



LICENCE NO.-1088/073/074



We are committed to this simple promise
"Identify, fix, develop".



Samakushi-26, Kathmandu, Nepal
Tel: +977 14383094, 14360824
E-mail: info@alnooroverseas.com
md@alnooroverseas.com
website: www.alnooroverseas.com

Company Profile



Name of Company : Al Noor Overseas Pvt. Ltd.

Government Licence No. : 1088/073/074

Founder Member

Chairman : Noor Mohammad Miya

Mobile : +977 9801031302

Email : md@alnooroverseas.com

info@alnooroverseas.com

Address : Samakhushi-26, Kathmandu, Nepal

Telephone : +977-1-4383094, 4360824

Webpage : www.alnooroverseas.com

PAN : 604383105

Company Registrar No. : 161636/073/074

Words of Chairman



This is my pleasure to introduce you AL NOOR OVERSEAS PVT. LTD. A destination for various categories of Nepalese workers. We are the recruiting company operating in the Himalayan Kingdom of Nepal with efficient working member to meet the desired demands of international clients. We invite you to observe this Brochure and find out about our organization.

Our team is a fusion with the university academic and scholar in the same field. In this regard, we are always ready to provide you the best service by supplying the most effective, so called skilled, having the better sense of work knowledge, good experience, genuine, hardworking and laborious workers.

We believe in excellence and settle for nothing less than that. We demonstrate strong customer focus through high responsiveness and sympathy towards customer needs and objectives. We display consistency between words and actions and do what is best for the client, building mutual trust and respect in most professional manner.

Thank you for your interest and valuable time.

Noor Mohammad Miya

Chairman

Mobile No.+977 9801031302

Email: alnooroverseas.np@gmail.com

Summary

Executive Summary

Al Noor Overseas Pvt. Ltd. Nepal's renown and reputed business solutions agency. 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

Taj Mahomad Miya
BDM

The globalization has made the people and the world market so close by which distance has been omitted. So, overseas job has highly attracted to the Nepalese workers. On this stage, we make the strong bridge to the overseas companies and the Nepalese workers in the most effective and reliable way.

Al-Noor Overseas, as on broadly selected staffs of expertise knowledge and intellectual circle who devote their time and effort to produce the best that initiates to gain the objective with the best service to the clients which we take as the ultimate goal towards the eternal success.

We are always oriented to make the employee get the best opportunity in the related field that one deserves according to inherent talent merge with the skill.



Word of Manager

Sabbu Banu
Marketing Manager



Dear Valuable clients,

It's our great pleasure to introduce our company "Al-Noor Overseas Pvt. Ltd." having the Nepal Government License No. 1088/073/74, which recruits the Nepalese workers in the overseas countries as foreign worker.

As our company is established with the mutual collaboration and co-ordination of the expertise, we are very reliable and grand source of the workers who are varied from the highly skilled to the non-skill.

We like to assure on the reliability and accuracy on us and I believe, our service to you and your company will certainly pave the new way and be the boon for you on reaching the height of Business Empire.



Vision

Our Vision

Growing one of the strongest competitors in the Egyptian and Gulf markets and changing business modes by providing quality services.

Our Mission

Providing superior professional quality through an experienced staff to meet the actual needs of our client's business in Egypt and the Gulf region.

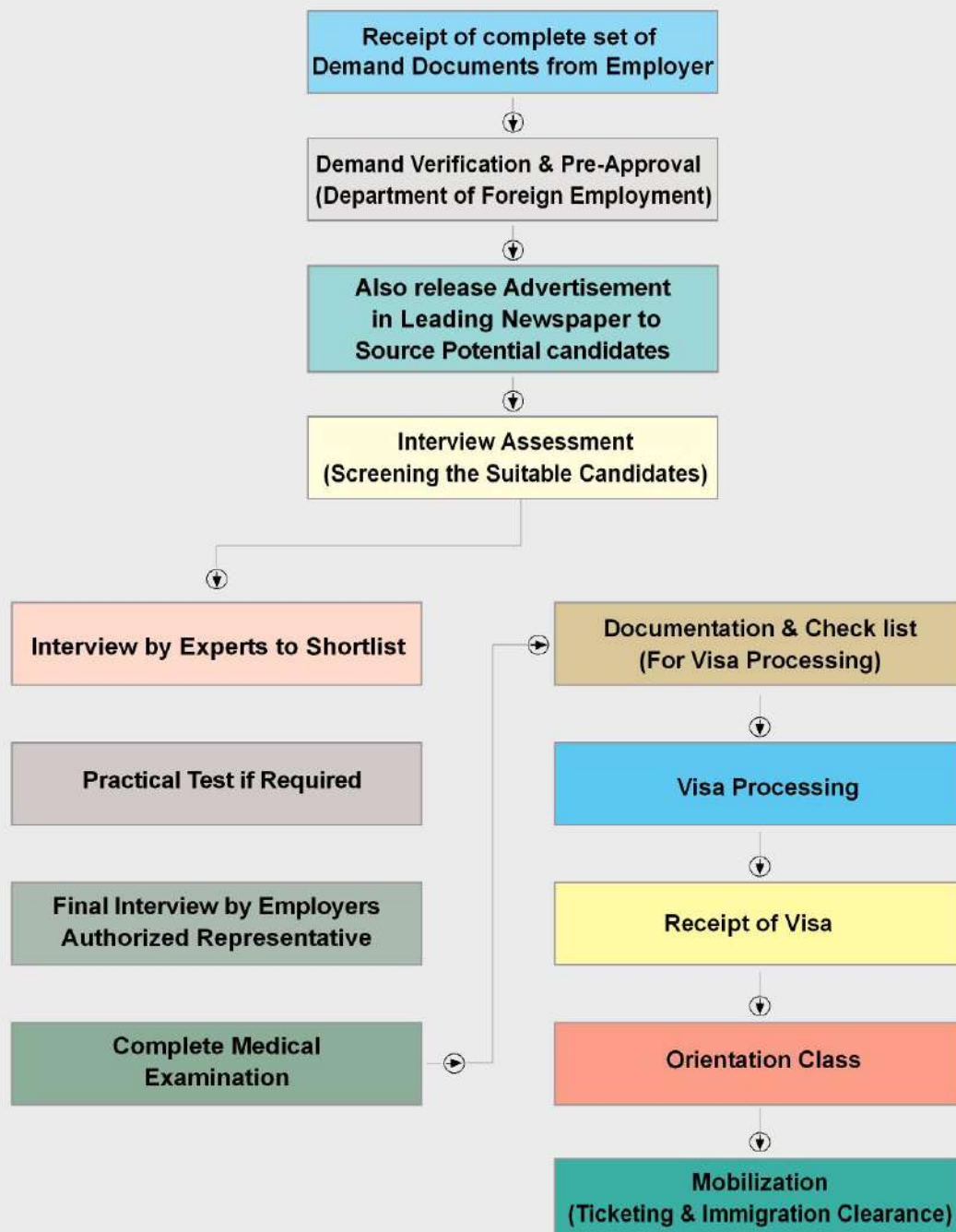


Our Services

We provide smart packages of recruitment solution, training programs and consultation services in the different levels of managements.



Recruitment Process



Required Documents

The following documents duly attested by the concerned authorities, are required for employers:

Demand Letter

Demand letter refers the detail of essential things related to the job categories, salary structure, no. of workers, the job categories, food, accommodation, insurance of the workers, transportation facility and the demand letter has to address the Al Noor Overseas Pvt. Ltd. Demand letter has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign. The following documents duly attested by the concerned authorities, are required for employers:

Power of Attorney

Power of Attorney gives the legal conformation to Al Noor Overseas Pvt. Ltd., License No. 1088/073/074 to act on the behalf of the employer company. Power of Attorney has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign.

Employment Contract

This agreement has to be provided by the employing company to Al Noor Overseas Pvt. Ltd. Stating clearly and precisely all the terms and conditions regarding individual worker as per the demand letter. This contract has to bear the company seal and signed by the authorized person.

Service Agreement

This agreement paper should be provided by the employing company to the Al Noor Overseas Pvt. Ltd. and has to bear the company seal and authorized signature. This is the mutual agreement between the employing company and the recruiting company of Nepal.

Guarantee Letter

This is the assurance letter from the employing company regarding the employee and their all round care up. Guarantee letter has to be attested from the chamber of Commerce or Ministry of Foreign Affairs of the concern country and has to bear the company seal and authorized sign.

Sample of Documents

القصر الماسي للصيانة وتنسيق الحدائق Diamond Palace Maint. Service & Landscaping

Date: 01/05/2017

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Subject: Letter of Guarantee

Dear Sir,
We, **DIAMOND PALACE MAINT.SERVICE & LANDSCAPING** Post. Box. No.30900 Doha, Qatar hereby guarantee that all Nepalese workers recruited through our agent M/S AL NOOR OVERSEAS PVT. LTD, License No.1088/073/074 SAMAKHUSI 11 Kathmandu Nepal, will be working in our company in Qatar only throughout their contract period.

We further guarantee that these workers will not be sent to any other establishment or any third country during the paid of contract.

Thank you for your kind co-operation.

Mr. HASSAN ESSA S.H ALMOHAMMADI
(MANAGING DIRECTOR)

القصر الماسي للصيانة وتنسيق الحدائق
DIAMOND PALACE
MAINT. SERVICE & LANDSCAPING
Doha - Qatar

C.R. No. 86715, P.O. Box 30900 Doha - Qatar Tel: 44889844

E-mail:

القصر الماسي للصيانة وتنسيق الحدائق Diamond Palace Maint. Service & Landscaping

Date: 01/05/2017

POWER OF ATTORNEY

This is to confirm that we, **DIAMOND PALACE MAINT.SERVICE & LANDSCAPING**, with postal address at Post. Box. No.30900, Doha, Qatar a company duly organized and existing under and by virtue of the laws of Qatar with License No. 88566 do hereby appoint M/S AL NOOR OVERSEAS PVT. LTD Kathmandu Nepal, a recruitment agency approved by the Government of Nepal Ministry of Labour and employment of, vide License No.1088/073/074 to be our true lawful attorney and agent in Nepal respect of handling all the affairs with the protector of Emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of 142 Persons against visas as per attached list for employment with us and to arrange all matters relating to emigration, etc.

This power of attorney is made in relation to our Demand Letter dated 01/05/2017 Reference No: and expire on 30/04/2018.

In Witness whereof, we have executed this power of attorney on this day, 01/05/2017, at Doha, Qatar in the presence of the subscribing witnesses.

DIAMOND PALACE MAINT.SERVICE & LANDSCAPING

Mr. HASSAN ESSA S.H ALMOHAMMADI

القصر الماسي للصيانة وتنسيق الحدائق
DIAMOND PALACE
MAINT. SERVICE & LANDSCAPING
Doha - Qatar

C.R. No. 86715, P.O. Box 30900 Doha - Qatar Tel: 44889844

E-mail: diamondpalace@gmail.com

القصر الماسي للصيانة وتنسيق الحدائق Diamond Palace Maint. Service & Landscaping

M/S AL NOOR OVERSEAS PVT. LTD
License No. 1088/073/074
SAMAKHUSI 25, Kathmandu, Nepal

Date: 01/05/2017

DEMAND LETTER

Dear Sir/Madam
We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below:

S. No.	Category	No. of Workers	Salary (Qatar)	Air Ticket for joining the company and returning home and first Visa
1.	LAUNCHER	05	800-1000	Provided by the company
2.	DRIVER	05	1000-1200	Provided by the company
3.	MAISON	10	1100-1300	Provided by the company
4.	PAINTER WORKER	05	1100-1300	Provided by the company
5.	BUILDING WORKER	05	900-1000	Provided by the company
6.	CARPENTER	10	1100-1300	Provided by the company
7.	PAINTER	10	1100-1300	Provided by the company
8.	WELDER	10	1100-1300	Provided by the company
9.	TELE. NUMBER	10	1100-1300	Provided by the company
10.	TELEPHONE	10	1100-1300	Provided by the company
11.	CABLE TIE	10	1100-1300	Provided by the company
12.	BLACKSMITH	10	1100-1300	Provided by the company
13.	HEAVY DRIVER	05	2000-2200	Provided by the company
14.	EMERGENCY TIE	05	2000-2200	Provided by the company
15.	FORWARD	05	2000-2200	Provided by the company
16.	STEEL FIXTURE	10	1100-1300	Provided by the company
17.	TELL FIXTURE	10	1100-1300	Provided by the company

The following Terms & conditions shall be included in the contract:
1. Period of employment: Two years (renewable)
2. Place of employment: State of Qatar
3. Air Ticket: Joining and up & down after completion of contract period or usual
4. Visa: Provided by the company (Free)
5. Working hour: 8 hrs. per day, 6 days per week (48 hrs per week)
6. Over time: As per Qatar labor law
7. Production Period: No days from date of entry into Qatar
8. Resident permit: Resident permit will be provided by the company free of the cost
9. Accommodation: Free bachelor accommodation shall be provided by the company
10. Water, electricity & gas: Provided by the company
11. Food: Provided by the company
12. Medical / Insurance: Provided by the company
13. Transportation (Bus): Provided by the company (to and from the work site)
14. Uniforms and safety Materials: Provided by the company
15. Service Charges: Not provided by the company (to be covered by Worker)
16. Other Terms & Conditions: As per Qatar labor law
Mr. HASSAN ESSA S.H ALMOHAMMADI
MANAGING DIRECTOR

C.R. No. 86715, P.O. Box 30900 Doha - Qatar Tel: 44889844
E-mail: diamondpalace@gmail.com

القصر الماسي للصيانة وتنسيق الحدائق Diamond Palace Maint. Service & Landscaping

Employment Contract

This agreement is made and entered into on / / days between
DIAMOND PALACE MAINT.SERVICE & LANDSCAPING (here is call the company first party
present in Nepal.
Name: _____ Nationality: _____ Passport No: _____
The second party hereby agreed the following terms and conditions. The second party agreed to work with first party as _____ with the basic salary of QR _____ per month in the terms and conditions of the contract are as follows.

Period of employment: Two years (renewable)
Place of employment: Doha Qatar
Services charge: Not provided by the company
Food Allowance: Provided by the company
Accommodation: Provided by the company
Medical Insurance: Provided by the company
Residence Permit & Visas: Provided by the company
Probation period: 3 months for the date of joining
Working hours: 08 hours per day, 06 days per week
Overtime: Provided by the company after 08 hours
Leave / Vacation: As per Qatar Labor and Workmen Law
Visa: Provided by the company Free Visa
Air Ticket: For joining the company for the first time (KTM-Doha) and then Up & down air ticket will be provided after the completion of two years Contract
Transportation: Provided by the company to the work site.

Other terms and conditions are according to the approved employment contract as per the Qatar Labor and Workmen Law.

First Party: Mr. HASSAN ESSA S.H ALMOHAMMADI
MANAGING DIRECTOR
DIAMOND PALACE MAINT.SERVICE & LANDSCAPING

Second Party: _____
Name: _____

القصر الماسي للصيانة وتنسيق الحدائق
DIAMOND PALACE
MAINT. SERVICE & LANDSCAPING
Doha - Qatar

C.R. No. 86715, P.O. Box 30900 Doha - Qatar Tel: 44889844

E-mail:

القصر الماسي للصيانة وتنسيق الحدائق Diamond Palace Maint. Service & Landscaping

Date: 01/05/2017

Inter party Recruitment Agreement

Entered into by and between M/S **DIAMOND PALACE MAINT.SERVICE & LANDSCAPING** (here is call the company first party present in Qatar, with business address at Post. Box. No. 30900, Doha, Qatar, represented by Mr. HASSAN ESSA S.H ALMOHAMMADI, in his capacity as herein after referred to as the FIRST PARTY.

AND
M/S **AL NOOR OVERSEAS PVT. LTD** A Company duly registered to deploy manpower from Nepal, with business address at Kathmandu, Nepal, and represented by Mr. HASSAN ESSA S.H ALMOHAMMADI, in his capacity as herein after referred to as the SECOND PARTY.

TERMS & CONDITIONS

- That the SECOND PARTY will make all the arrangements to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
- FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
- FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepalese Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
- SECOND PARTY will be completely responsible to bring selected manpower from Nepal to Qatar and will guarantee for three months. During this period if any of the employees workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to their home country and make replacement free of charges.
- FIRST PARTY will make arrangements to make free visa for all the selected workers.
- FIRST PARTY will provide free accommodation and transportation for the selected workers here in Qatar as per the prevailing labor law of the state of Qatar & its own rules.
- The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labor Law of the State of Qatar.
- FIRST PARTY will make all the arrangements to receive all the selected workers within 30 days of issuing them their entry visa to Qatar.
- This agreement takes effect upon signing thereof by both the parties concerned.

By: FIRST PARTY

Mr. HASSAN ESSA S.H ALMOHAMMADI

MANAGING DIRECTOR

Signature: _____

SECOND PARTY

Mr. _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

Signature: _____

C.R. No. 86715, P.O. Box 30900 Doha - Qatar Tel: 44889844

E-mail: diamondpalace@gmail.com

Licences Copy

Distributed by:
Nepal Notary Public Council
S.N. 3174166



Government of Nepal
Ministry of Labor and Employment
Department of Foreign Employment
(Seal)

License No. 1088/073/074

Date: 30th Jan. 2017

LICENSE

This License has been issued to the **All Noor Overseas Pvt. Ltd.**, authorizing to operate the business of Foreign Employment subject to the Foreign Employment Act, 2064 B.S. (2007A.D.) and Foreign Employment Regulation, 2064 B.S. (2007A.D.) and the terms and conditions mentioned in this license.

Issuing authority
Signature:
Name: Bishwa Raj Pandey
Designation: Director General
Date: 30th Jan. 2017



Distributed by:
Nepal Notary Public Council
S.N. 3174170



Date of Renewal	Date of Validity of Renewal	Renewal Fee	Additional Renewal Fee	Signature of Renewal authority
30 th Jan. 2017	Up to Mid July 2017			Sd. Section Officer
25 th Jun. 2017	Up to Mid July 2020	30,000.00		Sd. Section Officer
9 th Jul. 2020	Up to Mid July 2023	30,000.00		Sd. Section Officer
13 th Jul. 2023	Up to Mid July 2024	10,000.00		Sd. Section Officer

Terms:

1. No work shall be carried out by opening branch office without obtaining approval.
2. No work shall be done through agent.
3. No worker shall be sent on any condition to other country except in than the permitted countries.
4. Directions issued from time to time by Nepal Government shall be followed in addition to the provisions mentioned in prevailing acts and rules.



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THE ROYAL EMBASSY OF SAUDI ARABIA
CONSULATE SECTION, KATHMANDU



ENTRY CARD

Name\ Nur Mohammad Miya / الاسم
Agent\ Al-Noor Overseas / المكتب
No\ 1088/073/074 / الرقم
Date\ 13/11/2016 / التاريخ
رئيس القسم القنصلي MOHAMMED T. ALKHAHAYRI

[illegible]

 <p>नेपाल सरकार उद्योग मन्त्रालय</p> <p>कम्पनी रजिष्ट्रारको कार्यालय</p> <p><u>कम्पनी दर्ताको प्रमाण-पत्र</u></p>	
<p>दर्ता नं: १६१६३६/०७३/०७५</p>	
<p>श्री अल नूर ओभरसिज</p> <p>नामको प्राइभेट लिमिटेड कम्पनी संवत् २०७३ साल पाँच महिना २६ गते रोज ३ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ ।</p>	
<p>मिति: २०७३-०९-२६</p>	<p>Government of Nepal Ministry of Industry</p> <p>Office of the Company Registrar</p> <p>Registration No: 161636/073/074</p>
<p><u>CERTIFICATE OF INCORPORATION OF COMPANY</u></p>	
<p>This Certificate of Incorporation has been issued to</p> <p>M/s Al Noor Overseas</p> <p>Private Limited having incorporated it on the 10 day of January, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.</p>	
<p>Date: 2017-01-10</p>	<p> Asst. Registrar</p>
<p>गर्नु कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको सम्वन्धित हुनाले कानून अनुसार सिट्टुनै अनुमति सम्वन्धित तिकाब्याट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।</p>	

नेपाल सरकार
श्रम तथा रोजगार मन्त्रालय

वैदेशिक रोजगार विभाग

इजाजत पत्र

इजाजत पत्र नं. १०८१०६४

मिति: २०७३/१०/१६

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी आतदार ओभरसिजन प्रालि लाई यो इजाजत पत्र दिइएको छ ।

इजाजत जारी गर्ने अधिकारीको
दस्तखतः- [Signature]

नाम:- विश्व राज पाण्डे
दर्जा:- महा निदेशक
मिति:- २०७३/१०/१६

We Provide



CAREGIVERS

- ☛ Nanny
- ☛ Cleaners
- ☛ House Keeper

ADMINISTRATIVE CLERICAL

- ☛ Manager
- ☛ Administrative Officer
- ☛ Accountant
- ☛ Camp Boss
- ☛ Administrative Assistant
- ☛ Store Keeper
- ☛ Computer Operator
- ☛ Clerk / Typist
- ☛ Time Keeper

MEDICAL PERSONNEL

- ☛ Doctors
- ☛ Admin. Officer
- ☛ Warden
- ☛ Pharmacists
- ☛ Nurse (Male/Female)
- ☛ Accountant
- ☛ Store Keeper
- ☛ Cashier

SUPER MARKET

- ☛ Manager
- ☛ Accountant
- ☛ Supervisor
- ☛ Cashier
- ☛ Storekeeper
- ☛ Salesman
- ☛ Computer Operator
- ☛ Cleaner



We Provide



HOTEL & RESTAURANT

- ☛ Manager
- ☛ Accountant
- ☛ Cook Continental/Indian
- ☛ Chef
- ☛ Cashier
- ☛ Store Keeper
- ☛ Time Keeper
- ☛ Receptionist
- ☛ Steward
- ☛ Waiter / Waitress
- ☛ Bell Boy
- ☛ Cleaney
- ☛ Room Boy
- ☛ Gardener



We Provide



PROFESSIONAL

- ☛ Civil Engineer
- ☛ Mechanical Engineer
- ☛ Chemical Engineer
- ☛ Electrical Engineer
- ☛ Agricultural Specialist



SKILL & UNSKILLED LABOUR

- ☛ Laundry & Iron Man
- ☛ General Labour
- ☛ Cleaner Labour
- ☛ Construction Labour
- ☛ Garbage Man
- ☛ Gardener

CARPENTRY WORK

- ☛ Furniture Carpenter
- ☛ Joinery / Assembler
- ☛ Shuttering Carpenter
- ☛ Helper

MECHANICAL WORK

- ☛ Mechanic Heavy Duty
- ☛ Diesel Mechanic
- ☛ Mechanic Light Duty
- ☛ Auto Painter
- ☛ Body Repairer
- ☛ Welder
- ☛ Tire Repairer

OPERATOR - DRIVER

- ☛ Heavy Equipment Operator
- ☛ Heavy Duty Driver
- ☛ Light Duty Driver
- ☛ Time Keeper
- ☛ Sweeper
- ☛ Cleaner (Male/Female)
- ☛ Gardener

ELECTRICAL WORK

- ☛ Electrician Industrial
- ☛ Electrician Building
- ☛ Electrical Motor Rewinder
- ☛ Helper



We Provide



SECURITY GUARD

- ☛ Civil Security Guard
- ☛ Ex-Army Security Guard
- ☛ Ex-Police Security Guard
- ☛ Ex-British Gurkha Guard
- ☛ Gate Keeper
- ☛ Body Guard
- ☛ Security Personnel
- ☛ Watchman



MASONRY WORK

- ☛ Marble / Chips
- ☛ Brick / Block / Plaster
- ☛ Steel Fixer
- ☛ Helper

PIPING WORK

- ☛ Plumber Industrial
- ☛ Plumber Building
- ☛ Helper



Our Clients

