





















Licence No. 370/059/060

Al Ajeets Management & Outsourcing (P.) Ltd.

MESSAGE FROM CHAIRMAN



Dear Valued Clients,

Warm Greetings from the land of the Himalayas, Nepal. First and foremost, we extend our sincere thanks and gratitude to our valued Clients for showing your intrest in our organization.

It is our great pleasure to introduce ourselves as one of the leading manpower supplying company operating in the Himalayan Country of Nepal. I would like to bring it to our client's notice that Al Ajeets Management & Outsourcing Pvt. ltd. with its professional staff members, stands for quality services in order to meet desired demand of the clients.

I always considered the fact a person's potentiality should be utilized to the maximum extent for the development of the world. Hence, our priority is always to bridge up the opportunities and the human's resources. In short, we undertake the responsibility to provide the right man for the right job.

I look forward to working with your esteemed organization in the days to come for mutual benifits.

Once again, I would like to thank you for choosing Al Ajeets Management & Outsourcing Pvt. Ltd. As your business partner. Assuring you for the safe business with us.

With Warm Regards

ER. Ram Chandra Shah Chairman rcshah2008@gmail.com



RC Shah with Former PM Girija Prasad Koirala



RC Shah with PM Khadga Prasad Oli

MESSAGE FROM DIRECTOR



Aftab Khan Director aftaabkhan.official@gmail.com

This is our great pleasure to introduce ourselves as one of the leading manpower recruiting company operating in the Himalayan kingdom of Nepal.

First, we extend our sincere thanks and gratitude for showing your interest towards our organization. We would like to bring it to our valued client's notice that Al Ajeets Management & Outsourcing pvt. Ltd. with its competent staff members stands for quality services in order to meet desired demands of the clients.

We undertake complete responsibility to recruit any category of personnel from Nepal. With the perennial co-operation and support from distinguished person like you and your reputed company, we like to play a significant role in our country's economic development by improving economic condition of the people.

Our motto is "To recruit the right people for the right job at the right time in a right place".

We therefore look forward to working with your esteeme organization in the days to come.

Campaign Management

* Real State

* Client Retention

*Local Marketing

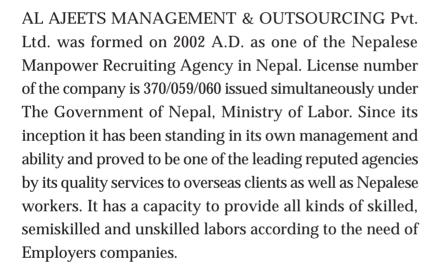
*Business Development

* In State Event Management

Areas of Expertise

ABOUT US





Since the strategy of this company is to serve the best and prompt services to the employer, workers available in this institution are advised to be well behaved and obey the existing rules and regulations to the employers and the employment's countries. In order to select candidates for the employer company of different countries, company conducts interview to select the qualified and best candidates and also pays its full attention to satisfy the demand. We focus on best services mentioned above; we are also available for consultancies. In choosing to work with us, we are confident that our service mechanism will not leave any complains.



General Manager



Documentation



Administration



Reception

COMPANY PROFILE

Company Name : Al AJEETS MANAGEMENT & OUTSOURCING Pvt. Ltd.

Govt. Licence No. : 370/059/060 Govt. of Nepal

Name of the Proprietor: Er. Ram Chandra Shah - Chairman

Member : Nepal Association of Foreign Employment Agencies

Types of Service : Manpower Supply

Address : Milanchowk, New Baneshwor, Kathmandu, Nepal

Telephone No. : 00977-1-4477779, 4477915

Fax : 00977-1-4472032

E-mail: info@alajeets.com, rcshah@alajeets.com, rcshah2008@gmail.com,

alajeetsmanagement@gmail.com

Website : www.alajeets.com

Official Bank : Janata Bank Nepal Ltd.

Capital Strategy

Authorized capital : Rs.20,000,000.00 (Twenty Million)
Paid up Capital : Rs.5,000,000.00 (Five Million)
Issued : Rs. 5,000,000.00 (Five Million)

Insurer : NLIC

Working Experiance : Comprehensive background in implemention and accomplishing

company's mission by working at extensive level in senior management capacity for years in the national and intenational

organizations & overseas employment business fields.



Office Team

Qatar

1. Al-jabar Engineering L.L.C.

Ar-jabat Engineering L.L.C.
 Qatar National Cement Company
 Shanon Trading & Contracting W.L.L.
 United Construction Est.

5. Kettanet Construction W.L.L.

6. All Huda Engineering Works 7. Al Able Trading & Contracting W.L.L.

8. Able International W.L.L.

8. Able International W.L.L.
9. Able Pure Drinking Water
10. Tech Man Trading & Cont W.L.L.
11. Barwyn Trading & Contracting W.L.L.
12. Q-Pro Trading & Cont W.L.L.
13. Triangle Group W.L.L.
14. Gulf Quality Fresh Fruits
15. Digital Energy Engineering Services W.L.L.
16. Paradise Landcaping
17. Alorgon Garden & Cleaning
18. Alorgon Landscaping & Cleaning
19. Al- Shaheen Engineering
20. Al- Waheb Group W.L.L.
21. Incense Trading & Contracting W.L.L.
22. Iza International W.L.L.
23. Macario International W.L.L.

23. Macario International W.L.L.

24. Inspire Trading & Contracting W.L.L.
25. Belton Group W.L.L.
26. Blue Chip Trading & Cont W.L.L.
27. Matrix International W.L.L.

28. Bloom Construction W.L.L.

29. Bumaistar Limited

30. Palace Cleaning W.L.L.

31. Kerla Food Center

32. Majlish Shoping Center
33. Global Target Trading & Contracting
34. Crystal Cleaning W.L.L.

34. Crystal Cleaning W.L.L.
35. Monnaco Electrical Tool
36. Flex Trading & Contracting W.L.L.
37. Al- Suwadi Transportation W.L.L.
38. Infoset Trading & Contracting W.L.L.
39. Abonce Project W.L.L.
40. White Feather Trading & Contracting
41. Al-Amana Technology Company
42. Nitco (New International Technology

42. Nitco (New International Technology Co)
43. Danem Engineering Works
44. Season Trading & Cont W.L.L.

45. Castle Limousine

46. Mastro Construction

47. Mark Trading & Contracting W.L.L.
48. Q-Relance International W.L.L.
49. Chill Services Trading & Contracting W.L.L.

50. Cosco Trading & Contracting W.L.L.
51. Golden Wing Contracting & Transport W.L.L.
52. A to Z Services W.L.L.

53. Private Wash

54. Advance Trading & Contracting W.L.L.55. Tasme Decore

56. Al- Shafa Group W.L.L.57. Ibgo Transport & Contracting W.L.L.58. Advance Trading & Contracting W.L.L.

59. Qatar Asphalt Road & Insfrastrucre

60. Qatari Building Trading & Contracting Co W.L.L.

61. Farhan Salmeen Al-Remaihi Trading & Contracting W.L.L.
62. Technical Engineering Services W.L.L.
63. Venus Trading & Contracting W.L.L.
64. Al Qotob Project

65. Dreame Gate Real Estate development & Services

66. Steel Allied Business Middle East. 67. Sahel Al-Khor Cont & Building Maintenance Co. W.L.L.

68. Team Propertice Landscaping & Services W.L.L.

69. Build in Group 70. Al Sad Scafolding

OUR VALUABLE CLIENTS

Saudi Arabia

1. Qumaishn Yahy All Daghreer Partners. Co

2. National Ractory for Bottlers and Caps

3. Al-Jenadriah Cofee Shop and Restaurant4. National Company for Management Services Ltd.

5. Othman H.AL-Ghamd and Sons Cp.

6. Al-Maniguie Trading EST.

7. Al-Wotania for Industries CO

8. Al-Dress Petroll Pump 9. Al- Arab Contracting CO 10. Ahmad N. Al bin All 7 Sons

11. Shibha Al Jaziba

12. Al-Manar Arabian COP.

13. Sau Mohd Ramzour

14. Al-Sinan Est. For Contracting.

15. Gobalsuhaimi Company

16. Gran Vision

17. Space Structures Company Ltd. 18. Aasia Steel Factory Co. Ltd.

United Arab Emirates

1. Abu Dhabi National Oil Company

2. Fun City/Fun Work/Food Mark (Land Mark Group)

3. All Seasons Catering Services/Empower/Emgurad/

Euro Clearing/Security

4. Reliance Cont. LLC

5. Al Nahdha Overseas Contracting LLC

Malaysia

1. Expert Security Services Sdn. Bhd.

2. Polycore Optical (M) Sdn. Bhd.

Oman

1. Oman Hotel management Group LLC

2. Torque Trade & Control Systems LLC

Bahrain

1. N Groups of Hotels













We believe that, in order to achieve success in business having the best groups of employees is mandatory. We find happiness is receiving the credit for our client's success. Our team of professionals are entirely devoted in the mission to provide widely competitive human resources to our clients. So that they can acquire qualified workforce on their organization. Our key mission is to discover those talents from our vast and wide network and deliver Right Candidate to Right Company on Right Time.

The supreme vision of our company is the fulfill the need of our clients seeking for "Right People for Right Job at Right Time" Keeping this time continuously endeavor to get candidate with high potential to our esteemed clients. We are stepping forward with the vision of being the international standard service provider in the field of human resources and to be the most preferred recruitment agency in the eyes of both clients and candidates.

Data Bank

We have our own well-computerized data bank which is up-todate, accurate and comprehensive. Our agency brings you the exact man you want in almost no time as data helps us to nominate the right person at right time for any kinds of organizations. Information from our data bank history has also helped us to update our service quality.



REQUIRED DOCUMENTS

1. Power of Attorney

A letter issued by the employer authorizing Al Ajeets Management & Outsourcing Pvt. Ltd. to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal. To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

2. Agency Contract (Agreement) Paper

This agreement is made between Al Ajeets Management & Outsourcing Pvt. Ltd. and the Employer Company on the Employer company's letter head stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal. (To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia.)

3. Demand Letter

A formal letter issued by the employer addressing Al Ajeets Management & Outsourcing Pvt. Ltd. with full detail of the job categories, number of workers, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

4. Employment Contract (Agreement) Paper

This agreement is made between the company (Employer) and the Employee on the company's letter head stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

5. Authority/Consular letter/Wakala (For Saudi Arabia Only) This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of Al Ajeets Management & Outsourcing Pvt. Ltd. as the lawful agent of the employer their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia. (To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia only and should be in Arabic Language.)

REQUIRED DOCUMENTS

6. Guarantee Letter

This letter is issued by the employer addresssing the Consulate General of the Respective Embassy intimating him of appointment of Choice Al Ajeets Management & Outsourcing Pvt. Ltd., as the lawful agent of the employer their authorization toact on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.

7. Required Documents For Qatar & UAE , Bahrain , Oman , Kuwait to Recruit Manpower From Nepal

Demand Letter.
Power of Attorney.
Guanrantee Letter.
Employment Contract
Agency Agreement.

Required Documents For Saudi Arabia to Recruit Manpower From Nepal Visa Slip.

Consulate Authorization Letter. (WAKALA)

Power of Attorney.

Commercial Registration.

Employment Contract.

Demand Letter.

Agency Agreement. Guarantee Letter.

Required Documents For Malaysia to Recruit Manpower From Nepal KDN approval (from Labour Ministry).

Translation Letter (from Labour Ministry or Home Ministry).

Power of Attorney.

His Excellancy (Letter written by the employer company to Malaysian Consular in Nepal).

Employment Contract.

Demand Letter.

Agency Agreement.

Letter from the Nepalese Embassy to Labour Department Nepal. Notary Public (Notary Awam).

ID copy of authorised person of Employer Company.

8. Commercial Registration Certificate

9. Copy of identity Card / Passport of Employer.

10. PTA (Prepaid Ticket Advice) wherever applicable.

SAMPLE OF REQUIRED DOCUMENTS

Demand Letter				
To,		•		
M/s Al Ajeets Management & outsourcing Pvt. Ltd. (Lic KATHMANDU, NEPAL	ense No. 370/059/060)		7	
Sub: DEMAND LETTER			POWER OF ATTORNEY	
We require services of following personnel detailed terms and Conditions given below: S.No. Category Quantity	Salary Salary Salary Sars In All Sars I	Guarantee Letter	Do hereby appoint Al Ajee Nepal, Overseas Employ Labour No. 370/059/060, recruiting agent in Nepal affairs associates with re with our company, to sig employment contracts re of Nepal, to arrange for p with the embassy concer passage to the job side.	
	To, Ministry	of Labour Department		
		ndu, Nepal		
	Subject:	Guarantee Letter		
	Dear Sir,			
	With du	e respect, we hereby guarantee that v	we will provide	
	position	nent to all Nepalese workers being re of as per demand letter by our local	agent Al Ajeets	
	KATHMA	ient & outsourcing Pvt.Ltd. (License No.: NDU, NEPAL in our company "Natural S	Stone & Marble	
	Factory" of 2 year	in the territory of, during their (Contract Period	
	, J.			
	For			
	101			
A cran a : / A crea a cra		irst Party"	Francisco	mant Cantract
Agency Agreemen	π (Ref. No.:	ment Contract
	CACCAGE		Mr	
MANPOWER RECRUITMENT AGRE			Passport NoNepal.	
This agreement signed between M/s Box: Fax No	P.O.		Dear Mr	
Sultanate of (Country) herein after referred to Al Ajeets Management & outsourcing Pvt.Ltd. Govt. of	as first party M/s		Sub: Employment Contract	
of Labour License No.370/059/060) herein af second party hereby agree the terms and cond	ter referred to as		Further to your application, we	e are pleased to appoint you as
below for the supply of Nepalese wor	kers in		"" in our compa below.	ny as per terms and conditions given
Basic Salary :			Basic Salary :	/-
Place of employment :	er		Working Hours : Contract Period :	8hours per day, 6days per week 2 Years
Probation Period : 3 months Contract Period : 2 Years			Probation Period : Overtime :	3 months As per Labour Law
Working Hours : 8 Hours per day, 6 c Overtime : As perLabour	lays per week		Accommodation & Transportation: Medical facilities	Provided by Company Provided by Company
Accommodation & Transportation :Provide	d by Company		Insurance :	As per Labour Law
Medical facilities : Provided by Compa Air Ticket : One Air Ticket ever	y two years		Air Ticket : For	One Air Ticket every two years
Insurance : As per	. Labour Law			
"First party"	"Second		"First Party"	
Party"			FIIST FAILY	Cignotium of P
	1		Date:	Signature of Employee



Recruitment Process





Office Notice Board



Advertising in Daily Newspaper



Information and Document Collection



Taking Orientation Class



Trade Test for Selected Candidates



Going to Interview



Taking Interview By Employer

DRIVER - OPERATOR

- Heavy Equipment
- Operator
- Heavy Duty Driver
- Light Duty DriverTime Keeper
- Sweeper
- Cleaner (Male/Female)



ELECTRICAL WORK

- Electrician Industrial
- Electrician Building
- Electricianl Motor
- Rewinder
- # Helper



PIPING WORK

- Plumber Industrial
- Plumber Building
- # Helper

AVAILABLE JOB CATEGORIES



SKILLED & UNSKILLED LABOR

- Laundry & Iron Man
- General Labor
- Cleaner Labor
- Construction Labor
- Garbage Man
- Gardener



SCHOOL - COLLEGE

- Teacher / Lecturer
- Administrative Officer
- Accountant
- Store Keeper
- Secretary/Clerk
- Computer Operator
- Office Boy
- Cleaner/Gardener

AVAILABLE JOB CATEGORIES

PROFESSIONAL

- Civil Engineer
- Mechanical Engineer
- Chemical Engineer
- Electrical Engineer
- Agricultural Analyst
- Specialist
- Doctors
- Staff Nurse



HOTEL

- Manager/Accountant
- Cook (Indian / Chinese)
- Store Keeper/Time Keeper
- Receptionist
- Steward
- Cashier
- Waiter / Waitress
- Bell Boy/Cleaner
- Room Boy/Gardener





SUPER MARKET

- Sales Man
- Receptionist
- Trolley Boy
- Cleaner
- Cashier



CARPENTRY WORKT

- Furniture Carpenter
- Joinery
- Assembler
- Shuttering Carpenters
- Helpers



SECURITY

- Ex-British Army
- Ex-Indian Army
- Ex-Nepal Police
- Ex-Nepalese Army
- Civil Security Guards



Nepal, officially the federal Democratic Republic of Nepal, is a landlocked sovereign state located in south Asia. Nepal is situated within latitude 26Degree22' N and longitude 80 4E to 88 12E. With an area of 147181 square kilometer (56,827 sq ML). Its shape is roughly rectangular about 885 km long East to West and about 193 km wide North to South and occupies 0.3 and 0.33% of Asia and the world respectively. Population of Nepal is approximately 30 million, Nepal is the world's 93rd Largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by People's Republic of China and to the south, east and west by the Republic of India. Nepal is seperated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's Capital and largest metropolis.

Kathmandu (The Central Capital)

The old city of Kathmandu is located on a bluff at the confluence of the Bagmati and Vishnumati Rivers – an easily defended site with rich soil and a plentiful water supply. The historical places kathmandu, Bhaktapur and patan Durbar Square are located in the valley. Other world's heritage places like Swambhunath, Pashupatinath, Changunarayan and Bouddhanath also located in the valley. Some old traditional cultures are most actract for Tourist and foreigner.

Pokhara (The Tourism Capital)

Pokhara is a valley which is surrounded by beautiful, amazing and silent himalayas in the North and mountains. Pokhara, known as the city of lakes, is decorated by natural lakes and rivers. As Nepal is a religious country. Pokhara has its own religious norms and values.

Janakpur (The Historical Place)

Janakpur is a sub-metropolitan city in Dhanusa District of Province No. 2 of Nepal. The city is a centre for religious and cultural tourism. It has been declared as the temporary capital for Province no. 2 until Province Assembly votes for a permanent capital.

This city, also known as Janakpurdham, was founded in the early 18th century. According to oral tradition, an earlier city existed in the area, also known as Janakpurdham, which was the capital of the Videha dynasty that ruled Mithila region in the ancient times. Nepal Railways used to operate between Janakpur and India.







Kathmandu Pokhara Janakpur

Federal Democratic Republic of Nepal



Motto: HfggLhGdedLM ju{bflk ul/o; L "Mother and Motherland are Greater than Heaven"

Coat of Arms

Anthem: ; of y lef kninsf xfdL Made of Hundreds of Flowers

Flag



147,181 Sq. Kms. Latitude/Longitude

26 degrees 12' and 30 degree 27' North/80 degree 4' and 88 degree 12' East.

Capital Kathmandu.

Dooplo

People

120 Ethnic Groups and 70 Spoken Languages.

Population

3,000,0000 approx.

Political system

Federal Democratic Republic

Topography

From the world's deepest gorge, Kali Gandaki to highest point on earth The Everest.

Weather

Climate ranges from Tropical in the low lands to Artic in higher altitudes.

Seasons

Summer :(March – May) 22 – 36 degree C Monsoon :(June-August) 18 – 32 degree C

Autumn: (September – November) 10-18 degree C Winter: (December – February) -1 - 15 degree C Time: Nepal time is 5 hours 45 minutes ahead of GMT



Ministry of Labor, Employment and Social Security Foreign Employment Department GOVERNMENT OF NEXT

Date: 2019-12-29 A.D.

Licence

Lionner No. 170

11)

This Lague has been granted to you breeky authorizing to carry or feetign employment business to Abdyleets Management & Out Scarcing Pot Lish, formed after the following companies energed each other by the decision of the time 2019-19-29 A.B. of this Department personal to the provious of acution 11(2), 11A and 11B of Foreign Employment. Act, 2007 and note 6 and 8A of Foreign Employment Regardship, 2017.

Companies Margael Easts Other

Licence No. Licence invalue authority	370 Sundary (Sared)	90 Date	Name: Dr. Bitomakonur B	Designation: Director Gene			
Company	Ni-Apeta Managemen & Our Searcing Politid.	Shall Manpower Service Pyt. Ltd.					Commence of the Park of the Pa
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Table of Renewal

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	July 15, 3039			Section Officer

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line to time dail he complied with

装 30.08

Recruiting Agency Lic.No:370/059/50

ID No: 789-2018

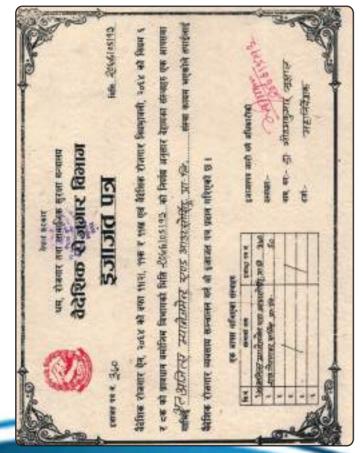
DIRECTOR ID CARD

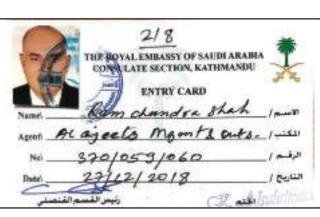
RAMCHANDRA SAH Address : DHANUSHA Designation: DIRECTOR : 88212068 Ctzn No

Contact No : 9860777391

AL AJEETS MANAGEMENT & OUTSOURCING P.LTD (AYU

ISSUED BY DEPARTMENT OF FOREIGN EMPLOYMENT











Licence No. 370/059/060

Al Ajeets Management & Outsourcing (P.) Ltd.

"Your Outsourcing Partner" P.O.Box: 13172, Mid Baneshwor, Milanchowk, Kathmandu, Nepal Tel.: 00977-1-4477779, Fax: 00977-1-4472032

E-mail: info@alajeets.com, alajeetsmanagement@gmail.com