

Oversees Employment Agency Licence No. MPD 2779



پاک ہکہ انتر پرائزز

اوور سيز ايمپلائمنٹ ايجنسي رخصـةرفتـم: ٢٧٧٩/لاهـور

PREFACE

The Pak Makkah Enterprises (Govt. approved Licence No. 2779/LHR) was established with a dream. The dream/was of exploring employment opportunities for a large number of unemployed Pakistanis youth abroad. The unemployment situation was posing a serious threat to the country's future. Today, my dream has come true with a successful manpower company supported by a dedicated team of competent professionals.

The Pak Makkah Enterprises feels happy to bring out this booklet for the use of our esteemed clients around the world to source manpower from Pakistanis Today, writing this message gives me immense pleasure. We have converted every moment into a success. With hard work, dedication, sense of selfless service and high-spirited team, we have made difference in Pakistanis manpower industry.



Mian Muhammad Imran Director

The difference we have made in quality service along with the contribution to minimize country's unemployment, gives us immense satisfaction. The past experience with which my organization grew up will be a guiding lesson for our future. This has encouraged us to contribute more towards the development of this industry.

As a Pakistanis professional involved in the promotion of foreign employment, I am proud to express a few thoughts on this subject. Today, remittance from the foreign employment is the backbone of Pakistan's economy. Thus foreign employment industry has emerged as an important sector in the country's economy. The credit to establish foreign employment as a respected industry goes to the employers in International labor market giving prominence to Pakistanis workers.

My organization aims to enrich national economy through foreign employment. I have firm commitment to meet the demand of supplying quality manpower in the International labor market. I believe this would commensurate with the interests of both employees and the employers.

Today my company occupies a leading position in Pakistanis manpower industry. It has been a cherished name among the job seekers. My company aims to provide a wide range of information to the employers around the world to source their workforce from Pakistan. We expect you to contact us for any information for recruiting workers from Pakistan.

We have faith in our clients. Your preference is what bestowed us with success. Finally, the booklet in your hand is our renewed commitment for quality and better service. We will continue to provide competent manpower to work for unskilled, skilled and professional jobs. I hereby want to assure you the quality service and better cooperation in future.

Thanking you, With Best Regard,

Mian Muhammad Imran Director

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رخصة دفتم: ۲۷۷۹/لاهور

OVERSEAS EMPLOYMENT PROMOTERS'S LICENCE RENEWAL (Not-transferah'-1

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Licence No 2779/LHR issued on 22-08-2009

authorising Mr/Miss/Mrs Muhammad June 634

of Messrs Pak N

whose photograph is affixed above, authorising him/her to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979). and the emigration Rules, 1979, is hereby renewed for the period

Director General. Bureau of Emigration and Overseas Employment, Dated the 31-12 .2 of | . Ministry of Human Resource Development Government of Pakistan

Enterprises

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اوور سيز ايمپلائمنٹ ايجنسي رخصة رفتم: ٢٧٧٩/لاهور



Hafiz AbbasRecruitment Consultant

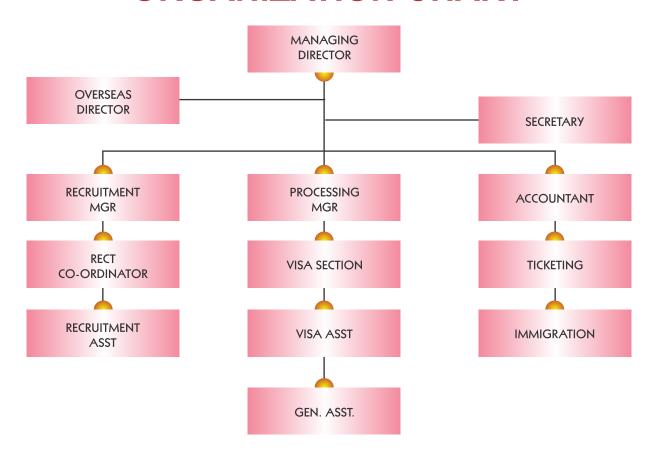


Mian Muhammad Reehan Recruitment Consultant



Adeel Rehman
Recruitment Consultant

ORGANIZATION CHART



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Following categories are currently available for immediate employment

MECHANICAL ENGINEERING

QC Engineer/Safety Engineer Piping Engineer/Welding Engineer

Foreman Piping

Forman Structural Steel

Foreman Equipment Erection

Foreman Rigging

Foreman Scaffolding/Foreman Insulation

Foreman Painting/Sandblasting

Iron Worker/Structural

Fabrication & Erection Rigger

Tank Fitter / Welder Arc

Welder Tig & Arc

Welder Structural

Painter (Spray) / Sand Blaster

Insulator/Mechanical Helper

Pipe Fabricator

Pipe Fitter/Scaffolder

ELECTRICAL ENGINEERING

Electrical Engineer

Foreman - Electrical

Electrical Supervisor

Electrician

Electrician Technician

Cable Joiner H.T.

Electrical Helper

CIVIL ENGINEERING

Civil Engineers / Project Manager

Project Engineer/Carpenter

Concrete Finisher/Mason

Tile Fixer/Plaster

Plumber/

Iron Worker, Rebar Bending & Fixing

Architectural/Civil Helper

Plumber Helper/Laborers

FOI IIPMENT

Operator - HD Equipment & Vehicles

Operator Crane

Heavy Driver (Truck, Bus, Trailer)

Light Driver

Mechanic - Heavy Vehicle

Mechanic - Light Vehicle

Auto Electrician

Mechanic Junior

Senior Mechanic Light Duty

MEDICAL - DOCTORS SPECIALISTS

Physicians (General) MRCP

Gynecology (Surgeon) MRCOG

Physician (General) MD

Surgeon (General) MD

Doctor (Pediatrics) MD

Doctor (Gynecology) MS

Doctor (Urology) MS

Doctor (Cardiology) MD

Doctor Skin (Skin & UD) MD

OFFICE PERSONNEL MANAGEMENT

Office Manager

Asst. Manager

Manager - Marketing, Sales, Admin.

Accountant, Cashier

Secretary, Storekeeper, Purchaser

Clerk, Typist, Data Entry Operator

Computer Programmer, Computer Operator

Sales Man, Office Boy

Tea Boy

VEHICLE /HEAVY EQUIPMENTS OPERATOR AUTO MECHANIC AND MAINTENANCE

Light Vehicle Driver

Car/Van/Mini-bus Driver

Heavy Equipment Operator

Truck/Lorry/Trailer/For lift/Crane

Motor/Grader/Dozer/Backhoe/Roller

Bulldozer/Scrapper Operators

Auto Mechanic, Diesel

Machine' Heavy Duty Mechanic /AC Maintenance

Ducting Installation, AC Electrician

Wireless Technician, Bar Bender Cable Janitor

INFORMATION TECHNOLOGY

Computer Engineer

System Administrator

Software Engineer

Programmer

System Analyst

Network Administrator

Data Entry Operator

Computer Operator

Computer Technician

Database Operator

Data Entry Clerk

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پاک ہکہ انتر برائز ز

اوور سيز ايمپلائمنٹ ايجنسي خصة دوتم ٢٧٧٩ /لاهور

OBJECTIVES

Pak Makkah Enterprises aims to provide best solutions to meet theneeds of manpower importing nations to alleviate increasing Unemployment in Pakistan. The specific objectives are: To find better job opportunities for skilled, semi-Skilled, Trained and professional Pakistanis.

To provide best possible Pakistanis manpower to the manpower sourcing countries.

To supply of competent and disciplined youth as Per the company demand.

To negotiate better positions for Pakistanis workers in the country importing Pakistanis Workforce.

To establish Pakistanis workers as the most Competent And honest workforce.



SCOPE

Manpower industry has a tremendous scope in Pakistan Today Pakistan is largely reliant on remittance from

foreign employment. Pakistanis manpower is best known for their honesty, hard work and dedication. The reputation Pakistanis workers still continues in the same spirit. The importance of industry is on the rise due to the mounting unemployment problem in Pakistan. Every year thousand of youth try their future in foreign employment for a good economic prospect. Realizing the benefits of foreign employment. Pakistan government is introducing foreign employment-friendly policy to promote this sector. The government of Pakistan has opened about seven dozen countries for foreign employment. Of them, the countries in the Middle East occupy prominent positions to employ Pakistanis workers. Given the small size of the economy, Pakistan cannot provide enough jobs for nearly 400 thousand Pakistanis youth that enter the labor market annually. This has called for identifying new employment destinations, and diversifying the composition of the human resources going abroad for employment.



FUTURE PROSPECT



Pak Makkah Enterprises has planned to expand the scope of its operations. In addition to exporting Pakistanis manpower, it will also source professionals from other countries to supply the need of manpower importing nations. The company has opened branch offices in different countries in the Middle East. More branch offices are being planned in the years to come. This would enable better communication between the employees and employers, redress employees' complaints, and explore more opportunities for overseas employment.

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EXCELLENT MANAGEMENT

Pak Makkah Enterprises affiliate companies provide complete solutions under one roof. Be it trade test, vocational training, air ticketing and advertising, the company does not have to rely on others. The company has its own reliable expertise for medical check up and behavioral assessment before selecting any prospective employees for foreign employment. Potential employees are also imparted with good orientation and acclimatization techniques. The satisfaction of all those concerned reflects in our achievement.



COMPUTERIZED OFFICE SYSTEM

All the office units are connected with each other through computer networks. This enables staff to provide efficient and prompt services to the clients. The actual employment opportunity passes through customer support or Employment Opportunity Service Desk.

EMPLOYMENT OPPORTUNITY

We do not depend on any agents to source workforce. Employment Opportunity Service Desk provides information and responds to the inquiries of our candidates. The desk can provide any information on foreign employment they seek. The department also functions as a bridge between different departments in the company regarding information that a customer might require.

RECRUITMENT

The employing company should bear all charges: visa, joining air ticket, advertisement, medical, visa endorsement fees, airport tax, government tax, department of Labour charges, orientation, agency recruitment fees. The costing would be determined after discussion between Pak Makkah Enterprises and the employer abroad. We won't charge any additional amount from employee. We would pay fine to the employing company if we are found taking extra charges from the employee. Normal recruitment: The employee bears all the charges. However, the employing company would provide visa free of cost. Under this category, we charge the employees for — advertisement cost, visa endorsement fees, medical cost, joining air ticket, airport tax, and agency recruitment fee including orientation.

TERMS AND CONDITIONS

The terms and conditions are based on the Foreign Employment Act of Pakistan. They mainly focus for benefit and rights of the workers. Final Interview of the selected workers would be carried out Within 10 days after

receiving the original Documents. Arrangement for deployment of worker would be made within 15 days after we receive visa copy except if the visa is not necessary to endorse in the passport. If the visa endorsement is Required it will take at least 45 days. Free replacement would be made with new workers if any worker is found unqualified for the assigned Work within 90 days after he assumes the job. The company in contract should clearly mention the salary of a worker and other facilities mentioned under clause 5.



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QUALITY SERVICE

Pak Makkah Enterprises Company takes full responsibility of the candidates from selecting to sending them at desired destination. The company believes best available candidates should be sent abroad. Therefore, rigorous recruitment and selection process are employed to select appropriate manpower.

As per the Pakistan Government's directives, the employer company should offer following facilities to the Workers in written contract.

- Salary
- Accommodation
- Food
- Transportation
- Medical facilities
- Insurance of worker
- 8-1 hours per day
- six-days a week
- 21 days leave in a year
- Residence permit
- Over time (O.T.) if worked more than 8 hours a day

The contract letter should clearly state the company's rules regarding the above facilities.

DOCUMENTS REQUIRED

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Pakistan 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.

PRINCIPLE DOCUMENTS

- 1. Demand Letter
- 2. Power of Attorney
- 3. Consular Letter
- 4. Employment Contract
- 5. Service Agreement between company and our company
- 6. Guarantee Letter
- 7. CR Copy (Company Registration Copy)
- 8. Visa Approval Slip

Documents for the Kingdom of Saudi Arabia (If the visa endorsement is required it will apply for all country)

DEMAND LETTER:

Demand letter should be addressed to Pak Makkah Enterprises (Govt. approved Licence No. 2779/LHR) The letter should have details of the number of workers That nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.



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POWER OF ATTORNEY

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Pak Makkah Enterprises (Govt. approved Licence No. 2779/LHR) for sending workers legally. Power of Attorney should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

CONSULAR LETTER:

The employing company has to write a letter according to visa approval slip to the consular office authorizing the Pak Makkah Enterprises for visa endorsement and other legal processes. Consular Letter should be signed by authorized person, bear company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

EMPLOYMENT CONTRACT:



The employing company provide the employee employment agreement as per demand letter. The employment contract should be signed by authorized person and bear company seal.

INTERVIEW:

We apply three interview techniques for the selection of short-listed candidates. I . Video Conferencing: We are the first Pakistanis company to introduce the Video interview technique to provide prompt services to our valued

clients. This is for those who are too busy to come to Pakistan to interview the candidates selected in preliminary selection. We make every arrangement for the interview between employers and the employee through video conferencing. This interview system will be applied for professionals only.

Direct(Client): Many employers visit Pakistan for final interview. We make all necessary preparations for interview. We call short listed candidates for the particular day. We have fully equipped Air Conditioned rooms and other modern facilities - computers, telephones. Internet that is needed.



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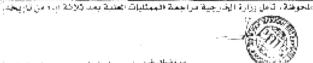


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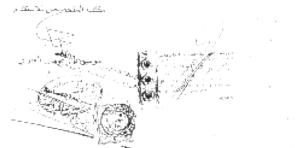
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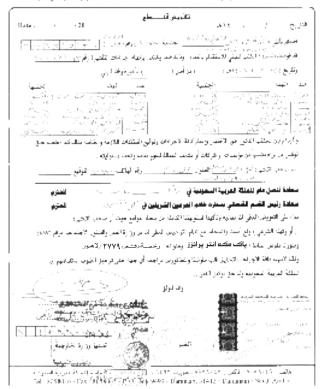
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پاک مکہ انتر برائز ز

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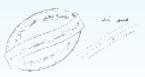
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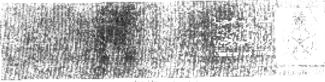
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پاک ہکہ انتر برائز ز

اوور سيز ايمپلائمنٺ ايجنسي رخصة دوسم: ۲۷۷۹/لاهور



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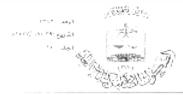
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الحفيد الموجم في المنازلة والساؤم عين ديانا عجمه والما

فتاح أنا أدعينا تحنني بن عيداً أنه فلتحم كالب العبان لإ كنابية العبان التأخية بمحافظة بيشة عكرا الدمد محمد عشیل – سنودی – دمروج بسجل مدیر روم ۱۹۹۵ تا داد کا فرندی فشریان این آدیار دیر حجاد ششی لمهيمية الوطاقة وقم ٢٧٦٠٨ - ١٤ ٢١/١٤ - معينات ٢٤١١٤ مندرت من طالب مدل الكائنة بالرياش ، وقرر العهلة جالل كالحلة من بالمسئلان ، يعزب التكثير به - وحمد ١٢٠١ ما ١٢٠ له ١٢٠ ١٣٠ ما ١٥٠ يله حجر غايمسة والقطيب وإغياء كالقة الإجراءات الحرسة فالفطر والقوقيع عني فيما يتنبؤ بدلب وعابه مزيرا تنمارق والتوصح لحريوا بالله ١١١/١٠/١١٠ ومنسلي الله منسل ميسسة محسب وأنسته وم



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پاک ہکہ انتر برائز ز

اوور سيز ايمپلائمنٹ ايجنسي رخصة دوسم: ۲۷۷۹/لاهور

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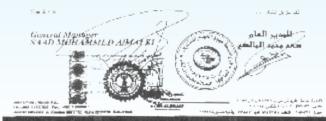
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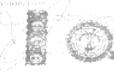


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Pak Makkah Enterprises Oversees Employment Agency

Licence No. MPD 2779

مكتب الرئيسي٣، شقه الاول،ميان ساپنگسنتر، شارع وحدت (آبباره ستاپ)، لاهور ـ الباكستان هاتف: ۲۷۷۷ - ۳۵۹۱۲۷۷۲ و ۲۳۵۹۱۶۷۸ فاکس: ۳۵۹۱۲۷۷۷ - ۲-۹۲ بريد اليكتروني :Email: info@pakmakkah.net ويب سائت : www.pakmakkah.net

Office No. 3, 1st Floor, 9/A, Mian Shopping Centre, Wahdat Road, (Abpara Stop), Lahore-Pakistan Tel: 042-35912775, 35912776 Fax: +92-42-35912777 E-mail: info@pakmakkah.net Website: www.pakmakkah.net