



AL-SOFI GROUP

MANPOWER CONSULTANTS

Overseas Employment Promoters

Profile





Government of Pakistan

Ministry of Overseas Pakistanis & Human Resource Development
Bureau of Emigration & Overseas Employment

Overseas Employment Promoter's Licence Renewal

[Not – Transferable see rules 7 and 9(1)]

Licence No 4156 / RWP issued on 30/01/2017
authorizing Mr/Miss/Mrs Muhammad Naeem Khan
of Messers Al-Sofi Group Manpower Consultants



Whose photograph is affixed above, authorising him/her to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the emigration Rules, 1979, is hereby renewed for the period 01/01/2024 to 31/12/2026

Islamabad, 29/12/2023
Dated the

Director General
Bureau of Emigration & Overseas Employment
Ministry of Overseas Pakistanis & Human Resource Development
Government of Pakistan

Instructions and Conditions

1. The licensee shall carry this licence on his person whenever engaged in any work under Emigration Ordinance, 1979, and the rules made thereunder and shall produce it on demand by a bonafide person including the emigrants' employers in foreign countries and any official of the Government of Pakistan in Pakistan or abroad.

2. Any licensee who causes, or assists in, the emigration of any person in contravention of the provisions of the Emigration Ordinance, 1979, or the rules made thereunder, shall be punishable in accordance with the law.

3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more the following measures:-

- (i) Suspension of licence;
- (ii) Cancellation of licence;
- (iii) Forfeiture of security money in part or full; and
- (iv) Prosecution in a court of law under the said Ordinance and the Rules.



Introduction

We, Al-Sofi Group are pleased to introduce ourselves as the most prominent professional, reliable and manpower requirement consultants in Pakistan. Our office was established in 2017 with the objective of providing efficient and clean manpower consultancy services to its clients. It is approved by the Ministry of Labor, Government of Pakistan, vide Registration No.OP&HRD/4156/RWP/2017

M/S AL-Sofi Group is entitled to deploy limitless number of personnel. Since beginning Al-Sofi has kept its place among the leading overseas agencies.

We have a track record of recruiting thousand of management professional, technical and non technical personnel, skilled, semi skilled and un-skilled workers for our valuable clients in the Gulf and other Middle East Countries. We cater to the requirements of a variety of organizations engaged in multifarious activities, industry, manufacturing units, petrochemical projects, cleaning/maintenance, construction, electromechanical, IT services, health & hospitality sector etc. Our credentials are well established and we are known for deploying the Right personnel for the Right job.

We have been exerting non ceasing efforts to maintain the efficiency of our services to suit client's requirement. Our whole setup consists of untiring young personnel, who are at the helm of rendering the best of present generation services.

Our frontier presents the business community with innovative ideas and new approaches to face the challenging market. We are true solutions to all your problems with our active combined resources; we have great potential to tackle the most complex of all problems.



The Best Training You Can Get

Our prime goal is to provide innovative consultancy of Human Resource Development focusing on Pakistani talent with a broad vision of Authority and Responsibility towards the productivity and effective operation management.

While speed, dependability, reliability and efficiency are our utmost priority, Principal Satisfaction is our ultimate goal. We leave no stone unturned in our efforts to satisfy our principals. It is our strong belief that good business relations and the friendship of our clientele is roof of our prosperity.

We maintain very cordial relations with Airlines, Travel Agents, Government Authorities and Foreign Diplomatic Missions to achieve our aims. All this goes a long way towards gaining client's satisfaction. We do not purge records of any candidate after he/she is selected. They remain part of our history for future reference.



Manpower Recruitment/Data Bank

Our department of Employer Relation and Overseas Representatives are always in contact with the clients with their upcoming demands. We regularly advertise throughout Pakistan in leading newspaper and maintain a comprehensive data bank. Also, we have tied up with leading online job portals through which we have thousands of shortlisted candidate's data base for all skilled, highly skilled and highly qualified personnel whatever varied by our valuable client. We have honor to offer our services to select the required manpower according to the required standards.

Every candidate skill is evaluated, assessed, interviewed, screened for the trade, skill talent, knowledge experience, work output and behavior either by your team of experts or by us. We use reputed engineering/catering/technical/professional institutes for trade testing. Besides the expert executive selection panel, we have our own trade testing/skill evaluation facility at your disposal supervised by professional. We use the latest selection techniques and most modern methods of manpower mobilization.

Departments

- Department of Employer Relation
- Department of Protocol
- Department of Advertisement/CVs Collection
- Department of Interview/Trade Test/Online Interview
- Department of Medical Examination/Health Council Test Registration
- Department of Visa Processing/Attestation
- Department of Protector of Emigrants
- Department of Air Ticketing



Categories For Recruitment

- Engineers/Architectures/Draftsman/Estimator/Surveyor category
- Electrical
- Mechanical Category
- Heavy Equipment Category
- Ductman/Insulators/Fabricators/Welders
- Power/Oil & Gas/Water Treatment/Petrochemical Plant/Agricultural/ Category
- Medical/Para Medical/Veterinary Staff
- Administration/Hotel Management/Services
- Security Guards
- Information Technology
- Industry Workers
- Drivers & Operators
- Cleaning/Maintenance Workers
- Safety Engineers/Officer
- Construction workers; skilled/semi-skilled & un-skilled labors.



Costs



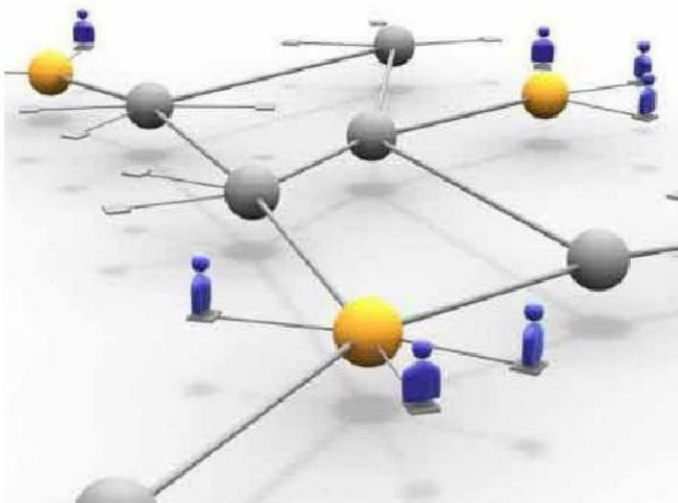
Quality Speed Results



GCC Client List

UAE

- 1- UNITED MANAGEMENT RECRUITMENT ABU DHABI UAE.
- 2- AVERDA WASTE MANAGEMENT LLC AL-AIN UAE.
- 3- PRIME SECURITY SERVICES DUBAI UAE





الفارسي العالمية ش.م.م.

AL FARSI INTERNATIONAL L.L.C

Date : 23rd October 2018

Al Sofi Group Manpower Consultants.,
NA 159, Satellite Town,
7th Road,
Rawalpindi, Pakistan.

OP & HRD/4156/RWP/2017

DEMAND LETTER

We hereby authorize, to Al Sofi Group Manpower Consultants recruit the following categories of PAKISTANI Nationals on our behalf to carry out employment for our projects in the OMAN under terms and conditions as set forth hereunder.

Sl.No:	Categories	No. of Required	Salary (Oman Rial)
1.	Mason All Rounder *	1	130 + 20
2.	Electrical Foreman *	1	300
3.	Shuttering carpenter cum Helper	15	120 + 20
4.	Steel Fitter cum Helper	15	120 + 20
5.	Electrician cum Plumber	7	120 + 20
6.	Mason (Block work & Plaster)	14	120 + 20
7.	Tiles Manson	10	120 + 20
8.	Hotel Receptionist	1	120 + 20
9.	Civil Foreman	2	200
10.	Gardener *	2	80 + 20
11.	Quantity Surveyor	1	250

The following terms of services shall be included in the contract:

- | | |
|------------------------------|---------------------------------------|
| 12. Period of Employment | : 2 Years |
| 13. Place of Employment | : Sultanate of Oman |
| 14. Probation Period | : 06 Months |
| 15. Working Hours per day | : 10 Hours (8 Hrs. + 2 Hrs.) |
| 16. Terms & Conditions | |
| Accommodation | : Provided by the Company. |
| 17. Transport | : Provided by the Company |
| 18. Medical Benefits | : As per Sultanate of Oman Labour Law |
| 19. Leave Benefits and other | : As per Sultanate of Oman Labour law |

ب.ن. ١/٧٣٦٣٧٠، ص.ب: ٥٦، الرمز البريدي: ١٣٣، الخوير سلطنة عمان. هاتف: ٢٤٤٧٥٥٧٦، ٢٤٤٧٩٦٨٩، فاكس: ٢٤٤٨٤٧٥٥
CR. No: 1/736370, P.O. BOX: 56 POSTAL CODE: 133 Al Khuwair Sultanate of Oman, Tel: 24475576, 24479689, Fax: 24484755





الاتحاد الإداري للتوظيف
UNITED MANAGEMENT
RECRUITMENT

M/S. AL-SOFI GROUP
MANPOWER CONSULTANT
ISLAMABAD, PAKISTAN.

DATE: 07 August 2017

Handwritten signature
Dy No. 2014/2017-CNA
13/8/2017

DEMAND LETTER

Dear Sir,

We authorize our agents M/S. Al-Sofi Group Manpower Consultant, Islamabad, Pakistan. License No. OP&HRD/4156/RWP/2017 valid up to 31/12/2019 to recruit the following personnel for our company from Pakistan as per details given below:

SR.	CATEGORY	NO.	SALARY(AED /Month)
1	SKILLED CIVIL PERSONEL	125	900
2	UNSKILLED LABOUR	125	800
TOTAL: 250			

1.	Period of Employment	:	2 years
2.	Place of Employment	:	U.A.E
3.	Trial Period	:	6 months
4.	Working Hours	:	8 hours(+2 hours overtime)
5.	Accommodation	:	Provided
6.	Transport	:	Provided
7.	Free food or food allowance provision	:	Yes.
8.	Air Ticket from and to when joining And upon return	:	Yes
9.	Condition for the termination of Employment & final settlement	:	As per U.A.E laws
10.	Medical benefits	:	As per U.A.E laws
11.	Leave benefits	:	As per U.A.E laws
12.	Provision in regard to renewal of Contract	:	As per U.A.E laws
13.	Occupational safety provisions	:	As per U.A.E laws
14.	Security provisions including Compensation for injury and death only.	:	As per U.A.E laws
15.	Mode of settlement of disputes	:	As per U.A.E laws
16.	Provision in regard to disposal and	:	



Transportation of dead body of Emigrant: In Case of death of the worker, the company / employer shall dispatch the mortal remains of the deceased emigrants to his her native place at the it's his own expenses and shall settle all dues of the worker (s), in coordination with the Indian Mission.

الاتحاد الإداري للتوظيف
UNITED MANAGEMENT RECRUITMENT
P.O.Box: 27427
Abu Dhabi, U.A.E.
ص.ب: ٢٧٤٢٧
أبو ظبي - ع.ا.م.

Handwritten signature: Fareeha Khan
Community Welfare Attaché
Embassy of Pakistan
Abu Dhabi, U.A.E
Tel: +971 2 645 9000
Fax: +971 2 645 9001
P.O.Box: 27 4 27 (Abu Dhabi) | ٢٧٤٢٧
الإمارات العربية المتحدة
United Arab Emirates





الاتحاد الإداري للتوظيف
UNITED MANAGEMENT
recruitment

OTHER JOB REQUIREMENTS

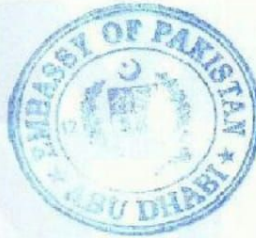
- IF THE PROSPECTIVE EMPLOYEES ARE IDLE BECAUSE OF TEMPORARY SITE CLOSURE, OR PROVEN TO BE SICK BY MEDICAL REPORT ONLY BASIC SALARY WILL BE PAID
- IF THE PROSPECTIVE EMPLOYEES ARE ABSENT FROM THEIR JOB ASSIGNMENTS OR REFUSE TO WORK OR DECLINE JOB DUTIES NO SALARY WILL BE PAID WHATSOEVER
- SELECTED EMPLOYEES MUST BE BETWEEN 18 AND 40 YEARS OLD, WELL BUILT AND HAVE GOOD COMMUNICATION SKILLS
- SELECTED CHARGEHANDS MUST HAVE PERFECT KNOWLEDGE OF ENGLISH LANGUAGE AND MUST HAVE THE STRENGTH, THE APPEARANCE AND THE ABILITY TO LEAD A GROUP OF 30 PEOPLE.
- SR SUPERVISORS MUST BE OF DIPLOMA HOLDER WITH PROVEN SITE EXPERIENCE AND ABILITIES

For M/S UNITED MANAGEMENT RECRUITMENT

My No. 2014/2017-CHA
13/8/2017

(AUTHORISED SIGNATURE)

(Signature)



(Signature)
Farzeen Khan
Community Welfare Attache
Embassy of Pakistan
Abu Dhabi, UAE

13/8/2017

الاتحاد الإداري للتوظيف
UNITED MANAGEMENT RECRUITMENT
P.O.Box: 27427
Abu Dhabi, U.A.E.
ص.ب: ٢٧٤٢٧
أبوظبي - ع.م.

تلفون: +971 2 645 9090 (971) ٢ ٦٤٥ ٩٠٩٠
فاكس: +971 2 645 9091 (971) ٢ ٦٤٥ ٩٠٩١
ص.ب: ٢٧٤٢٧ (Abu Dhabi) ٢٧٤٢٧
الإمارات العربية المتحدة United Arab Emirates





Al Ain
Al Ain industrial zone,
Al Azeer sector,
Plot No. 5, 3rd street,
P.O. Box 87234
Al Ain, UAE
E: alain@averda.com
T: +971 3 7220086
F: +971 3 7215354

22JUN 2017

M/S AL-SOFI GROUP MANPOWER CONSULTANTS
H.NO NA-169, SATELLITE TOWN, 7TH ROAD,
RAWALPINDI, PAKISTAN.

Dear Sir,

Demand Letter

We request you to recruit the following suitable personnel for our company as per the details given below:

Sr. No	Category	Nos	Total Salary
1	Cleaner	50	AED 850.00

Terms & Conditions:

1. Basic Salary : As mentioned above
2. Profession : As mentioned above
3. Contract Period : 2 years (Renewable)
4. Place of employment : U.A.E
5. Working Hours : 8 hours per day/6 days a week
6. Over Time : As per U.A.E Labour Law
7. Accommodation : Provided by the company
9. Transportation : Provided by the company
10. Air Ticket : Joining and Return air ticket provided every two Years provided by the company
11. All other benefits : As per U.A.E Labour Law
12. Medical and Insurance : As per UAE Labour Law

Yours sincerely,

For M/s. Averda Waste Management LLC - Branch 1

Ahmed Hegazi Suliman Abueid
Government Affairs Manager



AVERDA WASTE MANAGEMENT LLC - BRANCH 1 - Commercial Reg. No: 1181839-1



Prime

Security Services

P . S . S .



AL-SOFI GROUP MANPOWER CONSULTANTS
LIC # OP&HRD/4156/RWP/2017
H.no Na-159, Satellite Town, 7th Road,
Rawalpindi, Pakistan.

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly recruit the following Security Guard for our company M/s Prime Security Services in Dubai, United Arab Emirates immediately.

SI	Trade	Quantity	Basic Salary + Overtime	Daily Duty Hours
1	Security Guard	25	Basic Aed 1,400/- Overtime Aed 400/-	09 hours duty + 3 hours OT/6 Days in a week

CANDIDATE MUST BE FLUENT IN ENGLISH LANGUAGE, SMART, TALL & SOUND BODY

Terms & Conditions:

- | | |
|----------------------------------|------------------------------------|
| 1) Place of Employment | : United Arab Emirates only |
| 2) Period of Employment | : 2 Years (Renewable) |
| 3) Daily Working Hours | : 12 hours duty including overtime |
| 4) Probationary Period | : 3 Months |
| 5) Local Transportation | : Provided by the company |
| 6) Medical | : Provided by the company |
| 7) Furnished Accommodation | : Provided by the company |
| 8) Food | : Not provided by the Company |
| 9) Gratuity & Leave Benefits | : As per UAE Labor Law |
| 10) All Other Terms & Conditions | : As per UAE Labor Law |

Sincerely Yours,

For and on behalf of M/s Prime Security Services, Dubai

MOHAMMED ABU RABIE
General Manager/ Est. Owner



Prime

Tel.: +971 4 4274011, Fax: +971 4 4274005, P.O.Box: 119196
The Citadel Tower Business Bay, 3rd Floor, Office 310, Dubai-U.A.E



Al-Sofi Group Manpower Consultants
Lic # OP&HRD/4156/RWP/2017
Na-159, 7th Road,
Satellite Town, Rawalpindi, Pakistan

DEMAND LETTER

Dear Sir,

We are pleased to place a Demand Letter to recruit the following category of manpower under the following terms and conditions for M/s , UAE.

Sl.N O	Name of the trade	Number of position	Monthly Salary (RO)
1			

Other Terms and Benefits:

1. Place of Employment : UAE
2. Period of Contract : As mentioned above
3. Contract Period : 2 (Two) Years
4. Probation Period : 3 (Three) months
5. Working Hours : 8 hours per day 6 days a w
6. Accommodation : Provided by the company
7. Resident Permit Cost : Provided by the company
8. Visa Medical test, Emirates ID Cost : Provided by the company

The individual employment contracts will be signed after obtaining the employment visa only,

Yours Sincerely,

For M/s. UAE





AL-SOFI GROUP MANPOWER CONSULTANTS

Overseas Employment Promoters

Lic # OP&HRD/4156/RWP/2017

Ph: 051-2716191, +923455194206, +923115194206
+923313077779

Email: sardarmnaeem24@gmail.com, alsofirwp@gmail.com

Address: Al-Mustafa Plaza, 2nd floor, Office#12, 6th Rd, rwp