



Shaffaf

Division of Human Resources

Recognized by Ministry of External Affairs

vide Registration No. Lic. No. B-0404/MUM/PART/1000+/5/8878/2012



LEADING PEOPLE LEADING ORGANIZATIONS

www.shaffafhr.com





CEO MESSAGE

“As a CEO of Shaffaf (Division of Human Resources). It is my Privileged to be a Part of the recruitment Scenario today. At Shaffaf, we believe a simple Philosophy where clients are not our audience, but our success Partners. As a company, we believe in togetherness as one Power. I feel that employees is the valuable asset of any company & they need to be selected, maintained & retained by Organization.

After spending decades in the industry as a HR Professional, I took a decision to create a world-class organization to support Professional Companies in selecting the most important asset by employing best resources in the Market.

Lastly, I would like to take this opportunity to extend my good wishes to all our esteemed employers & Job seekers who have helped us to reach where we can be counted upon.

Me & my team of Professional staff are dedicated towards servicing our valuable clients & candidates, by helping them to meet each other's requirements & goals. Short term & Long term. ”



ABDUL QADEER KHAN
CEO



COMPANY PROFILE



SHAFFAF word is derived from an Arabic word, which means "TRANSPARENCY". The Founder Mr. Abdul Qadeer Khan established the organization more over a decade with the successful growth. With the core competence and hard dedication, Shaffaf succeeded to build its trust & volume of business in the overseas market.

SHAFFAF is a leading Manpower Recruitment Firm recognized by the Govt. of India under Ministry of Overseas India Affairs vide Registration No B-0404/MUM/PART/1000+/5/8878/2012. We are professional human resource company providing recruitment services to major organization in the Middle East countries.

We believe in affiliating with our clientele to understand their Requisite and provide them best choices when it comes to their hiring needs.

Our ultimate aim is creating true value for the business, by providing potential core asset to our client.

Our team of specialist is committed toward delivering manpower solution using our recognized recruiting process system, resources & technology to achieve our business goals.

Our paramount and cherished objective is to make the recruitment and placement easy, fast & impeccable, and cost-effective, helping both the employees and employers.





OUR TEAM

Our Team is energetic, self-motivated & technically expert with a wide range of portfolio on blue collar and white collar category of recruitment. Our Team is well qualified with over 10+ years of diversified experience in deploying manpower in Construction EPC/MEPI, Oil/Gas/Petrochemical, Power/Energy, Cement, Hospital/Healthcare, Hotel/Restaurant, FMCG, Telecoms, Facility Management and Manufacturing sectors.

We are committed towards delivering manpower solutions using our recognized recruiting process system, resources & technology to achieve our client business goals.

SOME OF OUR OTHER ASTUTE AND VALUE ADDED SERVICES ARE:

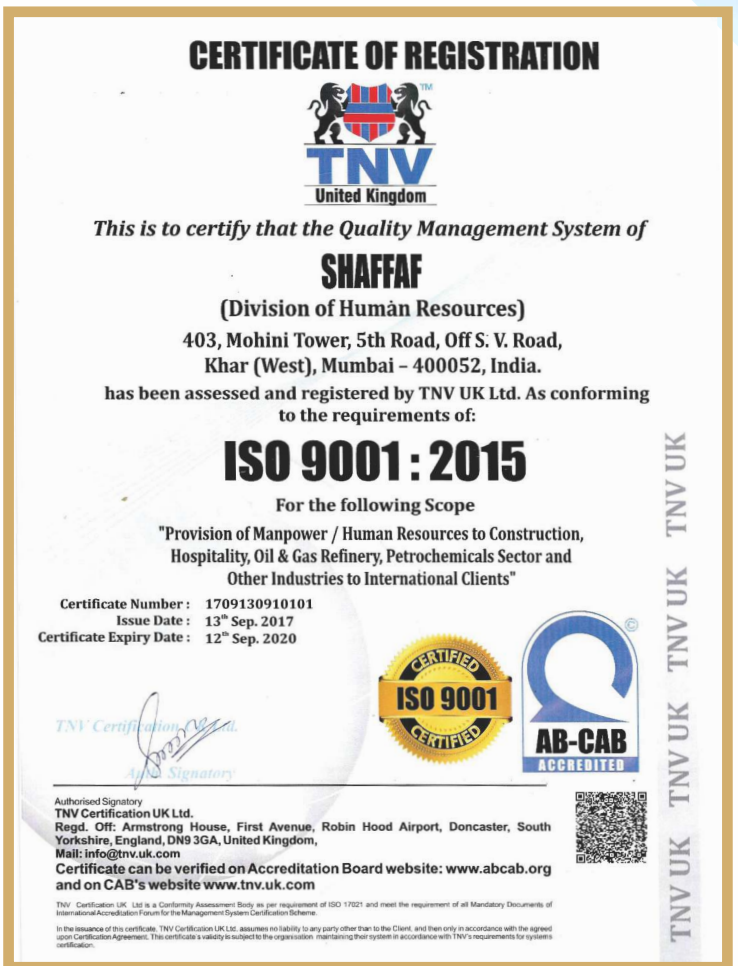
- Our unique values matching service insure the best match between the candidate and the company, considering its values, goal culture, in addition to the qualifications.
- Though adequate candidates are available for different vacancies, we provide the exceptional ones and we know how and where to find them.
- Our easy access to candidates at national as well as international level provides us an impressive selection, for any location.



QUALITY POLICY

“The company is dedicated to the stringent quality measures which will ensure that its services fully meet the requirements of its clients at all times. The goal of SHAFFAF is to achieve a high level of customer satisfaction. Commitment to the implementation of supporting managerial and operational systems is essential to realizing that goal.

SHAFFAF believes in the concept of client and Recruiting Agency working in sync, together in pursuing the policy and in continually striving for improvements in its quality.”





VISION, MISSION & OBJECTIVES

Mission

Getting associate with more recruitment institutions in near future to serve professionals for their foreign job need. We aim to abide by transparency in future which is our strength & Work effectively within the frame work of recruitment.

Vision

Best is what we believe in and that is why we deliver in every Endeavour we know when it comes to our clients demand, nothing but only the best will do, It is the motivational factor that sets us apart from others.

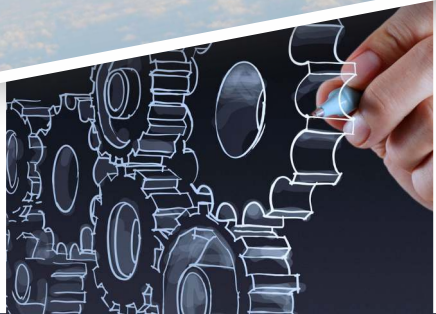
OBJECTIVES

We aim to grow beyond its horizon of goals and innovate continuously, in order to become a hallmark of a dynamic organization and to provide the highest value added recruitment services to our clients. We also aim Honesty, Integrity & Transparency in every aspects of business.



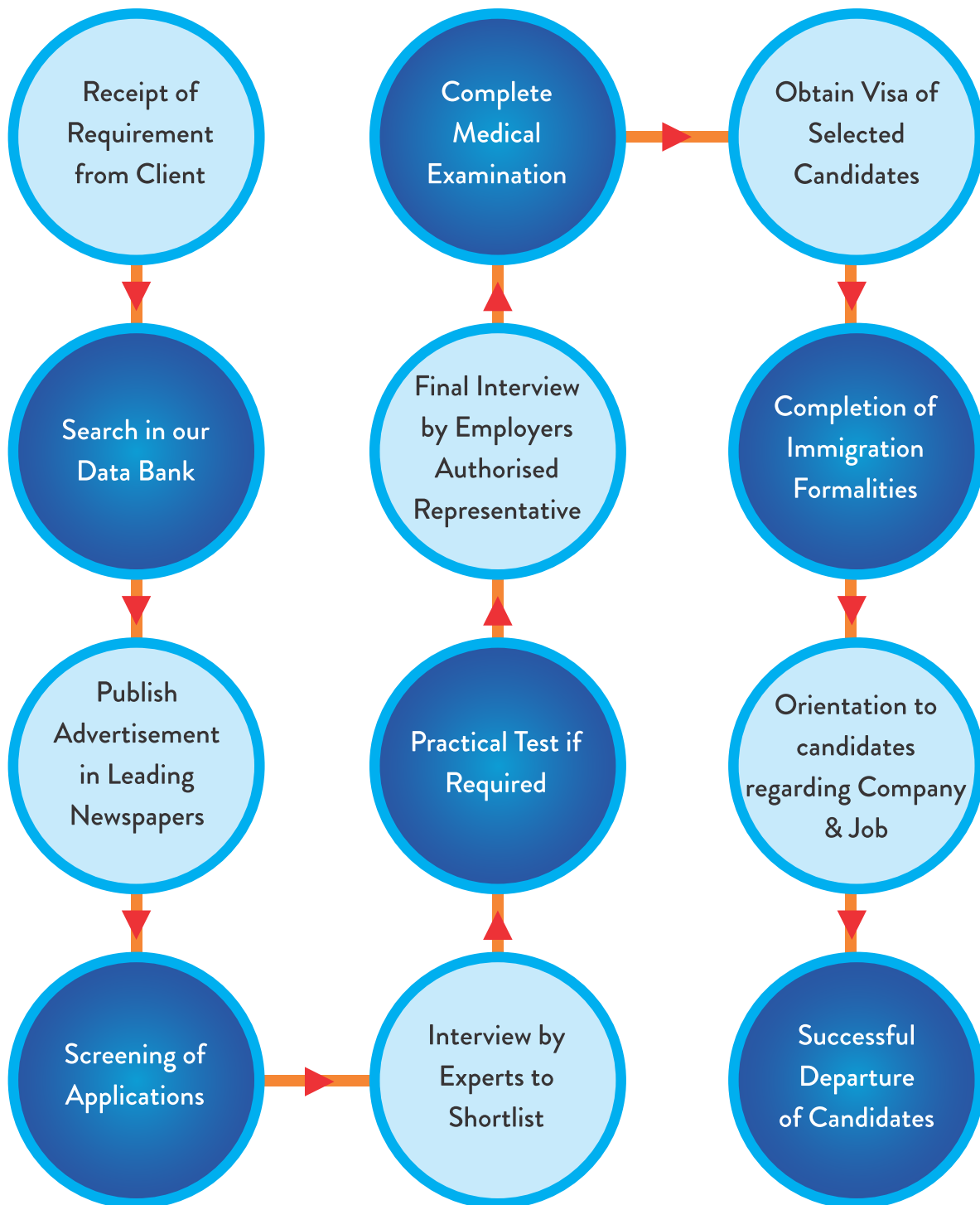
INDUSTRY

CONSTRUCTION | OIL & GAS | HOSPITALITY
HEALTHCARE | AVIATION | RAILWAYS
AGRICULTURAL | ENGINEERING | IT & TELECOM





RECRUITMENT PROCESS



LICENCE



CERTIFICATE NO. B - 0404/11001
PART 1/007/15/18570/2012

Form - V
GOVERNMENT OF INDIA
MINISTRY OF OVERSEAS INDIAN AFFAIRS
CERTIFICATE
[See rule 10 (2)]

With reference to the application dated 10-07-2012
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. Shreeji, Mumbai

is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:

- that the business shall be conducted at 2nd Floor, Akhanshi Heights, 11-15, Dadasaheb Scindia, Parked, Bandra (W), Mumbai - 400032
- that this certificate is valid for a period of five years or the completion of the recruitment of 1000 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;
- 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;
- 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;
- 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

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS / BRANCH OFFICE / RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC. / ENHANCEMENT/OTHER CHANGE NOT SPECIFIED ELSEWHERE.

OFFICE ADDRESS: 403, Makin Tower, 5th Road, Khar (W), Mumbai - 400052.

Mahesh Dalstark
उपस्थिति महासंरक्षी
Protector General of Emigrants

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E-MIGRATE REGISTRATION PROCESS

All foreign employers will have to get registered by the Indian Mission. Only registered employers will be able to raise demand / apply for permits for recruiting Indian emigrants.

MANDATORY DOCUMENTS REQUIRED



Demand letter



Specimen Agreement



Power of Attorney



Labor Quota copy
(Except Saudi Arabia)

ESTEEMED CLIENTS



ZAEDON BUILDING CONSTRUCTION



SERTH



SAUDI SERVICES COMPANY LTD



POWER FORCE



NAHAZ INVESTMENT



KHQNAYSSER GROUP



SAUDI DELTA CO



Fahad Al Mutairi



DIP N DIP CHOCOLATE CAFE



BASHAER AL HANAN



KHAIRATH WATANI BISCUITS FACTORY



AL JERAISY RECRUITMENT CO



AL JABER



AL DAFE TRADING & CONTRACTING CO



AL GHANMY



MOHAMMD MANSOUR AL-BASSAMI



AL AHPAM



AKEL TRADING & INDUSTRIAL CO.



ALMAJALALARABI



GULF DEVELOPMENT CONTRACTING EST



PSC



ADWA'A AL GOLAN CONTRACTING



IBIN AJAYAN



AL OMAIER TRADING & CONTRACTING CO.



AL TAS'HELAT COMPANY



AIN AI GMOOR GENERAL MAINT.CONT



ASEER CONTRACTING



CORPORATE HR SOLUTIONS FOR VARIOUS VERTICLES



Shaffaf
Division of Human Resources



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