



AL-HABIB

Overseas Pvt. Ltd.

APPROVED GOVT. OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

About

Al-Habib Overseas Pvt. Ltd.

(Approved by Government of India 'Ministry of External Affairs') Has Grown To Become A Globally Trusted And Respected Player In Today's Human Recruitment Industry. Al-Habib Overseas Private Limited (Approved by Government of India 'Ministry of External Affairs') has trod the most innovative and strategic path in making human resources more customized to the needs of various industries. Nevertheless, focusing also on the career prospects of candidates. Being India's leading government recognized manpower consultancy, Al-habib Overseas has become the ideal choice of leading companies who wish to recruit professional personnel/employees from India.



OUR SISTER COMPANY



AFKAR AL NAS HUMAN RESOURCE CONSULTANCY is one of the fastest growing and innovative human resource consulting firm based in UAE, with clients in across the globe. We are creating highly regarded professional values in the field of HR consulting. We address and resolve the biggest question of the HR industry, bridging the gap between ends, connecting the right candidates and valuable clients on time.

We at Afkar Al Nas Human Resource Consultancy continue to be humble about the highly efficient customer service provided to both candidates and clients. Contact us to experience comprehensive, intensive and focused HR services.

Afkar Al Nas Human Resource Consultancy based in UAE, offers the highest regarded HR services to industries and technology based companies in the fields of IT, Non-IT, ITES, BFSI, HR, Construction, Communication & Transport, Aviation, Manufacturing, Retail, Energy, etc.

Our comprehensive, intensive and industry specialized HR service has helped us to serve different leading companies in UAE, Nepal, India and across the globe.

We offer Candidates Sourcing, Candidate Screening & Selection, Candidate Background Verification and Reference Checking, Candidate-Client interviewing and Financial Negotiations services.

Vision and Mission



Vision



At Al Habib Overseas Pvt Ltd, our vision is to be the foremost facilitator of international career journeys. We are dedicated to empowering individuals with the means to pursue and secure fulfilling job opportunities overseas. Our aim is to transform aspirations into reality by providing a seamless and comprehensive platform for job seekers. We envision a world where talents find their global stage, where borders do not limit ambitions, and where Al Habib Overseas Pvt Ltd is synonymous with trust, expertise, and a passport to success.

Mission



At Al Habib Overseas Pvt Ltd, our mission is to be a trusted partner on the journey to international career success. We are committed to providing exceptional visa and employment services that enable individuals to explore global opportunities. Through unwavering dedication, expert guidance, and a deep understanding of our clients' needs, we strive to facilitate seamless transitions to overseas work and education. Our mission is to empower, support, and guide our clients towards a brighter and more prosperous future, one that transcends borders and unlocks their true potential.

Founder Message



Hi I'm Md. Habibur Rahman, the proud founder of **Al-Habib Overseas Pvt. Ltd.**
It's a joy to connect with you!

For over a decade now, I've had the incredible privilege of journeying alongside countless individuals, helping them navigate the intricate landscape of career aspirations and international ventures. From humble beginnings to remarkable milestones, every step of this journey has been etched with stories of growth, resilience, and success.

At Al-Habib Overseas, we don't just see ourselves as a consultancy firm; we're dream weavers, bridge builders, and catalysts of change. Our mission goes beyond mere placements; it's about empowering lives, forging connections, and fostering dreams that transcend borders.

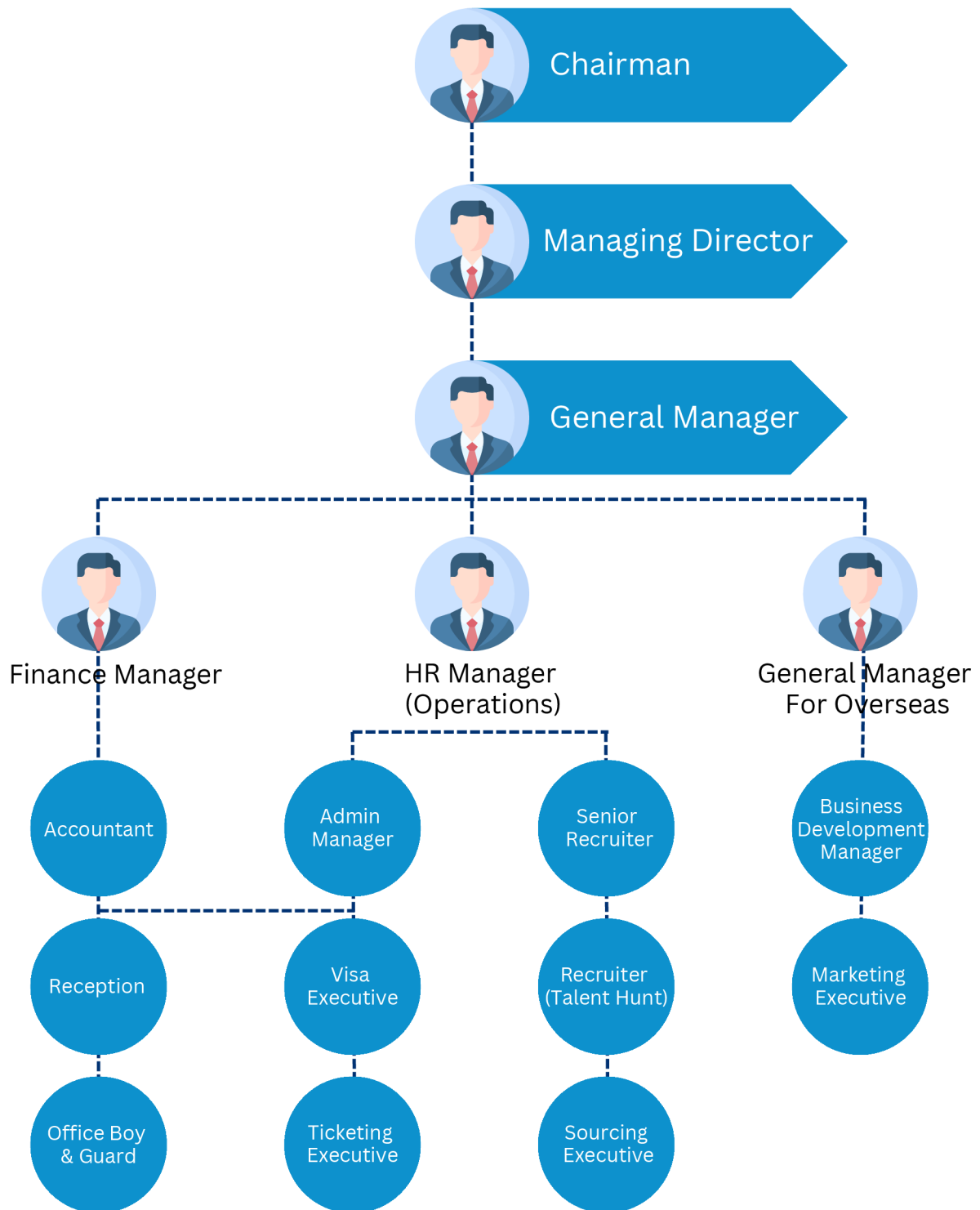
With 12 years of rich experience under our belt, we've honed our craft, fine-tuning our expertise to offer bespoke solutions tailored to your unique needs. Whether you're a seasoned professional seeking new horizons or a budding talent eager to spread your wings, we're here to accompany you every step of the way.

But beyond the numbers and accolades, what truly sets us apart is our unwavering commitment to integrity, transparency, and unwavering support. Here at Al-Habib Overseas, you're not just a client or a candidate; you're family.

So, as we embark on this journey together, let's dare to dream big, reach for the stars, and carve out a future that's as vibrant and diverse as the world itself. Together, there's no limit to what we can achieve!

Here's to new beginnings, exciting adventures, and a world of endless possibilities.

OUR MANAGEMENT TEAM



DOCUMENTATION FORMALITIES

We follow the in-detail government provisions to avoid unnecessary hassles to the candidates. Basically, we require the following types of documents before making a final for sending candidates to overseas.

1. DEMAND LETTER :

Demand letter should be addressed to Al-Habib Overseas. 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. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

2. POWER OF ATTORNEY:

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes LEO International, Government Registered Licence 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.

3. EMPLOYMENT AGREEMENT :

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.

4. SERVICE AGREEMENT :

Employing Company should provide us service agreement between company and recruitment agency. The service agreement should be signed by authorized person and bear company seal.

5. ELECTRONIC AUTHORIZATION LETTER :

The Saudi Government has introduced new online system called Enjaz it for obtaining MOFA number of candidates. For this, you have to authorize us through a Local Saudi Agency or directly from your side.

Recruitment Process



1. Client Approach
2. Establishing Work Plan
3. Releasing Advertisement in News Paper
4. Sourcing Applicants
5. Pre-screening and Short Listing Applicants As Per Job Description
6. Interview Procedures
7. Arrange Applicants for Preliminary Interview
8. Practical Trade Test
9. Final Interview by Client
10. Initial Orientation
11. Medical Fitness Test
12. Visa Stamping Process
13. Emigration Clearance Paper Work
14. Applicants Departure
15. Applicants Assessment Report

INDUSTRIES

We have recruiting professionals, Managers, Engineers etc. to following industries:



Air - Conditioning & Refrigeration

Connecting skilled professionals in Air-Conditioning & Refrigeration industries with top employers. Trust our expertise for tailored staffing solutions and career advancement



Civil Construction

Specializing in recruiting top talent for the Civil Construction sector. Let us match your project needs with qualified professionals for success.



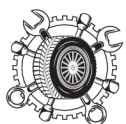
Engineering

Expert manpower solutions for the Engineering sector. Connect with us for top-tier talent and customized staffing strategies to fuel your projects' success.



Hospitals

Your partner in staffing solutions for Hospitals. Access our extensive network to find skilled healthcare professionals who excel in providing quality care.



Automobile

Drive your workforce forward with our tailored solutions for the Automobile industry. Find skilled professionals who accelerate innovation and drive success.



Trading

Empowering trading industries with expert talent acquisition. Gain a competitive edge with our bespoke staffing solutions tailored to your trading needs.



Textile & Garments

Textile & Garments industry specialists. Elevate your workforce with our tailored recruitment solutions, connecting you with top talent for seamless production and innovation.



Oil & Gas Industry

Fueling success in the Oil & Gas industry. Access our extensive network for expert professionals who drive innovation and efficiency in this dynamic sector.



Consulting Firm

Elevate your consulting firm with our strategic talent acquisition solutions. Connect with top professionals to enhance your advisory services and drive client success



Account & Finance

Empowering businesses in Account & Finance. Partner with us for precision talent acquisition, ensuring your financial operations thrive with skilled professionals.



Hospitality

Elevate your hospitality business with our expert talent acquisition. Find passionate professionals who excel in delivering exceptional guest experiences and drive success



Maintenance

Optimize your maintenance operations with our skilled workforce solutions. Connect with us for reliable professionals who ensure the smooth functioning of your facilities.



Marketing

Transform your marketing efforts with our strategic talent acquisition. Access skilled professionals who drive innovation and propel your brand to new heights



Interior

Elevate interior design projects with our expert talent acquisition. Connect with skilled professionals to bring creativity and innovation to your spaces.

CLIENT



GOVERNMENT OF INDIA

MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE

प्रमाणपत्र सं. ख. 1867/Patna/Com/100/5/10322/2023
CERTIFICATE NO. B-1867/Patna/Com/100/5/10322/2023

प्रपत्र-V
भारत सरकार
विदेश मंत्रालय
प्रमाणपत्र
Form नं. एसी 10

GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
CERTIFICATE
[नियम 10 (2) देखें]
[See rule 10 (2)]

भारतीय श्रमिकों को विदेशी नियोजकों के पास नियोजन हेतु भर्ती करने का व्यवसाय शुरू करने या चलाने हेतु उल्लेखित अधिनियम, 1983 की धारा 11 के अधीन प्रमाणपत्र प्रदान किये जाने हेतु आवेदन दिनांक 18/03/2023 के संदर्भ में मैसर्स _____ को उक्त प्रमाणपत्र एतद्वारा इस प्रमाणपत्र को जारी करने की तारीख से निम्नलिखित निबंधन और शर्तों पर प्रदान किया जाता है, अर्थात् :
With reference to the application dated 18/03/2023 for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. _____ is hereby granted the said certificate effective from the date of issue of this certificate, Subject to the following terms and conditions, namely:

(i) कि यह व्यवसाय/that the business shall be conducted at 303, 3rd Floor, Ashiana Business Centre, Waziruddin Arcade, Exhibition Road, Patna, Bihar-800001 में किया जाएगा। 800001

(ii) कि यह प्रमाणपत्र 100 वर्षों की अवधि के लिए या 100 (एक सौ) श्रमिकों की भर्ती पूरी होने तक, जो पहले हो, वैध रहेगा। विनियमित अवधि से पहले निर्धारित संख्या के श्रमिकों की भर्ती पूरी हो जाने की स्थिति में प्रमाणपत्र धारक को वास्तविक माँग का साक्ष्य प्रस्तुत करने और नियम 8 के उप नियम (2) के अधीन अतिरिक्त प्रतिभूति प्रस्तुत करने पर प्रमाणपत्र की वैधता अवधि पूरी होने तक भर्ती करते रहने की अनुमति दी जा सकेगी।
that this certificate is valid for a period of 100 years or till the completion of the recruitment of 100 workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub rule (2) of Rule 8;

(iii) कि प्रमाणपत्र धारक यह व्यवसाय निदेशक/साझेदार/स्वामी के हस्ताक्षर और मोहर के अंतर्गत करेगा और यह प्रमाणपत्र हस्तांतरणीय नहीं होगा।
that the holder of the certificate shall conduct business under signatures and seal of the director / partners / proprietor and the certificate shall not be transferable;

(iv) कि इस पंजीकरण प्रमाणपत्र की एक फोटोकॉपी व्यवसाय-परिसर में एक ध्यानाकर्षी स्थल पर पठनीय बड़े अक्षरों में लिखकर दर्शाया जाएगा। इसके साथ ही किसी अन्य परिसर में, यदि कोई उपलब्ध है, पंजीकरण प्राधिकारी द्वारा सत्यापित उसकी एक प्रति ऐसे शाखा कार्यालय के व्यवसाय परिसर में ध्यानाकर्षी स्थल पर पठनीय बड़े अक्षरों में लिखकर दर्शाया जाएगा जिसमें भर्ती एजेंट को व्यवसाय करने के लिए प्राधिकृत करने हेतु पुष्टीकृत किया गया होगा। मूल प्रमाणपत्र उल्लेखित प्राधिकारियों/विधि प्रवर्तन प्राधिकारियों और नियोजकों द्वारा मौजूद होने पर प्रस्तुत किया जाएगा।
that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/law enforcing authorities and employer;

एजेंसी का विवरण
PARTICULARS OF THE AGENCY

1. पंजीकरण प्रमाणपत्र सं.
Registration Certificate
Number B-1867/Patna/Com/100/5/10322/2023

2. एजेंसी का नाम
Name of the Agency M/s. Al Habib Overseas Pvt. Ltd.

3. एजेंसी के कार्यालय का पता
Office Address of the Agency 303, 3rd Floor, Ashiana Business Centre, Waziruddin Arcade, Exhibition Road, Patna, Bihar-800001

4. एजेंसी की प्रकृति (कंपनी/स्वाम्य फर्म/साझेदारी फर्म)
Nature of Agency (Company/Proprietorship firm/Partnership firm)
Company

5. पं. प्र. धारक का नाम
Name of RC Holder Sh. Mohammad Habibur Rahman

6. पं. प्र. धारक के जन्म की तारीख
Date of birth of the RC Holder 02/01/1989

7. पं. प्र. धारक की राष्ट्रियता
Nationality of the RC Holder INDIAN

8. एजेंसी में पदनाम
Position in the Agency Managing Director

9. एजेंसी की दूरभाष सं.
Telephone Number of the Agency 0612-2500026

10. एजेंसी की फैक्स सं.
Fax Number of the Agency -

11. एजेंसी का ई-मेल पता
Email address of the Agency info@alhabioverseas Pvt. Ltd. co

12. पं. प्र. जारी करने की तारीख
Date of issue of RC 01-06-2023

13. वैधता अवधि/Period of validity
from 01-06-2023 to 23/03/2028 वर्ष/Years तक

14. वैधता समाप्त होने की तारीख
Date of expiry of validity 23/03/2028

15. भर्ती के लिए श्रमिकों की सीमा
Limit of workers to be recruited 100 (One Hundred)

पंजीकरण प्राधिकारी का
हस्ताक्षर, नाम और मोहर
SIGNATURE, NAME AND SEAL OF
THE REGISTERING AUTHORITY
उल्लेखनीय महासंरक्षी
Protector General of Emigrants

GOVERNMENT OF SHARJAH

Economic Development Department

GOVERNMENT OF SHARJAH
Economic Development Department



حكومة الشارقة
دائرة التنمية الاقتصادية

تصريح اللوحة الاعلانية الرئيسية

Main Board Permit



292962

| | | |
|---------------------------|---|----------------------|
| Sign Board No. | 292962 | رقم اللوحة الاعلانية |
| License No. | 757017 | رقم الرخصة |
| Trade Name | AFKAR AL NAS HUMAN RESOURCE CONSULTANCY | الاسم التجاري |
| Address for advertisement | الشارقة-السرور/الشارقة-شارع إبراهيم محمد المدفع شقة رقم 403 طابق رقم 4 ملك شركة ليبرتي للاستثمارات العقارية ذ.م.م | عنوان وموقع الإعلان |
| Advertising details | | تفاصيل اللوحة |
| Advertisement Content | | مضمون اللوحة |
| Size | 0 0 | مقاس اللوحة |
| Machine Type | | نوع الجهاز |
| Trade Mark | | العلامات التجارية |
| Permit Duration | Issue Date 15-10-2017 Expiry Date 15-10-2017 | مدة التصريح |

ملاحظات هامة:

1. ان يكون الاعلان مطابقاً للاسم التجاري باللغة العربية و الانجليزية وفقاً للتصميم المعتمد من الدائرة
2. تقع مسؤولية التركيب والصيانة الدورية على صاحب الترخيص
3. يجب ازالة اللوحة الاعلانية عند نقل او الغاء الترخيص

NOT TO BE COPY



User Name 10000019

رقم المستخدم

Printing Date

11-12-2023

تاريخ الطباعة

- This document is official. It doesn't need to be stamped or signed.

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- It is prohibited to distribute advertisements in public places and residential areas.

- هذه الوثيقة رسمية ولا تحتاج لختم أو توقيع.

للتأكد من صحة البيانات يرجى زيارة موقع الدائرة: www.sedd.ae

- يمنع توزيع الإعلانات في الأماكن العامة والأحياء السكنية.




www.sedd.ae 80080000

MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE

पंजीकरण अधिकारी का
हस्ताक्षर, नाम और मोहर
SIGNATURE, NAME AND SEAL OF
THE REGISTERING AUTHORITY
उत्प्रवासी महासंरक्षी
Protector General of Emigrants

GOVERNMENT OF INDIA

MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE

| 2 | | 3 | |
|---|--|--|--|
| PARTICULARS OF THE AGENCY | | 10. Fax Number of the Agency <u>011 65444410</u> | |
| 1. Registration Certificate Number <u>B-0837/DEL/COM/10004/5/9249/2017</u> | | 11. Email address of the Agency <u>Stararabtravels@gmail.com</u> | |
| 2. Name of the Agency <u>M/s. Star Arab Travels Private Limited</u> | | 12. Date of issue of RC <u>11.05.2017</u> | |
| 3. Office Address of the Agency <u>S-10, 27B, 2nd Floor, Khizrabad, Near Lions Hospital, Okhla, New Delhi-110025.</u> | | 13. Period of validity <u>05</u> Years from <u>11.05.2017</u> To <u>27.03.2022</u> | |
| 4. Nature of Agency (Company / Proprietorship firm / Partnership firm) <u>Company</u> | | 14. Date of expiry of validity <u>27.03.2022</u> | |
| 5. Name of RC Holder <u>Shri Niaz Ahmad</u> | | 15. Limit of workers to be recruited <u>1000+ (i.e. unlimited)</u> | |
| 6. Date of birth of the RC Holder <u>25.07.1980</u> | | <div style="text-align: center;">SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY</div>  उत्प्रवासी महासंरक्षी Protector General of Emigrants | |
| 7. Nationality of the RC Holder <u>Indian</u> | | | |
| 8. Position in the Agency <u>Managing Director</u> | | | |
| 9. Telephone Number of the Agency <u>011 65444410</u> | | | |
| | | | |
| 4 | | 5 | |
| CERTIFICATE NO. B-0837/DEL/COM/10004/5/9249/2017 Form - V Protector General of Emigrants GOVERNMENT OF INDIA MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE [See rule 10 (2)] Where reference to the application dated <u>14.05.2016</u> for grant of Certificate under Section 10 of the Emigration Act, 1955, to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, <u>M/s. Star Arab Travels Pvt Ltd</u> is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely: (i) that the business shall be conducted at <u>S-10, 27B, 2nd Floor, Khizrabad, Near Lions Hospital, Okhla, New Delhi-110025.</u> | | <div style="text-align: center;"></div> <p>(ii) that this certificate is valid for a period of <u>5</u> years or till the completion of the recruitment of <u>1000+ (one thousand plus)</u> workers, whichever is earlier. In the event of the recruitment of the said number getting completed before the expiry period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub rule (2) of Rule 8;</p> <p>(iii) that the holder of the certificate shall conduct business under signatures and seal of the director /partners/proprietor and the certificate shall not be transferable;</p> <p>(iv) that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/law enforcing authorities and employers;</p> <p>(v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority</p> | |
| SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME Validity of the Registration Certificate extended upto <u>27.03.2027</u> Protector General of Emigrants  उत्प्रवासी महासंरक्षी Protector General of Emigrants | | SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME | |

GOVERNMENT OF INDIA

MINISTRY OF CORPORATE AFFAIRS CERTIFICATE



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

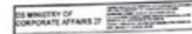
I hereby certify that AL HABIB OVERSEAS PRIVATE LIMITED is incorporated on this Seventeenth day of January Two thousand nineteen under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U74999BR2019PTC040647.

The Permanent Account Number (PAN) of the company is AARCA8162H

The Tax Deduction and Collection Account Number (TAN) of the company is PTNA05540D*

Given under my hand at Manesar this Seventeenth day of January Two thousand nineteen.



Digital Signature Certificate
Mr. ARVIND KUMAR BUNKAR
Deputy Registrar Of Companies
For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar of Companies office:

AL HABIB OVERSEAS PRIVATE LIMITED
NOON KI CHOURAHA, KANGAHIYA TOAL, PATNA, CITY, NEAR
PIONEER HIGH SCHOOL PATNA, PATNA, Patna, Bihar, India, 800008



* as issued by the Income Tax Department



**Al-Habib Overseas Pvt. Ltd.,
Afkar Al Nas Human Resource Consultancy &
Star Arab Travel Pvt. Ltd**
*both companies is sister concern companies
which is owned by same partner directors.*

Al-Habib Overseas Pvt. Ltd. handle
all the paper work and operations in India. It is approved
by Ministry of External Affairs, Govt. of India.



Afkar Al Nas Human Resource Consultancy
P.O. Box : 43551, Al Soor Sharjah, U.A.E



APPROVED GOVT. OF INDIA
MINISTRY OF EXTERNAL AFFAIRS



India Head Office: 303, 3rd floor, ABC Buliding,
Above Canera Bank, Near Suzuki Showroom,
Exhibiton Road, Patna - 800001



Dubai Office: Afkar Al Nas Human Resource
Consultancy P.O. Box : 43551, Al Soor Sharjah, U.A.E

Md. Habibur Rahman
"Founder of Company"

+91 8581917396 / +91 8969912432

T. 0612 2500026/ 27

Email: info@alhabiboverseas.com

Web: www.alhabiboverseas.com