



Govt. Licence No.: 805/065/066

CARE HUMAN RESOURCE PVT. LTD.

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ABOUT NEPAL

Nepal is a mountainous and a land locked country situated between two giant neighbours, china to the North and India to the South, East and West. Nepal boasts of having the highest peak of the world, Mount Everest and visitors from all over the world visit the country to climb the Mount Everest and to see the beautiful panorama, snow-capped mountains and gorgeous historic monuments. Moreover, it should also be noted that Nepal is the 2nd richest country in the world in water resources with a substantial number of rivers & streams flowing towards the South from the high Himalayas. And the Tilicho Lake situated at the highest land of the world is also in Nepal. So the people who visits Nepal, definitely gets optimal gratification from its natural gorgeous scenery.

Other Information Data of Nepal

| | |
|------------------|--|
| Area | 1,47,181 Sq Kms. |
| Capital | Kathmandu |
| Location | Between China & India |
| Latitude | 80°12' and 30° North |
| Longitude | 80°4' and 88°12' East |
| Political System | The Federal Democratic Republic of Nepal |
| Population | 27.8 Million (Approx) |
| Time | +5.45 with GMT |
| Office Hour | 10 Am to 5PM |
| Seasons | Winter (March-Feb) 1° to 18°C Summer (March-May) 18° to 32° Monsoon (June -August) Autumn (Sept-Nov) 10° to 18° |
| Visa | Available at Royal Nepal Embassy and Consulates abroad or on arrival at Tribhuvan International airport in Nepal |
| Visa fee | US \$30 for single entry valid for 60 days US \$80 for multiple entry. |

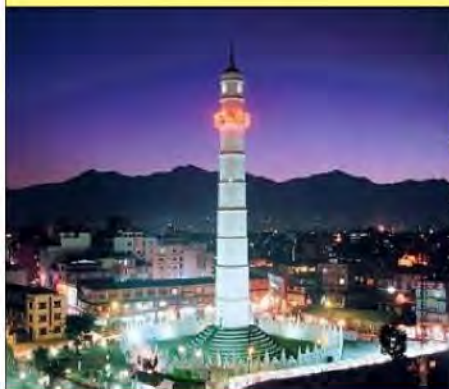
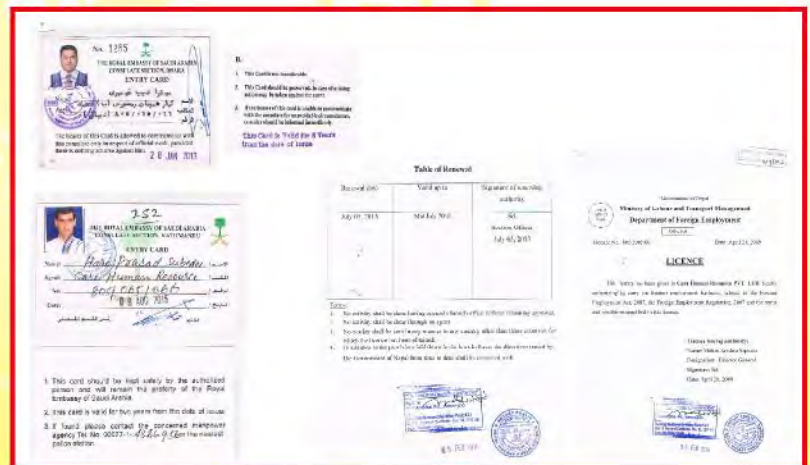


DOCUMENTATION

Essential documents to be sent by the Employer Companies:

The overseas employers must send the following documents to our company in Nepal and we apply to the Director General, Department of Labor in Nepal for permission to recruit manpower through advertisements in National Daily Newspapers. The documents required are:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Agency Agreement





MESSAGE FROM CHAIRMAN

MD Ghimire (Gopal) *(Chairman)*

We are very glad and proud to announce our excellent performance since 15 years. We are here, in this stage because of our reliable and qualitative and quantitative services and its trustworthy as well as tireless, dedicated and trained human resources team.

However, since the organization established of 7 Years. It has to come successfully became Group of Company i.e Care Human Resources, Care Education Institute, Care and Cure Hospital Pvt. Ltd. In near future, we are going to expand our business platform in Care Poly technical Training center and care Tours and Travels, care Hotel and Resort so on.

We believe, our success in this dynamic business world is compliance, systems and growth in every sector is professionalism and systematic approach. Care Group of Company is service oriented company and its serve nationally and internationally organization with collaborate business.

In this modern age, sharing ideas, knowledge and technology by the help of recruit our Human resources around the globe. It's not only sharing ideas, knowledge and technology, it's also helped to improve bilateral relationship with country to country, develop relation with individual people to people, and exchange cultural and religious norms and values so on.

Hoping your kind cooperation and with best regards. Thank You.



MESSAGE FROM EXECUTIVE DIRECTOR

Hari Prasad Subedi *(Executive Director)*

From the bottom of my heart, I wish to pour my bundle of greetings toward those employers, who are seeking employees from Nepal as well as those candidates, who are seeking a job abroad. As Nepalese people are honest, hardworking and brave, they started acquiring jobs abroad since the Second World War. The world history is still the witness to say that Nepalese people had exhibited an exemplary job by exposing their bravery in many sectors during the Second World War. As I have been so long in Malasiya, Singapore, Thailand, and many more for my visit purpose, I could be able to get wide knowledge about the settlement of job in those countries for foreigners, which encouraged me to involve in manpower recruiting sector. Since the fundamental resource of manpower of these countries is foreign employment and on the other hand, backbone of economy of Nepalese people is foreign remittance, my attempt in this sector is purely based to fulfill both way requirement of employment as well as to establish good relationship between two countries. In conclusion, I must thank all of our parties abroad who are in touch with us.

OUR ORGANIZATION TEAM CHART





ABOUT US

In the stiff competitive market among the numerous Manpower Recruiting Agencies in Nepal, we have established as one of the leading Manpower Recruiting Agencies with a long series of experience and aptitude to select the right man in the right place and supplying them abroad in right time. **Care Human Resources Pvt Ltd.**, as a trustworthy manpower recruiting agency, has been established under the **company Act 2063** and its License no. is **HMG Regd. 805/065/066**.

However, the agency (Organization) established of 7(seven) Years, we (its founders) have been reinforced by long experience as employee from all over the Gulf countries like K.S.A., UAE, Qatar, Kuwait, Bahrain, Oman, Isaral, Japan as well as Malaysia. After having an experience from abroad we (its founders) have been supplying manpower for more than 15 years for all over the globe.

Objectives:

- ★ Recruit Professional, skilled, semi-skilled as well as Non-skilled people abroad as per clients (Employer Companies) Job order.
- ★ Arrange the right candidate according to the requirement of the employer company.
- ★ Play vital role between clients (Employer Companies) and Jobseekers nationally and intenationally.
- ★ Support the nation by reduce unemployment, sustain national economy by foreign remittance, develop bilateral and multilateral relation.
- ★ Assist clients (Employer Companies) by provide experience and qualified human resource as per clients Job order on time.



A demand letter must listing job categories and numbers of worker required. Power of attorney authority the agent to act on behalf of Employer Company. Specimen copy of employment contract must show the benefits including salary, overtime, accommodation, food and medical facilities and traveling expense etc.

All the documents must duly attest by either chamber of commerce or ministry of foreign affairs or Notary Public or Embassy of Nepal in the country of respective employer company.

1. Permission Letter
2. Membership Certificate

RECRUITMENT PROCEDURE

A. Procedure for supplying the Manpower for Qatar, United Arab Emirates, Kuwait, Oman, Bharain:

1. Receive Job Order (Demand Letter) from clients (Employer Companies).
2. Scrutinize Job Order (Demand Letter) and arrange procurement for first approval from government agencies and department.
3. Arrange Interview schedule for select right candidate according to requirement of Job Order (Demand Letter) and employer company.
4. Arrange Medical checkup of selected candidates for ensure medical and physical fitness.
5. Forward and dispatch all required document to Employer Company for visa processing.
6. Arrange procurement to get final Approval from Government agencies and Department for departure.
7. Inform Employer Company regarding flight schedule of candidates.

B. Procedure for supplying the Manpower for Malaysia:

1. Receive Job Order (Demand Letter) from clients (Employer Companies).
2. Received KDN (Approval Letter) Translation Letter from clients (Employer Companies).
3. Scrutinize Job Order (Demand Letter) and arrange procurement for first approval from government agencies and department.
4. Arrange Interview schedule for select right candidate according to requirement of Job Order (Demand Letter) and Employer Company.
5. Arrange Medical checkup of selected candidates in FWCMS for ensure medical and physical fitness.
6. Forward for visa processing.
7. Arrange procurement to get final Approval from Government agencies and Department for departure.
8. Inform Employer Company regarding flight schedule of candidates.

C. Procedure for supplying the Manpower for Kingdom of Saudi Arabia:

1. Receive Job Order (Demand Letter) from clients (Employer Companies).
2. Receive Consulate Authorization Letter (WAKALA) from clients (Employer Companies).
3. Scrutinize Job Order (Demand Letter) and arrange procurement for first approval from government agencies and department.
4. Arrange Interview schedule for select right candidate according to requirement of Job Order (Demand Letter) and Employer Company.
5. Arrange Medical checkup of selected candidates in GAMCA Nepal for ensure medical and physical fitness.
6. Forward and dispatch all required document to Saudi Embassy for visa processing.
7. Arrange procurement to get final Approval from Government agencies and Department for departure.
8. Inform Employer Company regarding flight schedule of candidates.

Note: Over all time frame for completion of all procedure within 15 to 20 days after receiving Job Order(Demand Letter) along with Power of Attorney and Employment Contract and Visa .



INSTRUCTION

Care Human Resources Pvt. Ltd provide following instruction to Nepalese work force whom are interested to seek overseas employment:

1. Assessment of their skill, knowledge, language, education and experience and segment categories.
2. Arrange necessary short term and long term training to applicant after assessment.
3. Re –Assessment after Training and apply available vacancy around the globe.
4. Attain direct or indirect interview schedule according to requirement of clients (Employer Companies)
5. Submit medical and physical fitness certificate after selection or eligible for visa processing.
6. Participate for various orientation classes by the Manpower Agency, Government agency, other social Organization regarding foreign employment, work and culture of overseas companies, environment of overseas countries and religious and social values and norms of overseas countries and companies, Rules and regulations of overseas countries.
7. Participate in various health, safety and environment related orientation training s.

JOB CATEGORIES

HR/ADMINISTRATION/ PROCUREMENT

- Project Manager
- Site manager
- HSE Manager
- HSE Officer
- Quality Manager
- Quality controller
- Quality super visor
- Human Resource Manager
- Asst. HR Manager/ Officer
- Administrative Manager
- Administrative officer
- Procurement and logistic Manager
- Public Relation Manager
- Other related officers



SALES & MARKETING

- Manager- Sales/ Marketing
- Executive- Sales/ Marketing
- Supervisor- Sales/ Marketing
- Inventory or Store Manager
- Sales man/ girl- Indoor and out door
- Van sales
- Delivery boy
- Cashier
- Dispatcher
- Cleaners
- Loader and unloader
- Others



Hospital and Medical

- Doctors
- Surgeon
- Nurse-Male/Female
- Optician
- Dentist
- Radiologist
- Pathologist
- Lab Technician
- Cleaner
- Washer
- Ironer

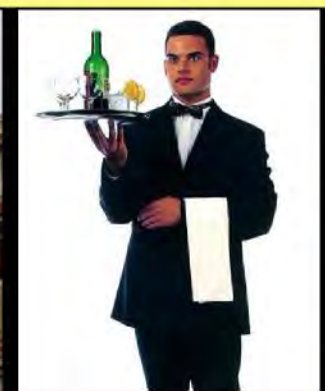
CONSTRUCTION & ENGINEERING:

- Engineers- Civil/Electrical/ Mechanic/Computer
- Surveyor
- Supervisor
- Foreman- Civil/ Electrical/ other
- Scaffolder
- Electrician - House/ Industrial
- Mason- Tile/ Block/ Brick/Plaster/ Marble
- Plumber/ Pipe fitter
- Steel Fixture
- Plant Technician
- Chiller plant Technician
- Material and concrete Technician
- Duct Technician
- A/C Mechanic and Technician
- Carpenter- Shuttering / Finishing
- Gyps Man
- Welders- structure/ pipe/ Arc so on.
- Painter- Spray /Roller
- Construction Labor
- Others



OFFICE & FINANCE

- Finance Manager
- Finance Controller
- Chartered Accountant
- Account Manager
- Senior Accountant
- Accountant
- Asst. Accountant
- Internal Auditor
- Office clerk
- Receptionist
- Store keeper
- Draft Man
- Time keeper
- Camp Boss
- Office cleaner
- Security Officer
- Security Supervisor
- Security Guard
- Office Boy



HEAVY EQUIPMENT & TRANSPORTATION

- Heavy Equipment Operator- Excavator/ Loader/ Dozer/ Grader/ Roller/ Cranes
- Plant Operator
- Concrete Pump Operator
- Road Equipment Operator
- Forklift Operator
- Heavy Driver,
- Trailer Driver
- Light Driver
- Heavy and light vehicles Mechanic and Technician
- Hydraulic Mechanic
- Diesel Mechanic
- Petrol Mechanic
- Vehicle Electrician
- Vehicle Denter/Painter
- Others



MANUFACTURING

- Production Manager
- Logistic and Procurement Manager
- Supply Chain Manager
- Weight Bridge Operators
- Machine Operators
- Quality Controller
- Quality Checker
- Tailor Master- Cutting / Sewing
- Tailor
- Labeling Man
- Packaging Man
- Store keeper
- Loader and Unloader
- Others



HOTEL & RESTAURANT

- Manager-Hotel/ Restaurant
- Public relationship Manager
- Booking manager
- Receptionist
- House keeping
- Room boy
- Bell boy
- Porter
- Chef
- Cook- Indian/ Continental/ Chinese
- Asst. Cook- Indian/ Continental/ Chinese
- Waiter/ Waitress
- Steward
- Cleaners
- Gardener
- Others



WHY NEPALESE



Utmost, since 30 years, Nepalese work force are serve and contribute their skills, knowledge overseas countries for Developing Projects, Service Oriented Sectors, Manufacturing Sector and Security Sector with honestly, delicately, sincerely and obediently that's why Over the past few years, a growing number of employers from overseas countries are paying their attention to Nepalese work force for recruitment to cope with the increasing requirement of human resource in their countries. The following are the lucrative advantages to hire Nepalese work force.

1. Nepalese work force committed and dedicated their duties and responsibilities honestly. They are definitely honesty, hard working, loyalty, discipline and focused towards duties and responsibilities.
2. Recruitment Agencies in Nepal are comparatively more cost effective and their hiring cost is lower as compared to other countries.
3. All categories of workers such as professionals, skilled, semi skilled and unskilled almost in all fields are readily available for immediate placement.
4. Nepalese workers are laborious and sustain their working capability even in the most arduous conditions.
5. Nepalese workers discharge their duties relentlessly, without hitch and without any kind of discontent.
6. Recruitment procedures and formalities in government of Nepal are comparatively simple.

The nature and character of Nepalese people are peace-loving, simple-minded, dedicated and extremely loyal to their employers, have high sense of responsibilities and discipline and discharge their duties.



REQUIREMENTS

Required document from Qatar, Kuwait, Bahrain, Oman & UAE to recruit the Manpower from Nepal

1. Demand Letter.
2. Power of Attorney.
3. Employment Contract.
4. Guarantee Letter.
5. Agency Agreement.

Required document from Saudi Arabia to recruit Manpower from Nepal

1. Visa Slip.
2. Consulate Authorization.
3. Demand Letter.
4. Power of attorney.
5. Commercial Registration.
6. Employment Contract.
7. Agency agreement.
8. Guarantee Letter.

Required document from Malaysia to recruit the people from Nepal

1. KDN approval (from Labour Ministry).
2. Translation letter (from Labour Ministry or Home Ministry).
3. Demand Letter.
4. Power of Attorney.
5. Agency Agreement.
6. Employment Contract.
7. His Excellency (Letter written by employer company to Malaysian Consulate in Nepal).
8. Letter from Royal Nepal Embassy to Labour Department Nepal.
9. Notary Public (Notari awam).
10. ID copy of authorized person of Employer Company.
11. Affidavit / Sworn Statement



OUR CLIENTS

Most of Companies whom we have been supplying manpower are as follows.

In Malaysia

1. Sunshine Wholesale Mart Sdn.Bhd.
2. Kossan Rubber Industries Bhd.
3. Fatt Seng Pallets Sdn.Bhd.
4. RuhoCorporation Sdn.Bhd.
5. Western Digital (Malaysia) Sdn.Bhd.
6. Sun Printers Sdn.Bhd.
7. Mashitajaya Sdn.Bhd.
8. Neo Giant (m) Sdn.Bhd.
9. Dynacraft Industries Sdn.Bhd.
10. Packaging Master Industries Sdn.Bhd.
11. Leader Steel Service Center Sdn.Bhd.
12. FDprecision Technology Sdn.Bhd.
13. Sunplas Industries Sd.Bhd.
14. Biopro (M) Sdn
15. Golden Frontire Packing Sdn.Bhd.
16. High Ace Industries Sdn.Bhd.
17. Felda Globe Ventures Plantation
18. Kyowa Suntech Precision Works Sdn.Bhd.
19. CNC Metal work Sdn.Bhd.

Dubai

1. SixSigma FZC
2. Al Falah

Kuwait

1. STSG (Security & Technical services Group)

Qatar

1. Affrina Construction
2. Group Seven Tradining &Con. W.L.L
3. Monazzah Cleaning
4. Ala Industrial crop K.S.A Riyadh

KSA

1. Alnadis Telicom Group

OMAN, JAPAN, ISRAIL, SAUDI

WHY US

Around the globe, today, main challenge for every entrepreneur is reduce the Human resource turnover. All employer companies are hunt Human resource consultancy and supplier around the globe to fulfill their quality, train and experience human resource with fast track and without burden.

Care Human Resources Pvt. Ltd. is one of the leading Nepalese manpower recruitment agency in Nepal. It's not only involved overseas recruitment, it is also involved to serve education consultancy to all of them who are interested to abroad study by the registered Care Education Institute. Similarly, we serve medical service by open care and cure hospital. Now it is a Group of company and we believe, our success in this dynamic business world is compliance, systems and growth in every sector is professionalism and systematic approach. Care Group of Company is service oriented company and its serve nationally and internationally organization with collaborate business.

We have professional team member, business collaboration with various organization, we have good networking system so that **Care Human Resources Pvt. Ltd** never compromise Quality, Honesty, Sincerity and Reliability.

Care Human Resources Pvt. Ltd recruit Professional, Educated, Experience, Sincere, Honest, Hardworking and Disciplined Nepalese work force will help to boost the business to the employer companies as well, in terms of proven moral and productivity. **Care Human Resources Pvt. Ltd.** Ehas confident and believe that the Nepalese work force will fit in and contribute to our client company with best.

Care Human Resources Pvt. Ltd. specializes in assisting to recruit quality Manpower for supporting our clients in all aspects of the business start-up cycle from concept to operation.

Our Moto is clients' satisfaction, cost effective and fast recruit and help help strengthen the financial condition of the Nation as well as of the candidates.