



OZONE OVERSEAS
SERVICE Pvt. Ltd.
Kathmandu, Nepal

COMPANY **PROFILE**





ABOUT US

Ozone Overseas is registered with the Government of Nepal.

We have been engaged in the recruitment sector for 16 years, and we have established a huge clientele base because of the high-quality service we provide. We are always interested in expanding our market reach in places around the globe. When we recruit workers, we fulfill all the necessary requirements and uphold all the protocols related to the recruitment process.

Many companies around the world today value of Nepalese workers, and because of that demand, there are recruiters here in Nepal who cut corners when doing business. We at Ozone Overseas do not believe in such practices. We believe that the only way to succeed in this business is by focusing on the quality of our services. And that approach, by its very definition, means that we adhere to the highest of professional standards.

We recruit only the best and provide only the best service for our clients. What that means is that no matter what your personnel needs, we will do our best to find the optimal workers for you and train them before they start working for you, so that by the time they are working for you, you'll be dealing with some of the most professional workers available.



Message from **CHAIRMAN**

We are very glad and proud to let you know about our excellent performance since last 16 years. We are here in our present position only because of our reliable qualitative services and its trustworthy as well as tireless support from our trained staffs and our punctuality in every aspects of practical life works.

We believe that every person we recruit is a potential one since we send them aboard only after facilitating the foundation with the in depth knowledge in the subject matters of wanted job. All the persons recruited by us receives proper counseling and guidance, which would be a boon to them during their career.

Ozone is an employment business organization, which would not only send persons abroad to work but also build them for excellent professional career.

Nabin k. Paudel
Chairman
Ozone Overseas Service Pvt. Ltd.

Once again we assure you that our experience in this field would be a fruitful one to every one who would be in contact with us. Hoping your kind cooperation and with best regards.



OUR MISSION

Ozone Overseas Service Pvt. Ltd. Specializes in helping to provide right human resources to the clients in all aspects/ features of the business start-up cycle from concept to operation.

OUR VISION

The vision of Ozone Overseas Service Pvt. Ltd. is to be a recognized and well known leader in the region by fulfilling the dream of clients, i.e. foreign companies, via providing manpower recruiting services to foreign companies. This will assist to strengthen the financial condition of the country as well as the employers. It will further assist to achieve rapid profitable growth by ensuring that our clients needs are satisfied in an efficient and cost effective manner.

OBJECTIVE

The main objectives of this organization are as follows:

- To provide global overseas employment opportunity for qualified, skilled, trained, sincere and enthusiastic Nepalese workers.
- To make a trustworthy connection between employee and the employer.
- To help share, learn and explore further advancement for Nepalese existing manpower.
- To provide efficient and effective human resources for required jobs and help Nepalese government in reducing unemployment problem.
- To assist for uplifting country's economic status by providing quality and qualified manpower to the world and helping the government to increase the volume of foreign currency revenue.



MANAGING PARTNERS



MESSAGE FROM OZONE



Ozone Overseas Service Pvt. Ltd. is ethical (lawfully, voluntarily, transparently, non discriminatorily, zero fee for job seekers with human treatment) recruitment organization, provides competent Nepalese Human resource into a wide range. It came into existence on June 30th, 2005 as a registered foreign employment agency (Lic. 448/060/061) and approved by the Ministry of Labor, Department of Foreign Employment Nepal. It is also a member of Nepal Association of Foreign Employment Agencies (NAFEA), Kathmandu, centrally located in Kathmandu next to Tribhuvan International Airport.

The team Ozone consists of young, dynamic and energetic entrepreneurs who have long held extensive experience in HR industry, possess with the foremost consulting, counseling and marketing competency.

Ozone is committed for ethical and responsible hiring . In doing so, it complies COC of Responsible Business Alliance (RBA), alike best industry international standard in recruitment procedure exploring and blending more into our 16 years of wonderful expertise in the field of recruitment. As a recruiter, Ozone has mastered its policy and procedures on Labour Standards, Business Ethics, Health and safety and Management.



Message from **MANAGING DIRECTOR**

Ozone Overseas Service 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 support the companies to save time and extra efforts required to select candidates that match their business requirement, 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 Ozone Overseas Service Pvt. Ltd.

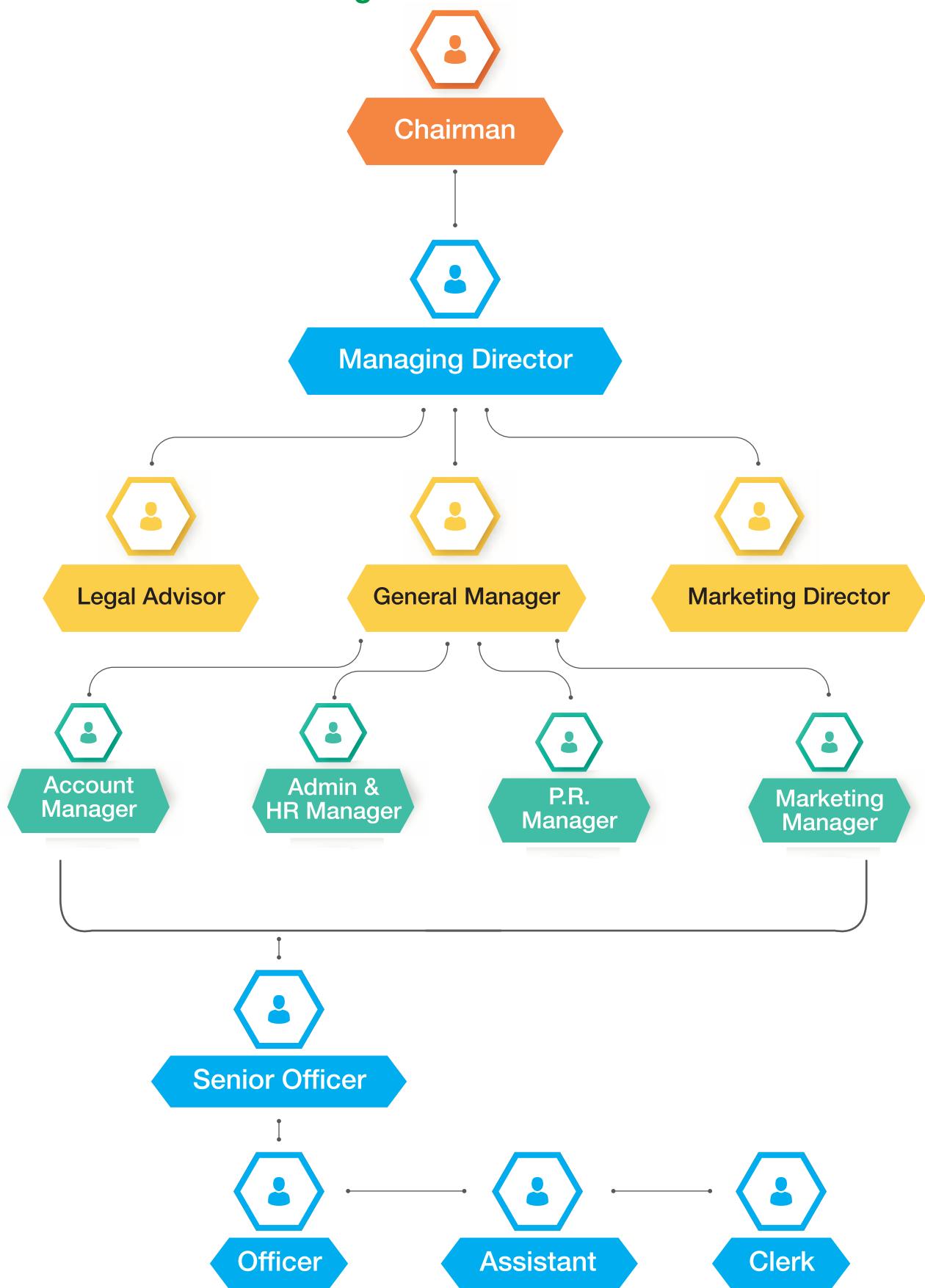
We can foresee a bright future in rendering this services of bringing closer the employers and employees for their mutual prosperity.

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

Mr. Chitra Bdr. Roka
Managing Director

Best wishes

Organization Chart



Work



Flow

04

Sourcing from
Existing Data Bank



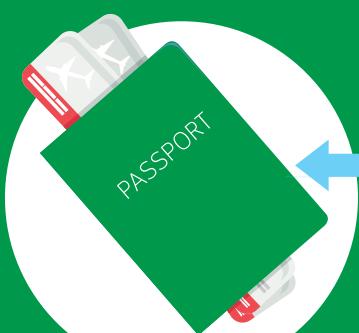
05

Screening of
Shortlisted Applicants



06

Interview
Procedure



08

Medical
Test



07

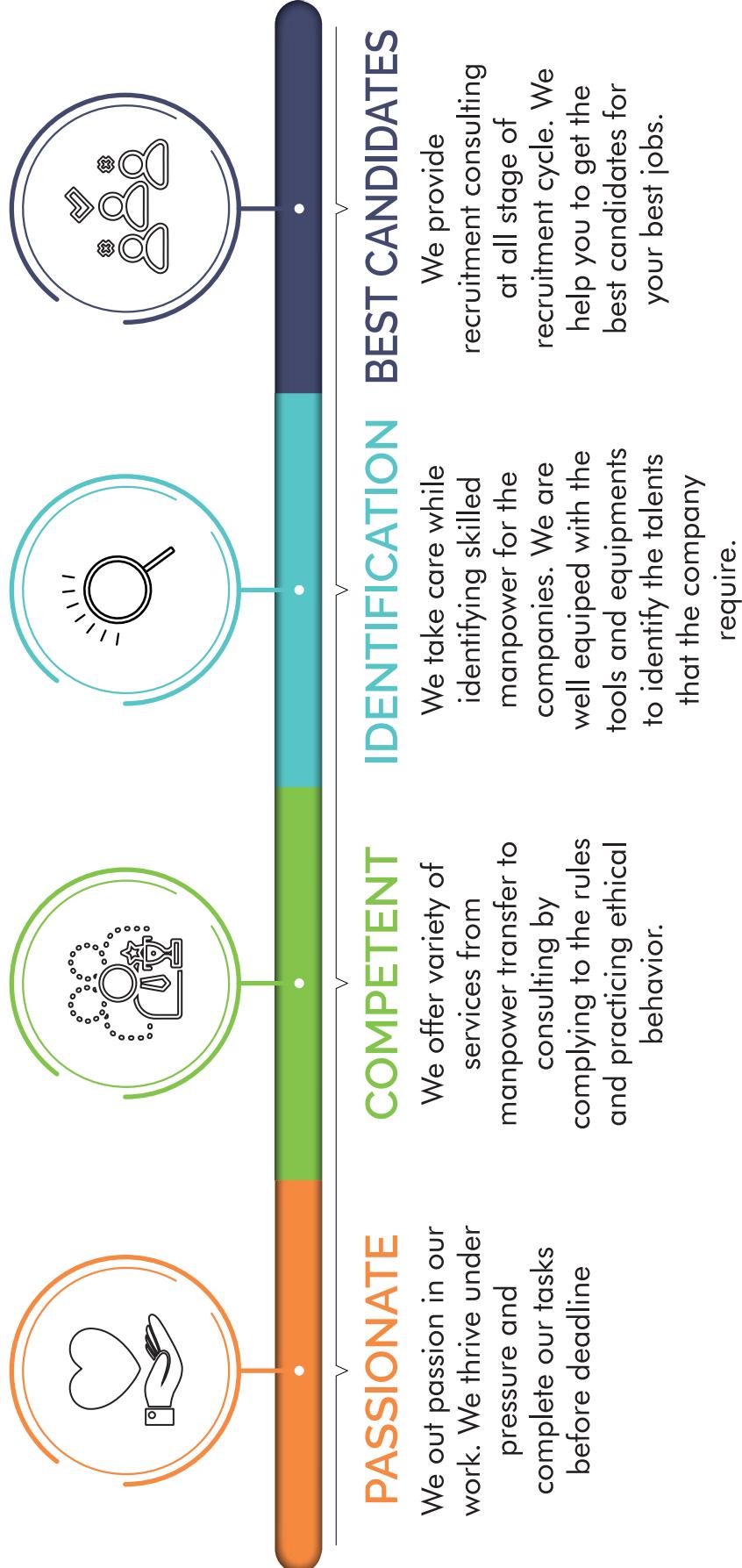
Practical
Trade Testing



09

Visa Stamping
Process

ATTRIBUTES AND DIMENSIONS

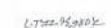
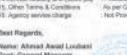


CERTIFICATION & DEMAND LETTERS SAMPLE

<p align="center">Government of Nepal Ministry of Home Affairs</p>	<p align="right">Registration No. : ४२५  </p>	
<p align="center">His Majesty's Government Ministry of Labour and Transport Management Foreign Employment Promotion Board <i>Official Form</i></p>		
License		
<p>Licence No.: 40406461 Licence Issue Date: March 12, 2004</p>		
<p>This License has been issued to M/S. Ocean Overseas Service Pvt. Ltd. authorizing to operate the business of Foreign Employment, subject to the Foreign Employment Act, 2041 (1983) and Regulation, 2060 (1998) and its terms and conditions mentioned in this license.</p>		
<p>Issuing Authority: Director, Directorate of Foreign Employment Directorate, District Council Registration no: (See Appendix B, 2005)</p>		
<p>Date of Renewal</p>	<p>Date of Validity</p>	<p>Signature of Renewed Authority</p>
<p>August 1, 2007 December 12, 2008 October 08, 2007 August 1, 2008 July 10, 2007 July 08, 2008 July 08, 2007</p>	<p>July 18, 2008 July 18, 2009 July 18, 2008 July 18, 2009 July 18, 2008 July 18, 2009 July 18, 2008</p>	<p>cf. Add. 22, 2007 Office Seal, Section Officer cf. Add. 22, 2008 Office Seal, Section Officer cf. Add. 22, 2007 Office Seal, Section Officer cf. Add. 22, 2008 Office Seal, Section Officer cf. Add. 22, 2007 Office Seal, Section Officer cf. Add. 22, 2008 Office Seal, Section Officer cf. Add. 22, 2007 Office Seal, Section Officer</p>
<p>Terms:</p> <ol style="list-style-type: none"> 1. No service shall be carried out by foreign beneficiary without obtaining approval. 2. No service shall be done through agent. 3. No workers shall be sent to any destination other country except as the permitted countries mentioned in the license. 4. Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in preceding acts and rules. 		
 		

	 Ministry of Labour and Employment Department of Training & Employment Karmabhumi Bhawan	 AUTHORITY CERTIFICATE FOR SENDING TRAINEE WORKERS TO JAPAN	 <i>Mr. T. P. Nair, IAS (Retd.)</i> Name Date: 17/07/2018
S. No. 1/2	<p>If it is certified that CERTIFICATE OF AUTHORITY is issued by the Ministry of Labour and Employment, Government of India, is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JNTO. This Certificate holder must comply with the Training and Employment Law, JNTO directives and instructions issued by the Ministry. The certificate is valid for 01 (01) years and should be renewed every year within 30 (30) days to comply.</p>		

	بوسان توريد العمالة و خدمات التوظيف Busan Manpower Supply & Recruitment Services				
M/S Ooster Overseas Service (P) Ltd.					
P.O. Box 2125.					
Abu Dhabi, United Arab Emirates.					
28 th of May 2012.					
<u>Demand Letter</u>					
Dear Sir,					
We request you to recruit the following personnel for our company from Nepal as per details given below:					
S.N.	Category/Job Title	No. of Vacancies	Basic Monthly Salary	Male/Female	Remarks
1.	Driveway Labourer	35	500.00	Male	
2.	Cook	1	500.00	Male	
3.	Cleaning Mason	9	1,100.00	Male	
4.	Construction Carpenter	2	1,100.00	Male	
5.	Electrician	1	1,100.00	Male	
6.	Refrigerating Fitter	3	1,100.00	Male	
<u>Desired Qualifications</u>					
1. Good Physical Condition 2. Way of Employment 3. Experience 4. Working hours 5. Assessments 6. Visa and residence 7. Leave benefits 8. Food 9. Accommodation 10. Transportation 11. Work Tools and Safety Materials 12. Air Ticket					
Completion of two years up and above or ticket will be provided by PM Company. For the first time service no ticket and other expenses will be provided by the company.					
13. Other Benefits: 14. No. of days leave 15. Annual leave 16. Service Charge/Agency fee					
With the above information we will be able to provide you in accordance with the UAE Labor Law. Free Visa through the NEA. Free Transportation through the company.					
Provided by the company The company NEA/BLR/L-19-721					
Thanks with best regards, Busan Manpower Supply & Recruitment Services, Mr. Suresh Chandra Adhikari/Manager General Manager		  COMPANY NUMBER: 00000000000000000000000000000000 P.O. BOX: 2125, ABU DHABI, UNITED ARAB EMIRATES TEL: +971 2 660 0000, FAX: +971 2 660 0001 E-MAIL: BMS@OOSTER.COM.UA			
		Attest by the Exchange of Nepal, Abu Dhabi, U.A.E. Signature:  Position: Labour			
		Date: 22 MAY 2012			

 Marina <small>International Trading & Contracting Co.</small>	مارينا MARINA Trading & Contracting co. ...			
ملکہ اونیورسٹی سرکاری ملکہ اونیورسٹی سرکاری				
Marina Overseas Service P.L.M. License No. 44005593 P.O Box 11177, Dabagh, Kathmandu, Nepal Phone +977-1-4117409/991				
Date : 19 April 2016				
DEMAND LETTER				
				
Dear Sir/Madam:				
We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below:				
S.No.	Categories	Quantity	Salary Or	Food Allowance Or
1	Chewstman	40	1100	300
2	Cook	10	1100	300
3	Labour	25	800	300
The following terms and conditions shall be included in the contract:				
1. Period of Employment: 2. Place of Employment: 3. Date of Arrival: 4. Total Duration of Employment: 5. Working Hours: 6. Overtime 7. Holiday 8. Annual Leave 9. Rest Period 10. Pay Scale 11. Accommodation 12. Transportation (By) 13. Duties & Hours 14. Working Days & Holiday pay 15. Other Terms & Conditions 16. Agent's Address & Charge				
Two Years (renewable) Date: _____ You will receive the company for the first time (PTM/OSW) and then up to 30 days will pass after the completion of your first contract. 1. The cost of living will be paid by the company per month. As per Global Labor Law All expenses will be paid by entry side. Required payment will be made by the company free of cost. Provided by the company 1. Accommodation (2R 300 Food Allowance as mentioned above) (2R 300 Food Allowance as mentioned above) (Provided by the company and from the workspace) Provided by the company 2. Transportation (As per Global Labor Law) As per Global Labor Law As per Global Labor Law				
Best Regards, Name: _____ Post: General Manager 				
Signature and stamp of company 				
Tel: +977-1-4117409 / 991 Fax: +977-1-4117409 E-mail: info@marina-qc.com www.marina-qc.com				

CAFETERIA FRESH BURGER	فاتورة طفيف برجر			
New: 2017/12/01				
MIN. Order Quantity Service & Price				
Delivery: 24 hours - 05:00-22:00 (24/7)				
Phone: +974 4422 4422 / 99/99 G.P.O. Box No. 2225 Address: Al-Khalidiyah, Aqar				
Demand Letter				
Dear Sir / Madam:				
We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.				
S. No.	Categories	Numbers	Basic Salary (Qr.)	Food Allowance
1	Waiter	00	1400	1000
2	Ice Cream Maked	00	2000	1000
3	Cook	00	2400	1000
4	Driver	00	2600	1000
5	Janitorial worker	00	1500	1000
THE FOLLOWING TERMS CONDITION IS SMALL BEING INCLUDED IN THE CONTRACT:				
1. Period of Employment : 01 year(s) renewable (renewable)				
2. Place of Employment : Doha, Qatar				
3. Air Ticket : Will be provided by the company for the first time (KTR-QDQA) and then up to 8 times (air ticket) will be provided by the company of two weeks interval				
4. Working Hours : 08:00 AM to 02:00 PM (Breakfast) / 04:00 PM to 08:00 PM (Nightshift)				
5. Workdays : Any 48-hour working week				
6. Protection Permit : 03 days free work compensation days				
7. National Insurance : Provided by the company				
8. Remuneration : Provided by the company				
9. Transportation : Provided by the company				
10. Medical Expenses : Provided by the company				
11. Marriage Gratuity/Leave : Provided by the company				
12. Uniforms and Safety Equipment : Provided by the company				
13. Personal Belongings : Provided by the company				
14. Agency/Placement service Charge : Not Required				
15. Visa At Least : 21 days				
Kind Regards,  Human Resources Manager				
C.R. No. 106/216, P.O.Box: A0797, DOHA – QATAR, Mob: 55519868, Email: cafeteriafreshburger@gmail.com				

<p>THE BEST The Best Trading & Contracting Co. LLC.</p>	<p>Tarek Hossam <i>[Handwritten Signature]</i></p>			
<small>Gate 102/202/2016</small>				
<p>Mr. Hassan Ghoneim Senior (CEO) License # 410000531 Phone: +971 50 4427946/95/96 G.P.O. Box 40272 Abdulkarim Street, Deira Abdulkarim Street, Deira</p>				
Demand Letter				
<p>Dear Sir/Madam:</p> <p>We request you to review and receive this following statement per-contract for one category from us as per the details given below:</p>				
#. No.	Categories	Numbers	Basic Salary (D.L)	Total
1.	Call Center	24	1100	2640
2.	Frontiers	24	1100	2640
3.	Males	25	1100	2800
4.	Female	25	1100	2800
5.	Driver	25	1100	2800
6.	Waiter	25	1100	2800
7.	Waitress	25	1100	2800
8.	Other Staff	5	1100	2640
9.	Others	10	1800	18000
10.				
THE FOLLOWING TERMS & CONDITIONS SHALL BE INCLUDED IN THE CONTRACT:				
<ol style="list-style-type: none"> 1. Work Period: 3 months 2. Maximum Working Hours: 8 hours 3. Max. of Employment: 1 year 4. Work Place: [Handwritten Address] 				
<ol style="list-style-type: none"> 5. Working Hours: 8 hours 6. Work Days: 5 days 7. Protection Period: 30 days after the work compensation date 8. Compensation: Provided by the Company 9. Acceptance Date: Provided by the Company 10. Dismissal: Provided by the Company 11. Service Continuation/Leave: Provided by the Company 12. Expenses and Salaries/Materials: Provided by the Company 13. Agency Management Service Charge: Not Provided 				
<p>Best Regards, The Best Trading & Contracting Co. LLC General Manager [Handwritten Signature]</p>				

Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

Garments And Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers

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

Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks

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.



WE SUPPLY

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
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics

Official Personnel Management Group

- Officer Manager
- Assist Manager
- Secretaries, Storekeepers, Purchasers
- Office Boys
- Tea Boys
- Bell Boys

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

Doctor / Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS

Air Conditioning (Window Type, Split Level & Central Unit)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors



OUR CLIENTS

THROUGH OUR ASSOCIATES AND SISTER CONCERNS





Nepal at a Glance

- Location:** Southern Asia, between China and India
- Geographic coordinates:** 28° N, 84° E
- Map references:** Asia
- Area:** Total : 147,181 Sq Km
Land : 143,181 Sq Km
Water: 4,000 Sq Km
- Area comparative:** Slightly larger than Arkansas
- Land boundaries:** Total: 2,929 km border countries: China 1,236 km, India 1,690 km
- Coastline:** 0 km (landlocked)
- Maritime claims:** None (landlocked)
- Climate:** Varies from cool summers and severe winters in north to subtropical summers and mild winters in south
- Terrain:** Terai or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north
- Elevation extremes:** Lowest point: Kechana Kalan 70 m highest point: Mount Everest 8,850 m
- Natural resources:** Quartz, water, timber, hydropower, scenic beauty, small deposits of lignite, copper, cobalt, iron ore
- Land use:** Arable land : 21.68%, permanent crops : 0.64%, other: 77.68% (2001)
- Irrigated land:** 11,350 sq km (1998 est.)
- Natural hazards:** Severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons
- Environment:** Deforestation (overuse of wood for fuel and lack of alternatives)
- Current issues:** Contaminated water (with human and animal wastes, agricultural runoff and industrial effluents); wildlife conservation; vehicular emissions.
- Environment-party to:** Bio-diversity, Climate Change, Desertification, Endangered Species, Hazardous Wastes, Law of the sea, Ozone Layer Protection.
- International agreements:** Tropical Timber 83, Tropical Timber 94, Wetlands signed, but not ratified: Marine Life Conservation.
- Geography Note:** Landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest (the world's tallest) on the border with China



Ozone Overseas Services Pvt. Ltd.

Govt. Lic. No.: 448/060/61

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- 🌐 Website: www.ozoneoverseas.com