



National Manpower Bureau

Pakistan's First ISO Certified Manpower Export Company

Company Profile



Visit us at:

www.nmb.com.pk

OEPL # MPD/1018/LHR/91



A message by the Chairman...

Overseas employees are one of the most important features in national economic development and Government of Pakistan has never neglected this aspect. The radical and revolutionary policies of the government are a vital proof of it. The facilities and the steps that government is providing for manpower export are really praiseworthy.

Other than the government, the main helping force behind this export is the Honorable Ambassadors and the High Commissioners of the countries which need Pakistani manpower. It is only because of their valuable help and efforts that from the receipt of the demand letter from our valuable clients till the departure of required persons we face no difficulty. Their respective embassies and the officials are always available for the smooth visa processing.



We, the National Manpower Bureau, were established 14 years back and work like a team to enjoy and avail all the facilities provided by the Government of Pakistan and the Foreign Embassies. At National Manpower Bureau, we are all expert and experienced personnel to deal with the manpower export affairs. That is why National Manpower Bureau has been achieving the national Award for the best manpower firm of the country for the last three years. And all it was possible just because of our team ... a team that is dedicated for providing the best to its clients and manpower.

National Manpower Bureau is the only manpower export firm of Pakistan having ISO 9001:2000 Certificate, that shows its managerial worth and systems.

We don't believe in statuesque, the horizon of manpower export is limitless and we are heading to its acme.

Regards,

ZULIFIQAR ALI KHAN

Chairman NMB



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About Us

National Manpower Bureau is the leading manpower supply agency of Pakistan, whose services are trusted and admired throughout the country and beyond borders also.

Since its establishment, 15 years ago, National Manpower Bureau has proved itself a leader and trendsetter of manpower export all over the world. The graphs of its success are not showing a slow takeoff; rather it has tremendous achievements in this field. The data and facts prove us the best and the largest manpower export company approved by the Government of Pakistan so far in Pakistan.

Our venture of the human resources export is covering vast area that goes across the seas. We are the company having successful operations of manpower export more than any other firm in the country. These operations were managed with numerous international firms based in Korea, Saudi Arabia, UAE, Qatar, Kuwait and Malaysia.

The Management

National Manpower Bureau consists of Administrative, Executives, Consultants, Specialists and expert Engineers are always available to assist you to achieve your needs and compliment your manpower needs.

Our success is largely due to our core of dynamic professionals. Through their expertise and proficiency in their relevant fields, the company has been able to gain a broader view of its client's needs and objectives. The member of the staff attaches due consideration to economic and cultural realities and always thrives to handle any sort of placement jobs in their earnest. In this way National Manpower Bureau lends credibility to its commitment.



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Our Achievements

National Manpower Bureau is successful in achieving this acme of trust and fame only because of its team; a team that is always bridging the gaps between the Principals and the Manpower. The team is rightly able to claim itself the best available in the field of manpower export in Pakistan.



Best Overseas Employment Promoter (1995-97)

Awarded by:

The Bureau of Emigration & Overseas Employment, Ministry of Labour, Manpower & Overseas Pakistanis, Govt. of Pakistan.



Certificate of Merit (1998-99)

Awarded by:

The Bureau of Emigration & Overseas Employment, Ministry of Labour, Manpower & Overseas Pakistanis, Govt. of Pakistan.



National Award (1998-99)

Awarded by:

The Federal Minister,
Ministry of Labour, Manpower & Overseas Pakistanis,
Govt. of Pakistan.

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Services

The services of National Manpower Bureau include the highest level of professionalism. We take care at the best from receiving the demand letter from the clients till the completion of agreement. We advertise to find the suitable persons according to the demand. The CVs are collected and sorted out by our experts, who have hands on knowledge of dealing this type of activities.

Our services have been recognized by the Government of Pakistan which declared it the best manpower export agency for the last ten years. This heroic achievement owes to the only one purpose-built office in Pakistan, where all operations are carried out under one roof. Our Major services include:

- **Overseas Manpower Export**
- **Skill evaluation & Training**
- **Manpower Export Consultancy**

Whether you need them for construction, operation, Maintenance of buildings, Roads, Camps, Airports, Hospital Centers, Power Generation Plants, Refineries, Factories and Industrial Operations. Etc.

Whatever varied your needs, we have honor to offer you our services to select the required manpower according to the required standards. We have the scope of processing and dispatching more than five hundred persons including engineers, Paramedical Staff, technical and non-technical persons at once.

Our Vision

NMB has dedicated to uphold the principles of Integrity, Quality Service, Industry, Creativity and Professionalism for our Clients, our Staff, and our Community. Our Mission is to provide Employment Service which benefits both the employer and the employee and to be a Staffing Agency which is reliable, honest and committed.

We see ourselves as being a premier global Human Resource Staffing Solutions Provider. We have created a bridge for the rest of the world for a borderless search and placement business model where candidates can be sourced and placed wherever the best employee-employer match be found, worldwide.



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Recruitment Procedure

Permission from Proctor:

On receipt of your requirement, we seek permission from Protector of Emigrants to avoid every possible in discrepancy.

Advertisement:

Following this, we advertise nationwide using press media, electronic media and internet. For this purpose, we have appointed M/s Companion Advertising & Marketing.

Interviews & Tests:

We short list the applicants and issue calls for interviews and trade tests. We carry out trade tests at our own trade test centers which are fully equipped with latest machinery and the relevant accessories. If our Principals desire we include them or their representatives in the interview panel. The trade tests are conducted under the invigilation of technical expertise.

Introduction to working conditions:

In order to update the personnel about working conditions, rules and regulations, climate, law and jurisdiction of the country, we arrange exclusive and special sessions for the candidates. Lectures and important notes are delivered and information is offered through our audio-visual library.

Medical test and inoculation:

Changing climate and geographical conditions around the world demand for constant health vigilance. We carry out strict medical checkup at laboratories, hospitals and medical centers approved by the concerned country. After clearance, inoculation is carried out. These preventive measures ensure maximum health and safety assurance by our manpower bureau.

Visa Stamping:

We are entirely responsible for the Visa stamping process till the collection of the passport from the Embassy. This is one of the many fool-proof steps aimed at restricting any type of mishap of fake documentation.



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Recruitment Procedure

Registration:

The registration of the selected personnel with the Protector of Emigrants is our responsibility. Our staff and representatives work dedicatedly with a spirit of national service and they are our pride assets.

Reservation & Ticketing:

We have congenial links with PIA, Saudi Arabian Airlines, Gulf Air and other leading airlines. In fact, we are always in a better position to offer our services to our workers by faster, accurate and prompt reservations and in-time dispatch with a professional touch.

Follow-ups:

National Manpower Bureau keeps a constant track record through database of the exported manpower. We are always at hand to help. We are at the service of our countrymen. If at all through sheer bad luck, if any of the workers is deported, turns defaulter or is engaged in any controversy with our Principals, we never isolate or desert him at any cost. It is by all means a part of our job and duty to see that he gets maximum relief/help and we do our best to compensate him.



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Visa Procedure

The Government has laid down certain rules under immigration Act 1979 for manpower recruitment on behalf of Overseas Employers. We would require the following documents to proceed with.

Document Description:

- Ammar Tehsil (VISASLIP)
- Sponsor's ID card
- Ruksa Fathe Mahal of the recruitment office in KSA
- Sajal_Tijari REGISTRATION WITH CHAMBER OF COMMERCE
- SPA in favor of MSR by the client in Saudi Arabia or any other country duly attested by Chamber or Commerce and Ministry of Foreign Affairs.

On receipt of these documents, NMB obtains permission from the Protector Office, and then places advertisement in newspapers and would refer to its database to find the most suitable candidates.

The resumes are sorted out by our experts. If the employer prefers to interview the candidates through his own representative, we makes arrangement for it.

After the final selection, all formalities regarding trade tests, medical examination, approval from Protector of Immigrants, visas stamping for Saudi Consulate, insurance, air tickets are processed for the selected candidates.



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Our HR Approach

At NMB, at the time of selection as well as before the departure of the candidate, we take special care in explaining the details of the nature of the particular candidate's job and responsibility. These details include the salary, benefits, working hours, working conditions, and the overall work environment. We also explain to each and every worker the laws prevailing in the particular Country the worker is being deployed to, and also how to maintain a cordial work environment at all times, explaining to them how that in turn would benefit them as well as the Company in the long run.

Requisitions

Power of Attorney

We need Power of Attorney as per printed specimen, from the employer appointing us as their Recruiting Agent in Pakistan to carry our emigration formalities, endorsement of visa from the relevant Consulate, and clearing from Protector of Emigrants, Govt. of Pakistan. This document should be attested by the Ministry of Foreign Affairs/Chamber of Commerce Embassy of Pakistan of the concerned country.

Demand Letter

We also need Demand Letter, for the recruitment of required personnel giving their jobs description, number of personnel to be recruited and Terms & Conditions of employment, as per specimen.

Letter to Consulate

This letter should be addressed to the respective Consulate, duly attested by the ministry of foreign affairs of the concerned country.

Visa Slip

Visa Slip in original or photocopy or E-Number of visa.

Photocopy of Company Commercial Registration

(CR/& Identity Card of the Employer for Saudi Arabia only)



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