt. Ltd. . For sending workers legally.
3. Employment Contract: The employing company should provide the employee with an employment agreement as per demand letter.
5. Guarantee Letter: The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.
6. Electronic Authorization Letter: The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.
7. Visa Slip (Copy): The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block Visa.
8. Company Registration (C. R.) /one photocopy only: Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

In case of Block Visa issued for nearest embassies-Delhi and Mumbai, India, the employing company should prepare all following documents in the name of Al-Harmain HR Pvt. Ltd. . Electronic Authorization Letter

2. CR Copy Company Registration Copy) 3. Visa Approval Slip

Important:

We do not prefer these places for visa endorsement because we have to rely on Indian agencies. Documents from A. 1 to A5 should be same as above. But the following documents should be in the name of associate office recommended by Al-Harmain HR Pvt. Ltd. .

For Other Countries:

The documents mentioned above A.1 to A.5 should be signed by company authorized person and bear company seal. The documents 1 and 2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs from the respective country.

ABOUT OF NEPAL



Nepal is popularly symbolized across the globe, by the highest mountain in the world; Mount Everest. This small South Asian country is home to the world's highest snowy mountains and an array of ethnic groups with vibrant cultures, religions, ancient history and languages. Nepal, a landlocked nation, situated between India and China, is one of a few countries in the world where such immense climatic and topographic diversity features so dramatically and is crammed into such a small geographical area.

The north is covered by enormous, snow-capped mountains with a cold alpine climate, the middle region is scattered with hills and has a mild climate, and the southern region is made up of the flat Terai with a very warm, humid and tropical climate. The Himalayan and hilly landscape have attracted adventure-seeking travellers for years, they come for mountaineering, climbing, trekking, hiking, mountain biking, helicopter sightseeing, paragliding, hang gliding and rafting. Nearly one-third of the total length of the Himalayas and eight of the world's highest peaks are situated in Nepal.

Nepal is also rich in biological diversity and is home to a wide variety of flora, fauna and wildlife. Rich culture, art and history attract visitors each year, where they can see various religions coexisting harmoniously among the multitude of ethnic groups that form the people of Nepal.

The birth place of The Lord Buddha, holy Hindu sites, beautiful temples, stupas, mosques and churches, a number UNESCO heritage sites and the most mesmerizing scenery you could ever feast your eyes on, all bring people flocking to the warm and welcoming republic of Nepal.



DEMAND LETTER SAMPLE

Date: 20 / 24 Sep 2022
 Name of Agency: AL BARMAN HIR PVT. LTD.
 License No: 10807974, Address: Sunnagarh-4, Kathmandu, Nepal

DEMAND LETTER

Dear Sir: Madam,
 We request you to select and contract the following until presented for our company from Nepal as per the details given below:

Our block via below:
 VISA NO: 10208001
 ID NO: 70202000

Sl. No.	Position	Number of workers	Salary	Salary	Food Allowance
		Male	Female	(Rs)	(Rs)
1	Gas Station Worker	27	27	100	050 THOUSAND

The following Terms & conditions shall be included in the contract

1. Period of Employment: Two years (non-renewable)
2. Place of employment: Jeddah, Saudi Arabia (SA)
3. Air Ticket: Air tickets will be provided by company for joining the Company for the first time (2770).
4. SA and its remaining leave after contract completion.
5. Last charges as home by Company staff will not be deducted in workers' salary.
6. Working Hours: 8 hrs per day, 5 days per week (40 hrs per week)
7. Over time: Maximum 1.5 times of the salary per hour.
8. Probation Period: 90 days from date of entry into SA.
9. Resident Permit: Resident Permit will be provided by the company from date of entry.
10. Accommodation: Free lodgings accommodation should be provided by the company.
11. Water, Electricity & Gas should be provided by the company.
12. Medical Insurance: Provided by the company.
13. Transportation: Provided by the company.
14. Uniform and Safety Materials: Provided by the company.
15. Annual paid Leave: minimum 21 days per year.
16. Trip Allowance (for Heavy Driver):
17. Other Terms & Conditions: As per Saudi Labor Law.

Name: HAZAR HAZAR HAZAR

Date: 24 Sep 2022

POWER OF ATTORNEY

I, the undersigned, do hereby certify that the undersigned, **NSK AL-BARMAN FOUNDATION FOR OPERATION AND MAINTENANCE**, P.O. Box No. Jeddah, Kingdom of Saudi Arabia, a company duly registered and existing under and by virtue of the laws of Kingdom of Saudi Arabia with Registration No. 400864883. The undersigned **AL BARMAN HIR PVT. LTD.** is a recruitment Agency approved by the Government of Nepal, Ministry of Labor and Transport Management, with Registration No. 10807974 is in our true (Legal) name and Agent in Nepal to present of handling all the affairs with the permission of employees. Government of Nepal and sign all required documents by the said officers in connection with the recruitment of (27) Persons against visa as per attached List for Employment with us to manage all matters related to Employment, etc.

This power of attorney is made in relation to our demand letter, it shall be valid up to the date of the date of issue unless earlier terminated by us.

Our block via below:
 VISA NO: 10208001
 ID NO: 70202000

Name: HAZAR HAZAR HAZAR & Designation: General Manager.

Jeddah Chamber
 Ministry of Labor and Transport Management
 Jeddah, Saudi Arabia
 11 OCT 2022

Date: 24 Sep 2022

ACTUAL EMPLOYMENT CONTRACT

Our block via below:
 VISA NO: 10208001
 ID NO: 70202000

This agreement is made and entered into

by **NSK AL-BARMAN FOUNDATION FOR OPERATION AND MAINTENANCE**, P.O. Box No. Jeddah, Kingdom of Saudi Arabia, hereinafter called the company as First Party and the undersigned as Second Party.

1. Nationality: Nepal

2. Passport No.:

3. Place of issue:

4. Date of issue:

5. It is hereby agreed that the undersigned shall accept the following terms and conditions:

1. The SECOND PARTY agreed to work with the first party as per job title, with the basic salary of Saudi Riyal 2000 (in words Two Thousand 00 and 00/100) per month.
2. Period of Employment: Two years (non-renewable)
3. Place of employment: Jeddah, Saudi Arabia
4. Air Ticket by company for joining the company for the first time (2770) and returning after contract completion.
5. Last charges as home by Company staff will not be deducted in workers' salary.
6. Working Hours: 8 hrs per day, 5 days per week (40 hrs per week)
7. Over time: Maximum 1.5 times of the salary per hour.
8. Probation Period: 90 days from date of entry into SA.
9. Resident permit: Resident permit will be provided by the company from date of entry.
10. Accommodation: Free lodgings accommodation should be provided to the company.
11. Water, Electricity & Gas should be provided by the company.
12. Medical and Work Insurance: Provided by the company.
13. Transportation: Provided by the company.
14. Uniform and Safety Materials: Provided by the company.
15. Annual paid Leave: minimum 21 days per year.
16. Trip Allowance (for Heavy Driver):
17. In case of death of the applicant during the contract period, the First Party shall agree to

Date: 24 SEP 2022

INTER-PARTY REQUIREMENT AGREEMENT

This agreement is made and entered into by and between **NSK AL-BARMAN FOUNDATION FOR OPERATION AND MAINTENANCE** Kingdom of Saudi Arabia and represented by **HAZAR HAZAR HAZAR** a business address of P.O. Box No. Jeddah in the capacity as General Manager (hereinafter referred to as the FIRST PARTY) and

AL BARMAN HIR PVT. LTD. License No. 10807974, Kathmandu, Nepal.

A company duly registered under the laws of Nepal and existing under the laws of the Kingdom of Nepal (hereinafter referred to as the SECOND PARTY).

Whereas the FIRST PARTY is in the capacity as a Managing Director (hereinafter referred to as the FIRST PARTY).

TERMS & CONDITIONS

1. The SECOND PARTY will make all the arrangements to supply the workers from Nepal and specifications of First Party.
2. The FIRST PARTY will recruit workers from Nepal through the SECOND PARTY as its legal representative in Nepal for the purpose of applying for visas (Temporary workers) for the company and will provide the required documents such as **Power of Attorney, Demand Letter and Employment Contract** for the selected workers.
3. The SECOND PARTY will be completely responsible for bringing selected workers from Nepal to Kingdom of Saudi Arabia and will guarantee for three months. During this period, the company will bear all expenses for repatriating the said workers back to their home country and more replacement fees of charges.
4. The FIRST PARTY shall make arrangements to make visa for all the selected workers.
5. The FIRST PARTY shall provide free accommodation & transportation for the selected workers here in the Kingdom of Saudi Arabia as per prevailing Labor Law of the Kingdom of Saudi Arabia & its policies.
6. The FIRST PARTY will provide all the facilities incorporated in the Demand Letter to all the selected workers under the prevailing Labor Law of the Kingdom of Saudi Arabia.
7. In case of death of the applicant during the contract period, the First Party shall agree to repatriate the remains of the deceased at the expense of the company. In the case of death and injury, compensation shall be paid according to the Labor Law of the host country.

This Agreement shall have effect upon signing thereof by both parties concerned.

Our block via below:
 VISA NO: 10208001
 ID NO: 70202000

Date: 24 SEP 2022

LETTER OF GUARANTEE

The Director General
 Department of Foreign Employment
 Kathmandu, Nepal

Dear Sir,

We, **NSK AL-BARMAN FOUNDATION FOR OPERATION AND MAINTENANCE**, P.O. Box No. Jeddah, Kingdom of Saudi Arabia, hereinafter called the company as First Party and the undersigned as Second Party.

We request you to select and contract the following until presented for our company from Nepal as per the details given below:

Our block via below:
 VISA NO: 10208001
 ID NO: 70202000

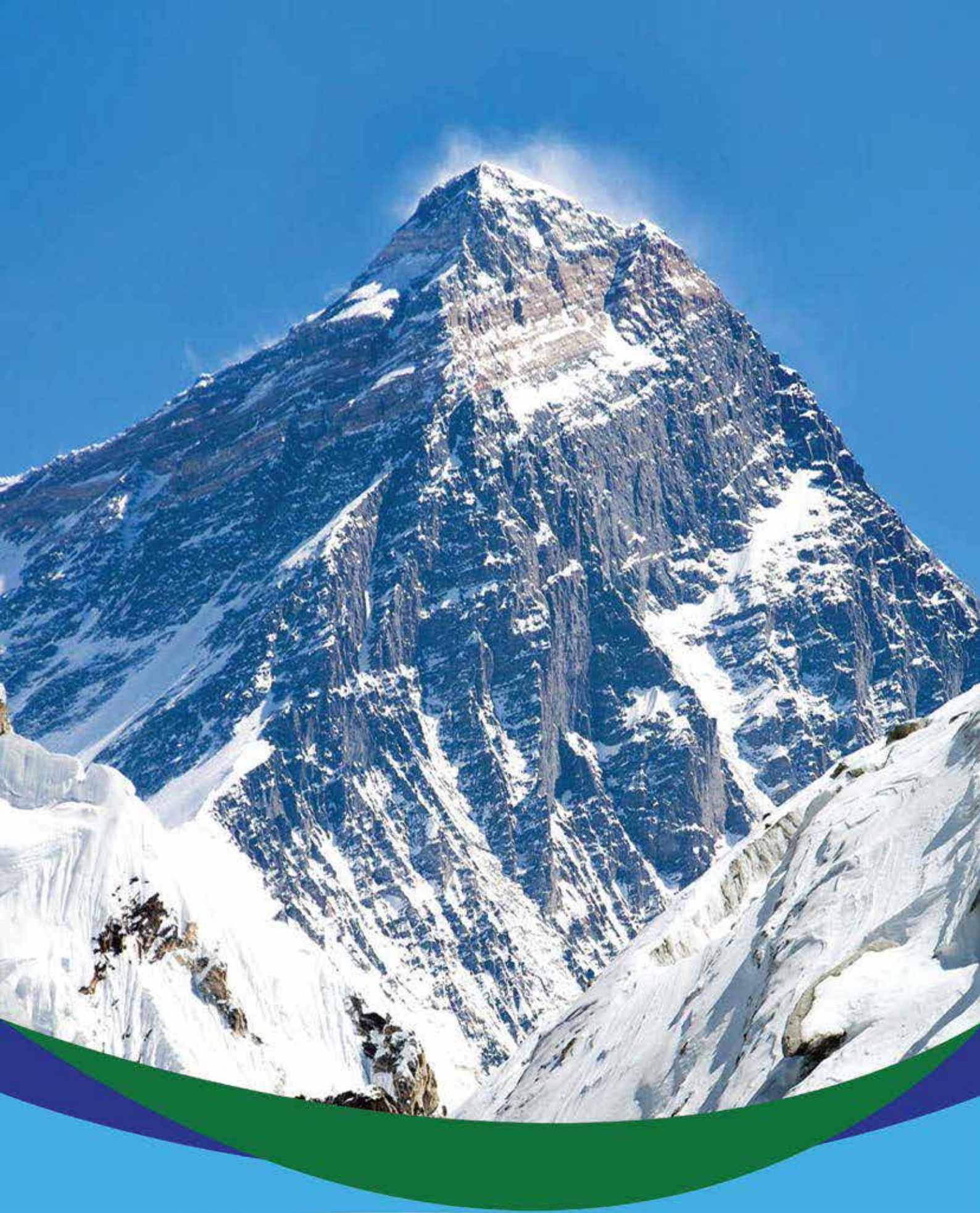
We further guarantee that these workers will not be used to work in any other establishment in any third country during the period of contract.

Thank you for your kind co-operation.

Name: HAZAR HAZAR HAZAR & Designation: General Manager.

Company: **NSK AL-BARMAN FOUNDATION FOR OPERATION AND MAINTENANCE**.

Jeddah Chamber
 Ministry of Labor and Transport Management
 Jeddah, Saudi Arabia
 11 OCT 2022



AL-HARMAIN H.R. PVT. LTD.

