



COMPANY PROFILE

Introduction|

Al Haya H.R. Solution Pvt. Ltd. has been highly recommended and is one of the leading manpower agencies in Nepal among the manpower recruitment agency in Nepal. We are approved Government of Nepal for recruiting Nepali workers from Nepal. We have been and are supply various categories of Nepalese Manpower to our clients ranging from professional to unskilled labor according to the specification and satisfaction of the clients to the authorized countries by the Government of Nepal for recruitment of Nepalese manpower through our legal Nepal employment agency. Our Office Team Our motto is Client satisfaction is our satisfaction and we believe and follow it.

The Company has been genuinely successful in pursuing and developing a fertile business relationship with highly reputed overseas organization since its establishment. The Company has already mobilized more workers to the country like Malaysia, UAE, Qatar, Saudi Arabia, Kuwait, etc. in position like cleaners, hotel staff, nurses, caregivers, plumbers, electrician, etc. Apart from the positions, we can supply Nepali workers as security guards, agricultural workers, factory workers, tailors, domestic helpers, drivers, computer operator's salesman and many more including administrative staffs.

The Company has gained immense succession and recognition providing quality service to the valued clients and our dear job-seekers. Satisfaction of our valued clients is our achievement. Therefore, we provide best service to acquire that satisfaction. We can proudly say that this is the most Reliable and Genuine Human Resource Supplier Company. We assure our valued clients and dear job-seekers to be in safe hands with us.

Why Al Haya H.R. Solution Pvt. Ltd.?

- Recruitment from Nepal is cost competitive in comparison to other countries.
- We store high number of different profession candidates CVs in our Databank.
- Our strong country-wide network allows us to select the best candidates for your company.
- Our candidates are well-qualified, loyal and medically fit.
- Recruitment from us is quick, smooth, reliable and convenient.
- We can customize the recruitment process according to your company needs.
- We follow, prepare and arrange all the required legal recruitment documents from the Government of Nepal.
- We understand the value of time. Thus, we always make sure all the candidates are dispatched at given time.
- Nepal is well connected by Air with most of the major cities in the World.

OUR MISSION

Create and promote international standard manpower solution for both employee and employer and find the global opportunities for them as per their needs and to explore the local international job opportunities for Nepalese aspiring career and employment in local and international market.

OUR VISION

Al Haya H.R. Solution Pvt. Ltd. is to be a recognized and well known leader in the region by fulfilling the dream of clients, I.e. Foreign companies, via providing manpower recruiting services to foreign companies.

OUR GOALS

Al Haya H.R. Solution Pvt. Ltd. support will assist to strengthen the financial condition of the country as well as the employers. It will further assist to achieve rapid profitable growth by ensuring that our clients' needs are satisfied in an efficient and cost effective manner.

Message From Chairman|



Dear Valued Clients, Distinguished Business Scholars and Well-Wisher,
Warm Greetings!

First and foremost, we extend our sincere thanks and gratitude for showing your interest towards our organization. It is my pleasure to introduce ourselves as one of the leading manpower recruiting companies operating in the Himalayan Kingdom of Nepal. I would like to bring it to our valued client's notice that **Al Haya H.R. Solution Pvt. Ltd.**, with its competed staff members, stands for quality services in order to meet desired demands of the clients. I always consider the fact that the human potentiality should be utilized to the maximum extend for the betterment of the world. Hence, our priority is always to bridge up the opportunities and the human 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 benefit. Once again, I would like to thanks you for choosing the **Al Haya H.R. Solution Pvt. Ltd.** as your business partner.

Assuring you for the safe with us.

Best Regards,

Dhan Bir Tamang
(Chairman)

About Company |

We are pleased to introduce ourselves a major Manpower recruitment company in Nepal, has been duly incorporated as a company named M/s "Al Haya H.R. Solution Pvt. Ltd." and registered under Ministry of Labour Government of Nepal Labour Liscence No. 1092/073/074 and also the member of Nepal Association of Foreign Employment Agencies (NAFEA) The main business of the company is to provide well educated, experienced and dedicated skilled and unskilled candidates to diverse international domestic clientele.

The company has been genuinely successful in pursuing and developing a fertile business relationship with highly reputed overseas organizations since its establishment It is our privilege in being response in every

co-operative and enthusiastic way. Our belief is in making a Concept of true business with the perfection of friendliness and generosity to the environment in a long term business. Al Haya H.R. Solution Pvt. Ltd., has gained immense recognition from the clients and the agents in the field of manpower recruitment services. The company has proven as the most reliable and genuine in the field of human resource management since its inception back in the year 2011. Last but not the least, we assure our valued clients to be in safe hands with us.

Company Profile

Company Name	Al Haya H.R. Solution Pvt. Ltd.,
Govt. Lic. No.	1092/073/074
NCC Regd. No.	(Nepal Chambers of Commerce)
Address	Shantinagar-34, Kathmandu, Nepal
Postal address	P.O. Box.: 19232, Kathmandu, Nepal
Telephone No	+977-1-4620295, 4620879
E-mail	md@alhayahr.com / alhaya.md@gmail.com
Website	www.alhayahr.com
Company Capital	Rs.1,00,00,000 (Ten Million)
Bankers	Prime Commercial Bank Limited, Ktm, Nepal,
Legal advisor	Fadindra Katuwal
Registration & licence	Govt. of Nepal Ministry of Labour and Transport Govt. of Nepal Ministry of Industry office of the Company Register.
Member	Nepal Association of Foreign Employment Agencies., Nepal Chamber of Commerce.

Company Policy|

The Management and staff of our company are committed to implement ISO 9001:2008 Quality Management System so that our overseas placement service meet our customer's requirement at all times.

The company's quality policy statement is:

- We are committed to timely supplying manpower for overseas clients that strictly conform to their requirements as defined by them by working closely with them so as to provide a level of quality excellence to reflects our leadership position.
- We shall do our Job RIGHT the First Time and Every Time.
- We shall continually improve our quality system.
- The Policy shall be communicated and explained to all employees and shall be reviewed periodically for continued suitability.

Objectives of Al Haya H.R. Solution Pvt. Ltd.,

- To adopt and continuous compliance of International Quality Management System ISO 9001:2008.
- To provide quality service to the employers and job seekers.
- To provide qualified workers for our valued clients.
- To provide job oriented training to the unskilled labor.
- To explore appropriate jobs for various job seekers.
- To give effective orientation for the candidates.



About Nepal



Country	: Nepal
Capital	: Kathmandu
Area	: 1,47,181 sq. Km
Population	: 275 Million
Geo Location	: Longitude - 80° 4' East - 88° 12' East : Latitude - 26° 22' North - 30° 27' North
Climate	: Tropical, Sub-Tropical, and Cold
Political System	: Federal Democratic Republic System
National Language	: Nepali

Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked country in South Asia and the world's youngest republic. It is bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. With an area of 147,181 square kilometres; and a population of approximately 30 million, Nepal is the world's 93rd largest country by land mass and the 41st most populous country. Kathmandu is the nation's capital and the country's largest metropolitan city. Nepal is a country of highly diverse and rich geography, culture, and religions. The mountainous north has eight of the world's ten highest mountains, including the highest, Mount Everest. The fertile and humid south is heavily urbanized. By some measures, Hinduism is practiced by a greater majority of people in Nepal than in any other nation. Buddhism, though a minority faith in the country, is linked historically with Nepal as the birthplace of Siddhartha Gautama, who as the Buddha Gautama gave birth to the Buddhist tradition. About half of the population live below the international poverty line of US\$1.25 a day.

Nepalese are most pronounced names in the history of bravery and honesty. It began with the Gurkhas of Nepal being recruited in colonial British Army in India during early 19th century. Almost 200 years down the road, things have changed. More than 300 thousand Nepalese enter employment market every year. The reputé of Nepalese workers still continues in the same spirit. Nepalese manpower is best known for their honesty, hard work and dedication. Today Nepalese are not only working for British and Indian army, but also work in different fields at different capacities internationally. Almost 75 per cent of them work in the Middle East countries. But despite the country they work in, what they share in common is their honesty and hard work. Thousands of youth every year try their future in foreign employment for a better living standard. Documentation hassles are less as the foreign employment is in the priority of the government policy. The government of Nepal has opened about four dozen countries for foreign employment.

Recruitment Process |

Information Desk

Al Haya H.R. Solution Pvt. Ltd., offers its service for its clients from its main Information Service Desk from where any relevant information can be obtained. Moreover, the main registration is also carried out and the databank is maintained as well. This serves as a good information system for the company which helps in updating the jobseekers record on a regular basis. It also operates 'Bio-dat Bank' where each and every individuals record is recorded and be provided upon request as per the requirement from our valued employers.

Communications

Each and Every department of **Al Haya H.R. Solution Pvt. Ltd.**, is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients and provide better service.

Advertisement

Al Haya H.R. Solution Pvt. Ltd., applies an application to the related government sector with supporting documents of demanded Nepalese manpower for getting authorization to published advertisement in newspaper, and the Labour Department will grant the permission being satisfied about the credibility of the demand and attesting that term and conditions offered are conformity with the Government regulation. The permission allows the recruiting agencies to publish advertisement in national daily News papers and starting the recruitment process accordance

Selection of Candidates

The Company maintains an up to date data bank of potentials candidates with full information on his skill, trade qualification and experience and advertising allows other to compete for the post too. The final interview for sort listed candidates after pre screening can be conducted by the employer or his representative or by this company on their behalf. The selection is made purely on merit basis not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciation from the employer. **Al Haya H.R. Solution Pvt. Ltd.**, Screens the short-listed candidates by pre-interview.

Trade Test

Practical trade test will be taken at the technical training institute. If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observes the workers directly to their respective job.

Medical Check-up

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidate, who is fit medically and physically for employment will be eligible to sign the employment contract.

Orientation

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labour laws immigration policy and maintain understanding and cordiality among them self and aim of the particular activity of the individual. The Orientation takes special care in briefing them to strictly abide by the guide line in the field of their employment and direct them to maintain good circumstance and motivates them to their duties/responsibilities.

Traveling Arrangement

In all case, we send all the visa endorsements, passports to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. PTA may be send to any airlines operating from Kathmandu under intimation to us.



Recruiting Categories |

Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian, Tandoor & Arabic)
- Asst. Cooks
- Waiters/ Waitress
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers/Pastry
- Barmen
- Kitchen Helpers
- Dishwasher
- Laundry Men
- Bell Boy
- Receptionist
- House Keepers room Boy



Official Personnel

- Officer Manager
- Assist. Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typist, Date Entry Operators
- Office Boy



Supermarket/Hypermarket

- Salesman
- Cashiers
- Trolley Boys
- Helpers
- Cleaners

Engineering/Air Conditioners

- Electrical Engineers
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians
- Official Personnel



- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker Helpers
- Information Technology
- Computer Engineer
- System Administrator
- Software engineer
- Programmers
- System Analysis
- Network Administrator
- Data Entry Operators



Building Structure Maintenance &

- Construction Group
- Electricians
- Plumbers, Welders, Steel Fixers & Pipe fitters
- Carpenters (Finishing & shuttering)
- Electronic Technicians
- Painters (Spray Wall)
- Mason construction Helpers
- Mason Brick/ Block Layers
- Mason Tile / Marble fitters
- Auto Mechanic & Maintenance
- Light Vehicle Drivers
- Car/Van/Mini bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanic
- Heavy duty Mechanics
- Wireless Technicians/ Bar Tenders



Security Sector

- Ex-British Army
- Ex- Indian Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisors
- Civil Security Guard
- Body Guard



Terms & Conditions |

The First party shall issue a Demand Letter to the Second Party mentioning the number of workers requirement, rate of their salary and other benefits. Both parties herein shall obtain the approved of the respective government to import, recruit and supply the workers as per rules of both countries. In case of any conflict between government rules and the conditions of this contract, this deed of agreement shall be deemed as Null and void. The First party shall provide with Visa/ NOC work permits of the workers from the government authority, together with other necessary relevant documents. In case of not issuance of visa due to any changes in government policies, the First party shall be responsible for the recruitment expenses. The earning of the worker per month shall be as per the attached Demand Letter shown against each category. The Second party shall make sure that all workers recommended for the First party are examined by authorized Nepalese doctors appointed by the employer of the concerned government. The candidates must possess a valid certificate to the fitness such as AIDS, T.B. and infection of any other disease. The First party will be responsible for receiving the workers at the airport in part and as whole as per validity of Visa of the concerned country. The Second party is the supplier of the workers and will bear the responsibility for recruitment of the workers from Nepal exactly as per trade or may invite the first party or its authorized representative for recruitment of the workers within the stipulated period and not exceeding 45 days from the receipt of visa advice and other allied required document. The First party agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labours law of country concerned.

There will be three months probationary period for all workers; after completion of this period, if any worker is found unfit or unsuitable for the specific job, the worker may be terminated and repatriated at his own cost and the cost will be borne by the Second party. The workers will be interviewed, tested by representative of the employer, if necessary. The Second party shall assist the workers in matters relating to immigration formalities, Visa stamping from the relevant \Embassy and whatever other relevant matters. The First party ensures to provide the workers with free bachelor sharing accommodation, free food and other necessary amenities, including medical and insurance coverage. The First party agrees to enter into agreement with second party to hire Nepalese manpower of different categories such as skilled, semi-skilled and un-skilled workers, the number and the qualifications in respect of specified by the first party through task orders. The First party agrees to advise to the Second party of its personnel requirement from Nepal through any means of communications specifying personnel requirements, their respective job descriptions, salaries, other terms and conditions and the desired mobilization dated on the respective site. The Second party shall be responsible for shorts of qualified candidates in conformity with the first party's requirements notified under clause 2 above. The Second party notifies the First party of such short-listed qualified candidates who are ready for final interview and selection. The first party has the right to either send his representatives or give the Second party the right selects, process and send such qualified workers at the second party's full guarantee. Out of above mentioned subject matters, if there any urgent topics that will be decided under discussion between 2 parties. So far, if any changes or amend the subject will also follows as well.

Required Documents|

The required documents are different from country to country, but mainly five documents are essential to go through our Government approval formalities. i.e.:

1. Demand Letter
2. Power of Attorney
3. Agreement of Manpower Mobilization
4. Employment Contract Paper
5. Gurantee Letter and in case of block or calling visa (like K.S.A. and Malaysia)
6. Consulate Letter (Authority Letter)

Note:

- All these documents should be on the official letterhead of the employer company with authorized signature and company seal.
- All these documents should be Attested by the Nepalese Embassy in the Country of Employment.
- The original copies of all these documents are required.

(please see the specimens of these documents in the following pages)

For Malaysia, a set of following documents should be attested by either the local NOTARY PUBLIC or Nepalese Embassy in Malaysia.

1. Demand Letter
2. Power of Attorney
3. Employment Contract Paper
4. Authority Letter (Letter to Malaysian high commission)
5. Letter to the Department of Labour, Labour
6. Agreement of manpower mobilization
7. Affidavit
8. Photocopy of Employer's ID
9. Company Detail
10. Photographs of the working area and worker's Hostel

All the above mentioned documents should have Employer's chop and authorized signature on every page. These documents should also have Notary Public chop on every page.

Besides these, a copy of KDN letter and its original English translation should be attested by the Ministry of Foreign Affairs, Malaysia.

Note:

For further details please visit <http://my.nepalembassy.gov.np/download/> to download sample documents for references.

Legal documents

Government of Nepal
Ministry of Industry
Office of the Company Registrar
(Official Seal)

Registration No.: 161777/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of incorporation has been issued to M/s **Al Haya H.R. Solution Private Limited** having incorporated it on the **13 day of January 2017**, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: 13-01-2017 A.D. (Signed) Asst. Registrar

The business or use of the objectives of the Company should be carried out only after obtaining permission from the concerned body if it is required to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted license for implementation of the objectives.

17 FEB 2017

Government of Nepal
Ministry of Finance
Department of Inland Revenue

Permanent Accounts Number (PAN) Registration Certificate

Income Tax Registration Date: 17 01 2017
Date of value added tax registration: Excise Duty
Day Month Year

PAN: 6 0 4 3 8 4 5 2 6
Office of Inland Revenue: Battishputali

Name of business: **Al Haya H.R. Solution Pvt. Ltd.**
Type of Taxpayer: Private Limited
Address: Ward No. 8, Gaushala, Metropolitan City: Kathmandu
Business Activities: Foreign Employment.
Sd. Tax Payer's signature Sd. Signature of Tax Officer

Notes to be noted by the taxpayers:

- Bill and Invoice shall be compulsorily issued at the time of transaction.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 25 days after expiry of every tax period (every month or every two month or every four month).
- A person who is carrying on the business subject to excise duty, shall submit monthly statement and pay amount of excise duty within 25 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by Mid October.
- If Tax return is not submitted and amount of tax is not paid in time, fee interest and fine shall be imposed.
- This certificate shall be displayed at the place of transaction/ main Office in manner conspicuous to all.
- Please keep contact with this office if there is any confusion.

17 FEB 2017

Government of Nepal
Ministry of Labour and Transport Management
Department of Foreign Employment

Licence No.: 1092/073/074 Date: Feb. 7, 2017

Licence

This licence has been given to **Al Haya H.R. Solution Pvt. Ltd.** authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

Licence issuing authority:
Name: Bishwo Raj Pandey
Designation: Director General
Signature: Sd.
Date: Feb. 7, 2017

15 FEB 2017

Regd. No. : 388/048/49

नेपाल वैदेशिक रोजगार व्यवसायी संघ
Nepal Association of Foreign Employment Agencies (NAFEA)

MEMBERSHIP CERTIFICATE

Name of Agency: **AL HAYA H.R. SOLUTION PVT. LTD.**
Govt. License No. : **1092/073/074**

This is certify that the above agency has been granted membership of this Association. The membership number given is **927**

Rohan Gurung General Secretary
Bimal Prasad Dhakal President
Date : 2073/99/99

GPO Box 9376, Baburam Acharya Marg, Sinamangal-9, Kathmandu, Nepal. Tel: +977-1-4110836, +977-1-4116601, +977-1-4116602, +977-1-4116603
E-mail: info@nafea.org.np, Website: www.nafea.org.np

Table of Renewal

Renewal date	Valid up to	Renewal Fee	Signature of renewing authority
Feb. 7, 2017	Up-to Mid July 2017		Sd. Section Officer

Terms:

- No activity shall be done having opened a branch office without obtaining approval.
- No activity shall be done through an agent.
- No worker shall be sent in any manner to any country other than those countries for which the licence has been obtained.
- In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

15 FEB 2017



Country Representative in Malasiya
www.apic.my



Valuable Clients |





Contact Us



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Kathmandu, Nepal



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