

Govt. Lic. No.: 557/062/063



# **DAR AL KHALEEJ**

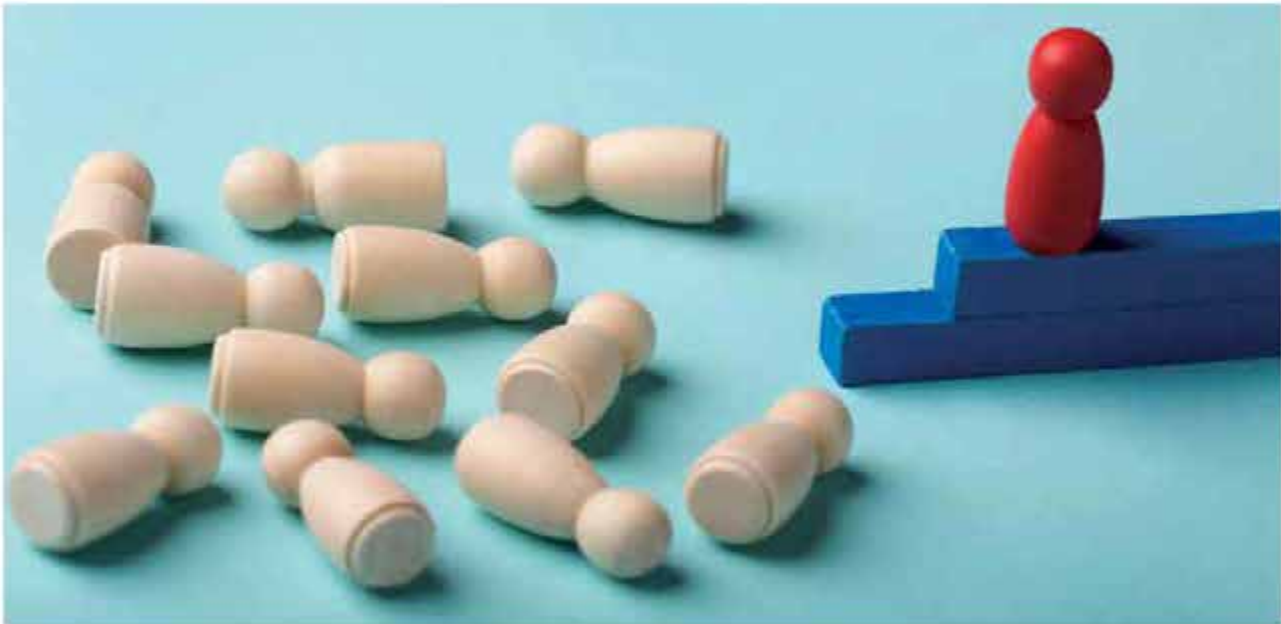
## **OVERSEAS MANPOWER CONSULTANT**



*"We recruit you on right place"*

[www.dakmanpower.com.np](http://www.dakmanpower.com.np)

# Message From CEO



Dear Valued clients

It's our great pleasure to introduce **DAR AL KHALEEJ MANPOWER CONSULTANT PVT. LTD.**, as a leading overseas employmen agency from last 17 years. We are honoured with ISO 9001 : 2004 (International Organization For Standardlization) certification in the kingdom of Nepal and certificate of Excellence from Kharizia Kingdom of Saudi Arabi.

The trend of foreign employment is one the rise espacially among the Nepalese youths. Reasons are many... ranging from unemployment problem to insurgency, poverty, lack of oppurtunities, among others.

We took the challenge to lend a helping hand to groom those aspirants seeking foreign employment with a view to reducing the growing unemployment problem of the country by establishing a training institute, which could prove to be a platform for those unemployed Nepalese seeking foreign employment.

Precisely enough, this really worked. We could seenumber of Nepalese aspirants flocking at our door steps with the hope of getting adequate training from our training institute at an affordable rate.

It cannot be denied that security has been a concern in every part of the world today. Considering this in mind, we provide appropriate training and orientation on security and have been receiving positive results from both the employers and the employees.

We are thankful to those esteemed employers & job seekers for letting us an oppurtunity to provide them with our services and made us reach the position where we are today.

Thanking you  
**Suraj Sapkota**  
CEO

# Message From Managing Director



When **DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT** began, it was the company to establish a new and improved labour-recruiting, labour-providing business model to meet the temporary and permanent needs of employers worldwide. An emerging industry leader, it is successfully turning local, regional and national workforce challenges into significant opportunities. I always consider the fact that the human potentiality should be utilized to the maximum extent for 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 right job.

Once again, I would like to thank you for choosing the **DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT** as your business partner. Assuring you the safety with us.

Thank you,  
With Best Regards,

**Keshab Sapkota**  
Managing Director



## About US

**DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT** is one of the top employment agency in Nepal, duly accredited by, Department of Labor & Transport Management, Ministry of Nepal. We are currently engaged in supplying unskilled, semi-skilled and skilled professionals in Asia, Europe and in the gulf region.

**DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT** was founded with the objective of deploying technical, skilled, semi-skilled, unskilled personnel from Nepal to the overseas job markets, Our role is to accurately match our client's specification within the least possible time, saving the client time and effort in the process. The high regard in which we are held today bears testimony to the measure of success, we have been able to achieve.

We have maintained a commitment to high performance and unsurpassed industry knowledge. We work closely with client to determine the exact qualifications and skills needed in a prospect also interviewing candidates extensively to ensure their experience and appropriate needs for the job. There are various organizations, which are in need of trustable employees, and on the other hand there are qualified people looking for appropriate jobs. As a result, we have placed thousands of individuals in position at various organizations globally narrowing the gap and assisting the business houses to pursue their search to sterling manpower by our job placement services.

Whether you are looking for a new and challenging career opportunity or an organization that can provide your company with tailor-made human resources solutions, you can count on **DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT**, As we say it, Demand it, and We will Supply it ! We could absolutely provide workers based on the client's qualifications and standards. Along with, our clients will also be assured of services and processing at par with world-class standards. Our Company is managed by professionals who are highly experienced in Human Resource Management & Development, International Recruitment, and Labour Relations, so, we know exactly how to address the needs, wants, demands, and problems of our overseas clients.

You are welcome to reach us via email at to know we can be your one stop recruiting company.

## COMPANY PROFILE

*Company Name* : **DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT**  
*Govt. Licence No.* : 557/062/063  
*Types of Service* : Manpower Supply  
*Address* : Sambhu Marg, Airport, Kathmandu, Nepal  
*Telephone No.* : +977-01-4469996, 4469995  
*E-mail* : [reception.dak@gmail.com](mailto:reception.dak@gmail.com), [info@dakmanpower.com.np](mailto:info@dakmanpower.com.np)  
*URL* : [www.dakmanpower.com.np](http://www.dakmanpower.com.np)

# Organization Chart

**DAR AL KHALEEJ OVERSEAS MANPOWER CONSULTANT** is organized as to assure maximum efficiency with mix of centralization and decentralization to produce satisfying result and outcome for the company.



SAUDI EMBASSY ID



**Dar Al Khaleej**  
OVERSEAS MANPOWER CONSULTANT P.LTD.

Kathmandu, Nepal  
Tel : +977-1-4469996  
Email : info@dakmanpower.com.np



دار الخلیج  
مستشارین للخدمات البشريه في الخارج

Name of the Owner of Agency : SURAJ SARKOTA

Agency Name : DAR AL - KHALEEJ OVEERSEAS MANPOWER P.LTD.

License No : 557/062/63

Date of Issue : 25/3/2022

**CARD NO(124)**

Authorized Seal and Signature

# Quality Policy

*The Management and Staff of our company are committed to implement Best Quality Management System so that our overseas placement services meet our customer's requirement at all times.*

## The Company's quality policy statement is :

- 1. We are committed to timely supplying manpower for overseas clients that strictly confirm to their requirements as defined by them by working closely with them so as to provide a level of quality excellence to reflect our leadership position.*
- 2. We shall Do our Job RIGHT the First Time and Every Time.*
- 3. 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

- To provide quality service to the employers and jobseekers.*
- To produce qualified workers for our valued clients.*
- To provide job oriented training to the unskilled labour*
- To explore appropriate jobs for various jobseekers.*
- To give effective orientation for the candidates.*



# WHY US?



- We source passive and active candidates through a range of methods to secure the best recruitment company in the market.
- Our candidates have been fully interviewed and are committed to finding a new position.
- We take a guarantee of our workers till the entire agreement.
- We present the most relevant candidates that suit not only the skill set but also the personality that will suit your role.
- Candidates are briefed in detail of the company before interview to ensure they are fully informed about their job & company.
- You will always work with one of the partners dedicated to sourcing the best people with the premium service.
- Candidates matched on hard and soft skills to ensure an accurate match.
- Fast and detailed feedback following interviews.

# DOCUMENTATION

## How To Recruit From Nepal

All the interested foreign employers have to recruit through the licensed agencies registered under the labour department of Nepal Government.

On receipt of authenticated vacancy demand from the overseas employer, the agency of Nepal **DAR AL KHALEEJ OVERSEAS** applies to the Labor Department for the recruitment permission. Labor Department is the principal government authority which supervises and monitors the recruitment process of the recruitment agencies and provides permission to export the manpower. The **DAR AL KHALEEJ OVERSEAS** should apply in the Department with the following authenticate documents for the recruitment permission.

### 1 • DEMAND LETTER

The employer will formally issue Demand Letter in favor of **DAR AL KHALEEJ OVERSEAS** in which clearly be stated job categories, number of workers required category-wise, monthly salaries in respect currency, period of contract, working hours and other amenities for workers at site such as food, accommodation, medical facilities, insurance and air passage etc. this demand letter must be duly endorsed by the Ministry of Foreign Affairs and Chamber of Commerce. If required, attested by the Nepalese Embassy existing in the country of employment.

### 2 • POWER OF ATTORNEY

The employer will furnish **DAR AL KHALEEJ OVERSEAS** with a power of Attorney to carry in the recruitment of Nepalese manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test, sign, cancel, renew and execute foreign necessary documents, to arrangement passports for visa endorsement from respective embassies and to make arrange for workers passage to the county of employment. On behalf of employer, on the terms and conditions lead by employer and in accordance with the immigration laws, rules and regulations of Nepal in force from time to time and do all other acts arising there from or incident there to, Power of Attorney must be duly endorsed by the Ministry of Foreign Affairs and Chamber of Commerce. If required, attested by the Nepalese Embassy existing in the country of employment.

### 3 • SERVICE AGREEMENT

To start with, the employer and **DAR AL KHALEEJ OVERSEAS** should execute an Employment Agreement between themselves stating fully and precisely the terms and conditions regarding demand and supply of manpower from Nepal. This agreement must be signed by both parties towards acceptance of stated terms to execution of the recruitment procedure and this agreement should be duly endorsed by chamber of commerce.

### 4 • Employment Contract

The employer will issue Specimen of Employment Contract, showing salaries and other amenities including food, accommodation, medical facilities, insurance, air passage, contract of period, working hours, OT facilities and other benefits as per labor law in respect of concern country. This contract must be signed by the principal one side leaving other side blank to be signed by the selected worker and this agreement should be duly endorsed by chamber of commerce.

### 5 • Guarantee Letter from Employer

Finally, The employer will issue a letter assuring the worker recruited by them will be employed only in their company and country. Further confirming by them that all workers employed by Nepal not be deployed at any other company and country during their contracting period which both of them promised in the terms of demand paper & special attorney. This letter must be signed and stamped by employer and finally must be attested from Nepal Embassy from concern country and this agreement should be duly endorsed by chamber of commerce.



# Job Categories

## List of Nepalese Workforce Supply

### Administration, Sales & Marketing



- ◆ *Managers*
- ◆ *Supervisors*
- ◆ *Administration Manager*
- ◆ *Office Manager*
- ◆ *Computer Programmers*
- ◆ *Procurement Officers*
- ◆ *Data Entry Operators*
- ◆ *Secretary*
- ◆ *Accountant*
- ◆ *Salesman (Indoor & Outdoors)*
- ◆ *Asst. Salesman*
- ◆ *Store - Keepers*
- ◆ *Clerk*



### Construction & Heavy Equipment



- ◆ *Civil Engineer*
- ◆ *Civil Foreman*
- ◆ *Land Surveyor*
- ◆ *Quantity Surveyor*
- ◆ *Architects*
- ◆ *Accountant*
- ◆ *Secretary*
- ◆ *Clerk*
- ◆ *Time Keeper*
- ◆ *Camp Boss*
- ◆ *Heavy Equipment Operator (Crane, Poclairn, Shovel, Dozer Fork Lift etc.)*
- ◆ *Petrol & Diesel Mechanic*
- ◆ *Welder (Gas & Arch)*
- ◆ *Mechanic*
- ◆ *Heavy Driver*
- ◆ *Light Driver*
- ◆ *Shuttering Carpenter*
- ◆ *Finishing Carpenter*
- ◆ *Mason (Tiles & Marble)*
- ◆ *Mason (Block & Plaster)*
- ◆ *Building Electrician*
- ◆ *Building Painter*
- ◆ *Steel Fixer*
- ◆ *Plumber*
- ◆ *Construction Labor*



### Petrol Pump

- ◆ *Accountant*
- ◆ *Mechanic*
- ◆ *Petrol Pump Helper*
- ◆ *Cleaners*
- ◆ *Security Guards*
- ◆ *Cashier*



# Job Categories

## List of Nepalese Workforce Supply

### Factory (Electronic, Hand Gloves, Plastic, Packaging & Food Stuff etc.)

- *Managers*
- *Supervisors*
- *Secretary*
- *Accountants*
- *Cashiers*
- *Receptionists*
- *Salesman (Indoor & Outdoor)*
- *Loaders (Labour)*
- *Drivers*
- *Security Guards*
- *Helper / Production Operators*



### Hotels, Caterings & Services

- *Catering Managers*
- *Catering Supervisors*
- *House-Keeping Managers*
- *House-Keeping Supervisors*
- *Lobby Managers*
- *Guest Relation Officers*
- *Receptionists*
- *House-Keepers*
- *Chef*
- *Cooks (Continental)*
- *Bakers*
- *Room Boys*
- *Bell Boys*
- *Kitchen Boys*
- *Laundry Men*
- *Waiters*
- *Security Guards*
- *Cleaners & Helpers*



### Mechanical Works & Painting Scaffolding

- *Denter*
- *Spray Painter*
- *Radiator Technician*
- *A/C & Refrigerator Mechanic*
- *Scaffolder*
- *Sand Blaster*
- *Cable Jointer*



### Transportation

- *Heavy Driver*
- *Light Driver*
- *Heavy Equipment Operator*
- *Trailer Driver*
- *Mechanic*
- *Mechanic Helper*



# Clients' List

قنبر دويداغ  
Qanbar Dywidag

DOUBLE TREE  
BY HILTON  
هيل تري من هيلتون - الرياض  
الروح بسواكه الأستيل

SAC



أبرالكو  
ABRALCO

عكل  
AKEL



GALVATEC®

المهاودة  
Mahawda

ARC

ALRAJHI  
الراجحي



بسم الله الرحمن الرحيم  
العزبية  
al-ozia



AL-JEDAEI EST.  
For House Hold in Wholesale



بودل  
Hotels &  
Hotel Suites

الدانوب  
Danube



دار الأمانة  
DAM  
DAR AL AKIFA

DAR  
ALSWAIMEL



شركة ذرة النقل للتعبئة  
DARAT AL NAHL TRANSPORT EST.

Johnny's



# Clients' List



# Company Certificate



# Company Certificate



09 August, 2007

As per the decision dated 07 May, 2007 made by the annual General Meeting, the name of the company has been fixed as: "Dar Al Khathej Overseas Manpower Consultant Pvt. Ltd." on condition to be borne all the movable and immovable properties and the tax liabilities generated in the name of former company, by the changed company.

.....Sd.....  
Officer Seal

His Majesty's Government  
Ministry of Industry, Commerce and Supplies  
**Office of the Company Registrar**

**Private Limited No.: 31428**

**CERTIFICATE**

This Certificate is provided to **M/s Kapil International Private Limited** registered on 2061/07/19 B.S. (04 November, 2004 A.D.) in accordance with Private Limited Company Act, 2013 B.S. (1996 A.D.).

Date: 04 November, 2004 A.D.      ..Sd...  
Acting Registrar

1. Main objective of company: As mentioned in the memorandum of Association.
2. Authorized Capital Re: 50,00,000/- (Fifty Lakhs)
3. Issued Capital Rs.: 30,00,000.00 (Thirty Lakhs)
4. Name of the Firm: Promoter:      Address: Nalma-6, Lamjung
  - a) Binulia Gurung

**Conditions:** Incorporation of company itself not been deemed as a permission granted for implementation of the objective of the company, the company should operate the business after getting approval as per the prevailing laws from concerned authority in order to implement the objectives.



.....Sd.....  
Officer Seal



His Majesty's Government  
Ministry of Labor and Transport Management  
**Department of Foreign Labor Employment**

Officer Seal

**LICENSE**

License No.: 557/062/63

This License has been issued to **KAPIL INTERNATIONAL PRIVATE LIMITED**, subjected to operate the foreign employment business under consideration to abide the Foreign Employment Act, 2042 B.S. (1985 A. D.) and Regulation 2056 B.S. (1999 A.D.).

**License Issuing Authority's:**  
**Name:** Dipendra Bikram Thapa  
**Designation:** Director General  
**Signature:** Sd.  
**Date:** 23 September, 2005 AD

The company name has been changed as a Dar Al Khathej Overseas Manpower Consultant Private Limited according to the letter of Office of the Company Registrar, bearing a dispatch no. 374, dated 20 August, 2007. The record has been maintained accordingly by the decision of Department dated on 27 August, 2007.

.....Sd.....  
03 September, 2007



.....Sd.....  
Officer Seal

# About Nepal

Nepal is a land-locked country. In the North lies China (Tibet) and the rest of the country borders India. From East to West, the country can be divided into three parts; high mountains (the Himalayas - Mt Everest) in the North, mountainous region in the middle and Terai (plains) in the South. Until 1950, the country was closed to outside world, resulting the 'underdeveloped country' status.

This geo-political situation has necessitated Nepalese people to maintain their livelihood by sheer repetitive hard work, diligence, dignity and self-respect for physical work. The British had recognized these unique traits of Nepalese (known as Gurkhas all over the world) and therefore had been using Gurkhas as their most trusted soldiers for nearly two hundred years.

It is only recently that an increasing number of employers from Gulf countries, South East Asia, African countries and a host of other countries have shown interest in hiring Nepalese workers. Most of them have shifted their attention concerning hiring of expatriate workers from a number of their original labour supply countries to Nepal. This change is due to the following main reasons: Nepalese workers are renowned for their hard work, loyalty, and high sense of responsibility and discipline.

Nepalese workers are experienced in working in adverse climatic conditions. Nepalese workers are peace loving and extremely loyal to their employers and devoted to their duties.

The employers do get the advantage of wider choice due to availability of skilled, semi-skilled and unskilled workers almost in all fields and vocation who are readily available for immediate placement.

Nepalese workers are comparatively more cost effective and their hiring cost is lower compared to other Labour exporting countries. Nepal is situated very close to the Labour importing countries and linked by air with almost all the major cities of the world. Procedures and formalities for recruiting Nepalese workers for overseas employment are simple.



**Capital** : Kathmandu  
**Population** : 26,620,809 (2011 census)  
**Location** : Southern Asia, between China and India  
**Coordinates** : 28°00'N 84°00'E  
**Area** : Total: 147,181 sq km  
Water: 4,000 sq km  
Land: 143,181 sq km

**Land boundaries** : total: 2,926 km Border countries : China 1,236 km, India 1,690 km  
**Climate** : varies from cool summers and severe winters in north to subtropical summers and mild winters in south

**Elevation Extremes** : lowest point: Kanchan Kalan 70 m, highest point: Sagarmatha (Mount Everest) 8,848 m

**Natural Resources** : quartz, water, timber, hydropower, scenic beauty, small deposits of lignite, copper, cobalt, iron ore

**Natural Hazards** : severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons

**Environment current issues**: deforestation (overuse of wood for fuel and lack of alternatives); contaminated water (with human and animal wastes, agricultural runoff, and industrial effluents); wildlife conservation; vehicular emissions

**Geography - note** : landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest - the world's tallest - on the border with China



# ***DAR AL KHALEEJ***

## ***OVERSEAS MANPOWER CONSULTANT***

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Kathmandu, Nepal



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