



THE NAZIFA RECRUITMENT SERVICES

"Providing right person for the right place"

INTRODUCTION

DEAR ALL,

A VERY NICE AND WARM WELCOME TO YOU ALL.

Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working to provide quality and superior business solutions. We strongly stand to mediate between the jobs creators and the job seekers. Our commitment, to promote close relationship between the employers and the employees makes our organization one of the best to dealwith. We look forward in providing with the best of services to you in days to come.

Thank you for choosing The Nazifa Recruitment Services as your business partner. We assure you our best of services at all times.

Thanking you !

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(Bangladesh Govt. Approved Recruitment License No. 1859)

GOVERNMENT LICENCE

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Licence Number : RL- Name of the Agency : Business Address : Name of the Proprietor/ Managing Partner/ Managing Director with Permanent Address	THE NAZIFA RECRUITMENT SERVICES 89, MOTIHEEL, LUCKY CHAMBER, ROOM-68-72 (3RD FLOOR), DHAKA-1000 NAFISA NUSRAT MOLLIK VILL- HOSPITAL ROAD CHINEMAHOL PARA, P.O-CHVADANGA, PS-CHVADANGA SADAR, DIST-CHVADANGA
	১৯৪০ ১৯৪০ ১৮ ৫৯ Specimen Signature Section 9 of the Overseas Employment & Migrant Act, 2011 This licence is issued under Section 10 of the Emigration Ordinance, 1982 to carry on the business of a recruiting agency. The licence is not transferable nor it shall be used directly or indirectly by any person other than the person in whose favour it is issued. The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason. Director General Bureau of Manpower, Employment and Training Government of the People's Republic of Bangladesh. Dated, Dhaka The 08 day of 02, 2021

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MESSAGE FROM MANAGING DIRECTOR



The Nazifa Recruitment Services is a fast growing overseas manpower recruiting agency registered with the Government of Bangladesh with our head office in Dhaka Bangladesh.

The talent and entrepreneurial vision of our management team has allowed us to become one of the most highly-commended recruitment agency in Bangladesh. Leveraging our expertise and experience, we support our clients by going above and beyond, delivering world-class recruitment services with a results-based approach. We can assist clients with their staffing needs whether they are large, established companies or startup businesses needing a solid beginning through effective recruitment. For these businesses in particular, The Nazifa Recruitment Services can minimize their time to market by sourcing contract talent for on-ground operations.

We at The Nazifa Recruitment Services understand the need to deliver quality personnel to our overseas clients as per their needs and that too within a short period of time ensuring a smooth and efficient integration of the workforce hired and thereby resulting in faster productivity from the hired work force. Hence, our forte is to provide the right candidate at the right time.

Our recruiters serve clients in a number of ways, such as meeting with managers to discuss requirements, studying job descriptions and qualifications in order to determine applicant requirements, arranging interviews, making travel arrangements including lodging and meals, evaluating applicants, advising managers, and more. Our recruiters have excellent people skills and are knowledgeable about employment law in specific countries. Please don't hesitate to contact us to learn more about how we can help with your company's staffing needs!

WE SERVE



• Construction

• Operation & Maintenance

• Oil & Gas

• Hospitality

• Health Care

• Transport & Logistics

• Manufacturing Industries

• Security Guarding

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OUR MISSION

Our Mission

“DELIVERING EXCELLENCE TO INDIVIDUALS, BUSINESS AND COMMUNITES.”

Our mission statement reflect our commitment to offering the highest quality service to our clients, candidates and all the other stakeholders we work with, as well as the delivery of our corporate social responsibility program to help the wider community. It demonstrate how we continually strive to go above and beyond to provide exceptional service

Our Guarantee

We undertake to repatriate on our own expenses if any candidate deployed by The Nazifa Recruitment Servises, who is found professionally or medically unfit or refuses to work specified by company with in a probationary period of 90 days from the date of his deployment.



Our Vision

“ TO DELIVER WORLD CLASS PROFESSIONAL REQUIREMENT SOLUTIONS,
TO EMPLOYERS & JOB SEEKERS IN EVERY RANGE OF DISCIPLINE ”

WHY US !!

Our genuine passion and enthusiasm for what we do, coupled with our agility enables us to respond swiftly to clients' ensuring that our clients continue to use The Nazifa Recruitment Services time and time as their trusted recruitment partner. To ensure we uphold and promote the highest possible standards across our recruitment practices. Besides our passion for recruitment we are pioneers in our sector and also nationally recognized for our corporate social responsibility strategy. What makes us the most reliable source is our team of expertise who collaborate to form an excellent management team. A fully computerized Office System and Virtual Databank designed to enable prompt communication among every staff for efficient and best service delivery. Our own reliable expertise for medical check-ups and aptitude tests enable us to handpick the best before we actually select anyone for final recruitment.

Overseas Recruitment Process

The Nazifa Recruitment Services follows a well-defined process and method. As an International recruitment agency, we cater to the needs of diverse industries like Construction, Hospitality, Engineering, Medical Services, Oil & Gas Shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering sources to act as their recruitment consultants in Bangladesh and to deal with visa and other procedures. The overseas company also forwards a draft of employment agreement between the employer and employee. The Nazifa Recruitment Services then initiates the process of calling for applications from candidates, shortlisting and then calling selected candidates for tests and oral interviews either by the employer or his authorized representative at suitable locations in Bangladesh. The Nazifa Recruitment Services the HR recruitment agency provides logistic

support. Sometimes employers abroad delegate responsibilities to The Nazifa Recruitment Services as an overseas placement agency, we follow a defined process to ensure selection of only the perfect candidate matching the job profile. Industry experts in each field are called upon for interviews and tests jointly carried out with executives in HR specialization at The Nazifa Recruitment Services As a manpower recruitment firm, The Nazifa Recruitment Services also arranges medical checkup of selected candidates at authorized centers. This is followed by initiating the visa process with the Embassy of the country of the employer, followed by ticketing and immigration processes. The Nazifa Recruitment Services also gives a basic orientation program for chosen candidates prior to leaving Bangladesh, informing them about labour laws of the country of employment, work environment in the company and other information.

Office Network

We provide easy access to the best talents with a wide spread network of offices located in all the major cities of the country. While our Head office is located at Dhaka, Bangladesh, we have our associate at BMET, Government of Bangladesh, Department of foreign Employment. We also have international associates in neighbouring countries like India and Nepal. Our wide spread network enables us reach out to the widest audience, meeting all the recruitment needs of any organization.

Our Work Process

We pro-actively tap the market for excellent candidates. Once the candidates have been identified, we conduct in-depth interviews with each individual, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits, compensation etc.).

Our Team & Infrastructure

We are equipped with powerful integrated recruitment technologies and have a team of seasoned expert recruiters. We have all the latest facilities in the areas of communication, frequent transport etc., leading to expedition of the entire process. Additionally, all our recruiters have significant management experience. For most of the posts, they have "been there and seen it all". They understand the job requirement completely and appreciated that it is the human resources that the backbone of an organization's success.

REQUIRED DOCUMENTS

The requirement of document usually varies country to country but principally these types of documents are essential such as;

[Demand Letter](#)

[Power of Attorney](#)

[Service Agreement](#)

[Employment Contract](#)

[Guarantee Letter](#)

To be able to obtain the approval letter from the Government of Bangladesh. The following are, in principle, required for the government formalities and procedures;

[Demand Letter](#)

Addressed to authorizing The Nazifa Recruitment Services, Dhaka, Bangladesh Mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & benefits to workers.

[Power of Attorney](#)

Addressed to authorizing The Nazifa Recruitment Services, Dhaka, Bangladesh to be true and lawful attorney and agent of Bangladesh.

[Service Agreement](#)

Employing Company should provide us service agreement between company and recruitment agency in Bangladesh.

[Employment Contract](#)

One copy each signed and sealed by the employer & employee.

[Guarantee Letter](#)

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

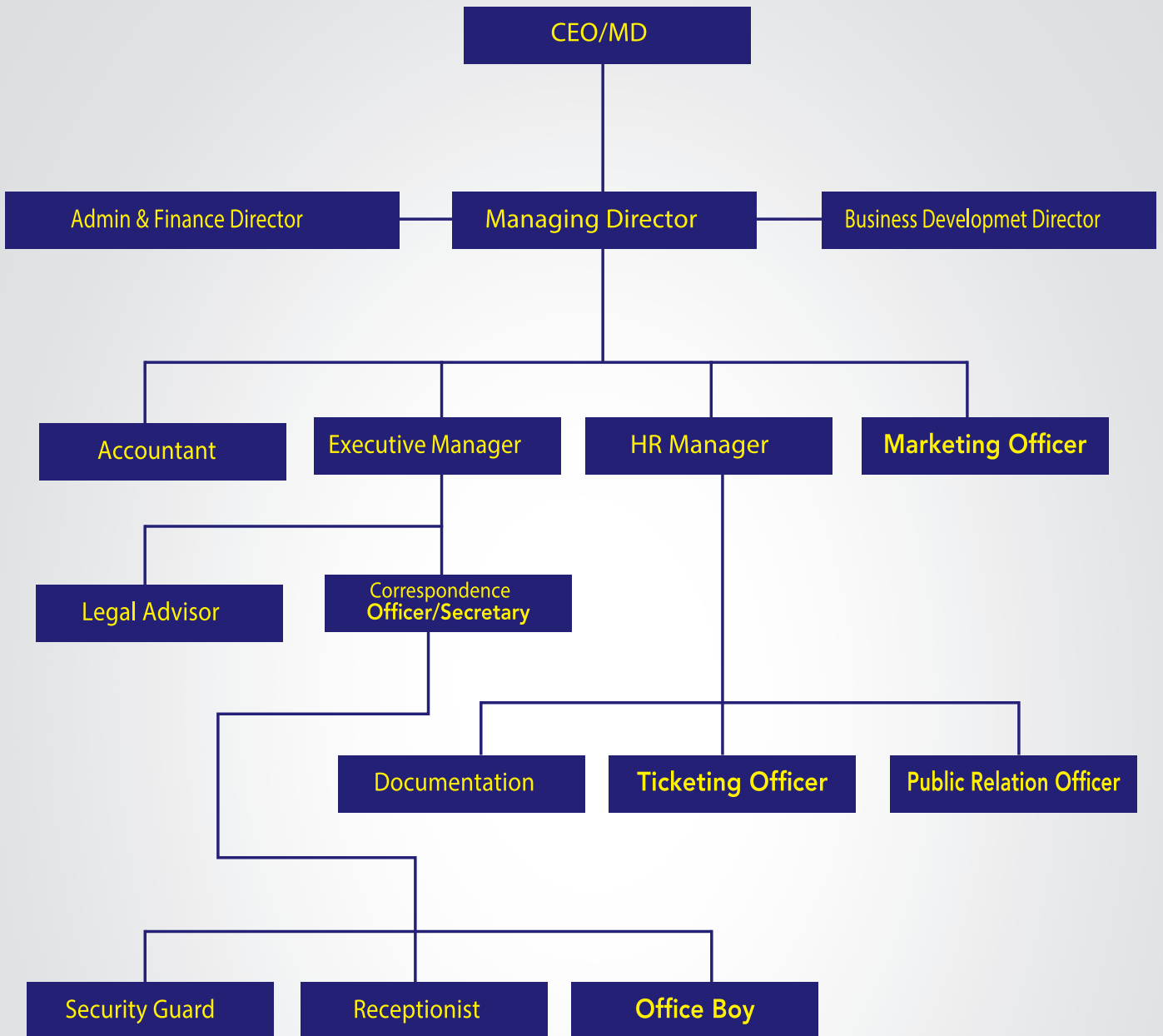
For the Kingdom of Saudi Arab

Following additional Documents are essential for KSA only.

[Authorization Letter/Counselor Letter](#), [Company Resgistration \(CR\) Copy](#), [Visia Slip \(Bank Slip\)](#)

Note: Documents should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Bangladesh Embassy of the respective country.

ORGANIZATIONAL CHART



CATAGORIES WE PROVIDE

Civil/Architecture

Mason (Plaster, Block)
Mason (Tiles)
Rod Binder (Steel Fixer)
Shuttering Carpenter
Plumbing (Pipe Fitting Sanitary Work)
Aluminium Fabrication
Gypsum Ceiling
Labour



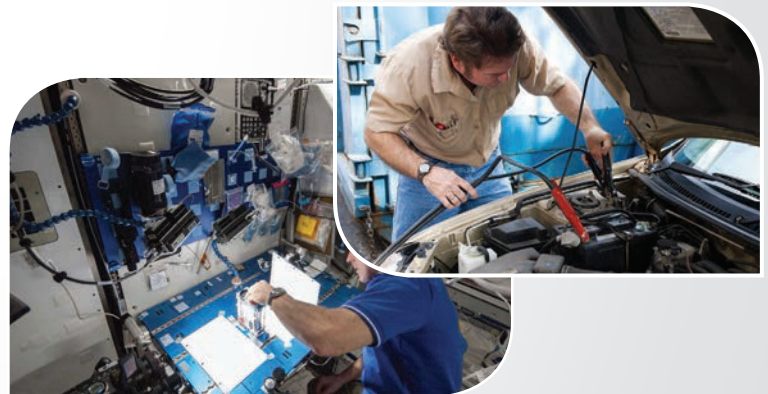
Electrical

General Electrician (House Wiring)
Electrical Line Maintenance (Industrial)
AC & Refrigeration
Motor Welding



Mechanical

Automobile (Diesel & Petrol)
Auto Electrician
Machinist (Turner)
Industrial Pipe Fitting
Steel Fabrication
Scaffolders



Security

Residential / Private Security
Official / Bank Security
Industrial Security



CATAGORIES WE PROVIDE

Welding

Normal Welding (Arc & Gas)

Welding 1G to 4G

Welding 6G

Welding TIG

Welding MIG

Welding Gas



Heavy Equipments / Drivers

Operators -Dozer, Fork lift, Roller, Payloader, Back Hoe

Operators - Crane (Mobile/Crawler/Hydraulic)

Heavy Drivers - (Trailor/Drump/Truck)

Light Drivers - (Bus/Van/Car/Light Vehichles)

Mechanics -(Heavy/Light Equipments Under Chasis)

Tyreman

Denters

Painters

Moulders

Helpers



Administration

Project Manager

Public Relation Manager

Chartered Accountants

Accountant/Cashier

Secretary/Executives

Clerk/Typist/Receptionist

Sales Personnel/Store Keeper

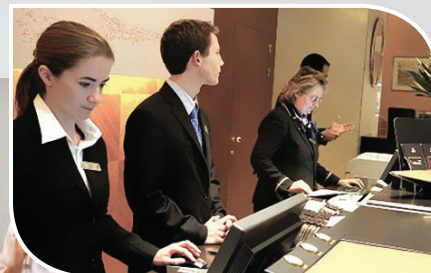
Computer Operator



CATAGORIES WE PROVIDE

Hotel & Hospitality

Western, Italian, Chinese food production
(Cooking and preservation)
Food & Beverage Service (Waiter, Bartender)
Front Office Management
(Receptionist call operator)
Room Boy/Laundry Man/Cleaners



Agriculture & Plantation

Farming
Livestock
Fishery
Poultry
Bee Keeping
Floriculture



Denting & Painting

Sand Blasting
Building Painting
Industrial Painting



Supermarkets/Hypermarkets

Sales Supervisor
Salesmen/Salesgirl
Check out Cashiers
Trolley Boys
Shelves Rack Organizers
Store Keepers
Cleaners
Loading/Unloading Helper
Merchandiser



Cleaning & Housekeeping

Office Boy
Cleaner (Hospital, School,
Mosque, Office etc.)
Housekeeper
Care Giver

CATAGORIES WE PROVIDE

Power/Gas/Water

Treatment Pro Chemical Plants
(Exclusive Category)
Engineers
Technicians
Operators
Chemist & Analysts



Medical / Paramedical

Consultant Doctor
General Practitioner
Medical Officer
Nurse
Physiotherapist
Pharmacist
Radiographer
Lab Technician



Manufacturing & Production

Electronic Production
Plastic & Rubber Production
Furniture (Wooden & Metal)
Mechanical Spare Parts



Garments & Textiles

Patron Maker
Cutting Master
Production Manager
Supervisor
Tailors
Checker/Helper



OUR VALUED CLIENTS



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Head Office:

Room#68-72, 3rd floor, Lucky Chamber, 89 Motijheel C/A, Dhaka-1000, Bangladesh.

Tel : +88 029551642, Fax : +88 029551642

Mobile/Whatsapp : +88 01712-714168

Email : info@nazifarecruitment.com

www.nazifarecruitment.com

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