

# Company Profile



## M/S AFEEF INTERNATIONAL

Member of : Bangladesh Association of International  
Recruiting Agencies (BAIRA)

Govt. Approved Recruiting License (RL-1721)

✉ internationalafeef@gmail.com  [www.afeefjobs.com](http://www.afeefjobs.com)  
✉ info@afeefjobs.com



## Why Choose Us?

**Government Approved:** We are a trusted, government-approved agency (RL No-1721) with years of experience in manpower recruitment.

**Extensive Industry Expertise:** We specialize in recruiting skilled, semi-skilled, and non-skilled professionals for key industries like construction, hospitality, healthcare, and manufacturing.

**Global Reach:** Our services cater to international markets, with a focus on the Middle East, including Saudi Arabia, Dubai, Kuwait, Oman, Qatar, and Malaysia, Singapore, Europe, Japan, Bahrain, Libiya, Iraq, Azerbaijan, Kyrgyzstan, Kazakhstan, Uzbekistan, etc.

**Diverse Workforce:** We provide a wide range of professionals, including construction workers, drivers, electricians, nurses, cleaners, and more, tailored to meet specific job requirements.

**Quality Assurance:** Our rigorous selection process ensures that only qualified and reliable candidates are chosen, delivering high standards in every role.

**Personalized Solutions:** We offer customized recruitment services, ensuring that our clients receive the right talent to meet their unique business needs efficiently.

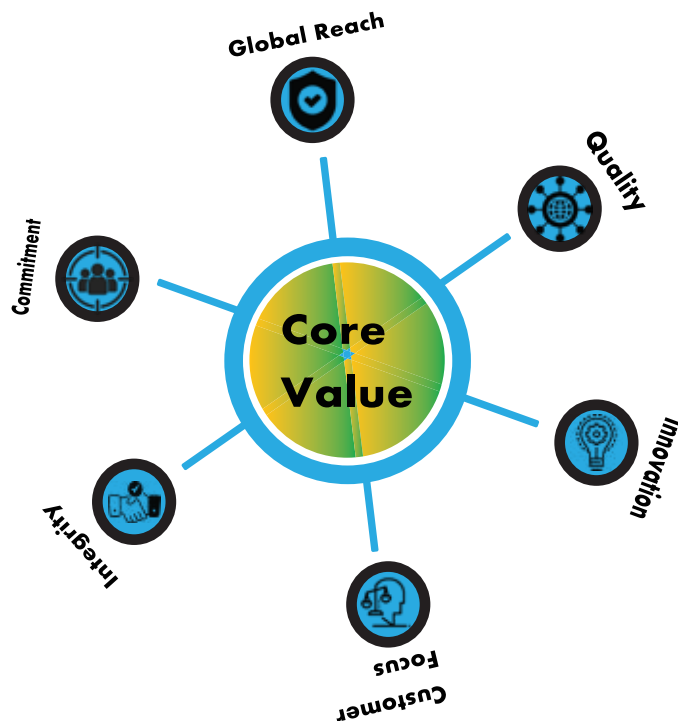
**travelpro Twenty Four :** Our sister concern, travelpro , enhances our offerings with air ticketing, package tour planning, and visit visa processing, providing added convenience for travel and visa needs.



To be the leading manpower recruiting agency in Bangladesh, recognized globally for delivering reliable and skilled workforce solutions, contributing to the success of businesses and individuals worldwide.



- To provide top-quality manpower recruitment services across various industries, ensuring the right talent meets global employer demands.
- To expand our global footprint by continuously improving our services and enhancing client satisfaction.
- To support individuals in achieving their career goals by connecting them with the best international opportunities.
- To offer seamless travel and visa services through our sister concern, Fast Fly, making global job placement more accessible.





## Message From **Proprietor**

**Mr. Md. Jashim Uddin**, Proprietor-**Afeef International** Is The Visionary Of The Unique Venture That Focused To Conduct Wellbeing To The Grassroots Of Poor Peoples, Thereby Contribute To The Sustained Development On Human Resources To Development Of The Country'S Economy. His Philosophy Is " To Develop The Country, Should Require To Developing First The Mass People With The Welfare Services".

We are delighted to introduce **M/S. Afeef International** which is a trusted and faithful name in the field of Manpower and Human resources supply to abroad. The company runs an efficient network the country and capable of recruiting and unlimited work personal to fulfill the requirement of our valuable Overseas Employer of world labour market. Bangladesh is surplus Manpower Country that is in search of exporting its Manpower to other countries. Bangladesh has earned a reputation and good name & fame of producing workers who are very dedicated, loyal, honest and hard working and able to get the satisfaction of Overseas Employer in their work field We are capable to fulfill the requirments of Skilled, Semi-Skilled and Un-Skilled workers for present world labour Market within soonest time that is required by any Employer.

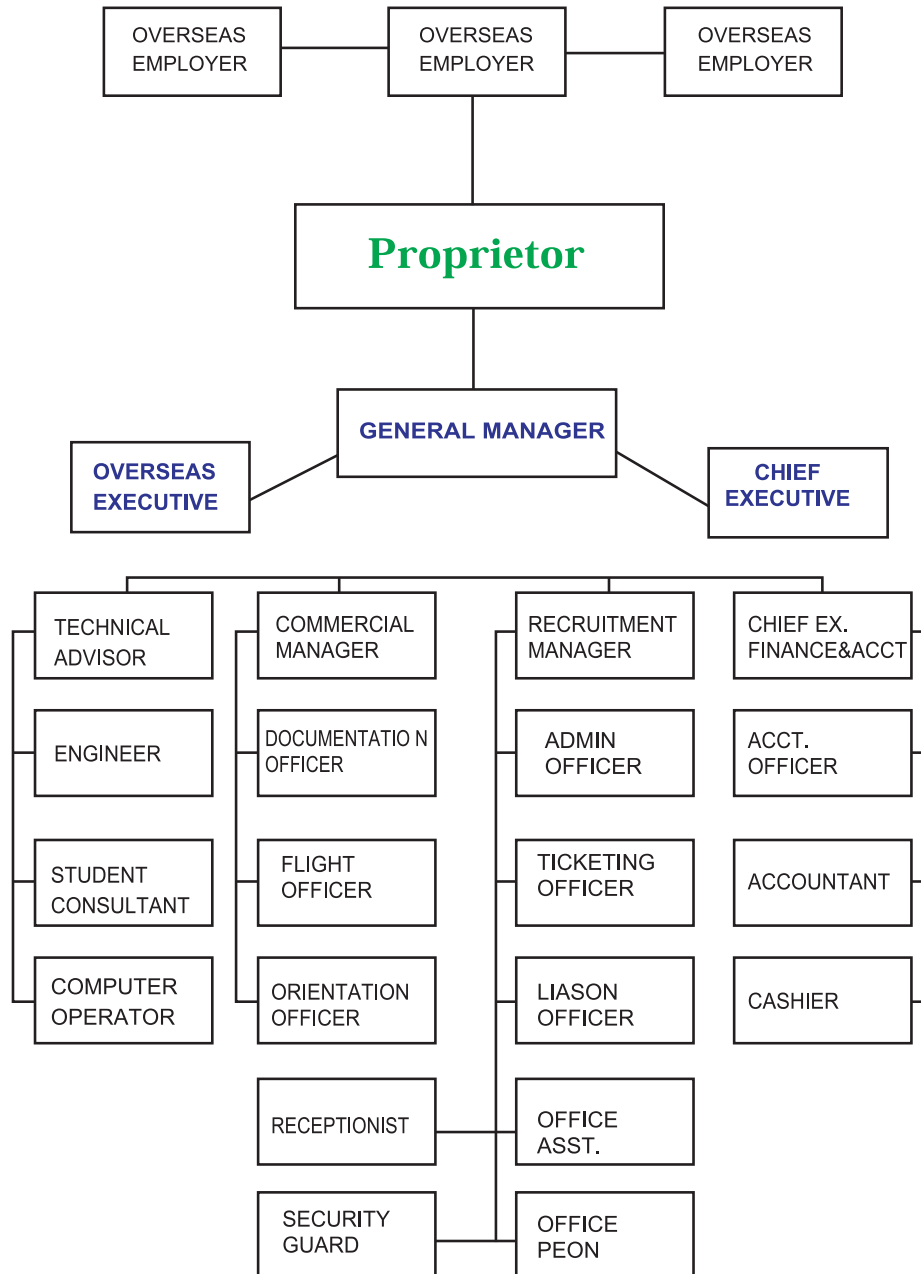
So, we hope you will find **M/S. Afeef International** as the best Recruiting Agent in Bangladesh wherever you need a qualified and experience work force for your project. It will be highly appreciated if you please let us have an opportunity to establish a Business Relationship in future. We are very cordially inviting you to see our capability of serve you by supplying Manpower from Bangladesh.

With thanks

A handwritten signature in black ink that reads "Jashim Uddin". The signature is written in a cursive, flowing style.

Md. Jashim Uddin  
Proprietor

## Organizational Matrix



The Company managed by a team of professional manpower experts headed by proprietor of the company. Presently the strength of the employees on the company is over 25 to handle the manpower placement jobs alone.

After receipt of the formal demand order form the overseas principals the proprietor himself monitor and allocate the job to the respective managers/ Officers of the company. The proprietor also responsible for procurement of jobs form the overseas employment and report to them directly the day to day job development

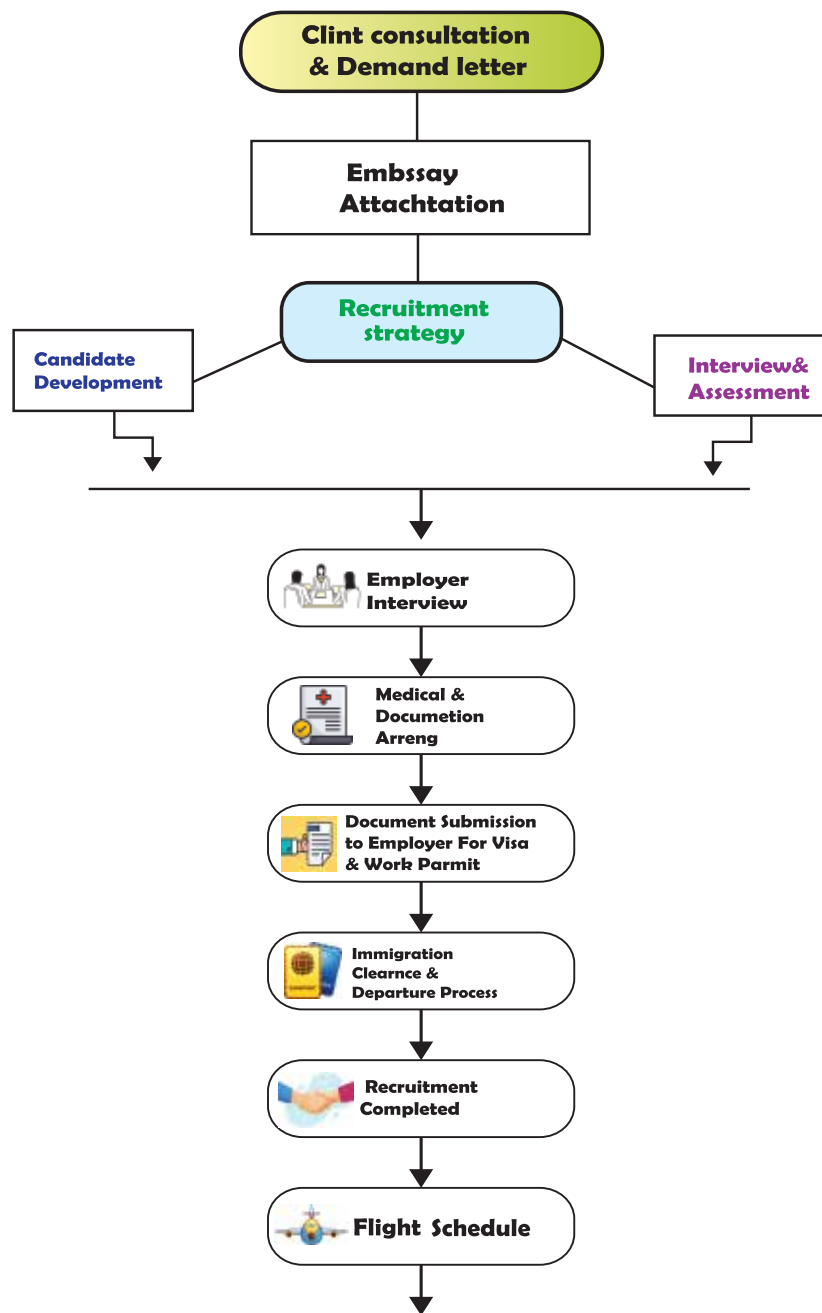
It only takes a moment with vision to discover a more productive use of your time.

## RECRUITMENT PROCESS STEPS



Overseas employers and recruiters are advised to contact the nearest Bangladesh Consulate or Embassy to understand the procedure for recruiting Bangladeshi manpower. The Labour Wing of the Consulate or Embassy will supply the necessary documents that must be completed by the overseas employer before the recruitment process can proceed

The key steps involved are \_\_\_\_\_

### Overseas



# Company Licence

<p>২৭৪০      ২      ২৭৪০                  Licence Number : RD/ 1721</p> <p>Name of the Agency : <b>M/S. AFEEF INTERNATIONAL</b></p> <p>Business Address : <b>43, NAYA PALTAN 5TH FLOOR DHAKA-1000</b></p> <p>Name of the Proprietor/ <b>MD. JASHIM UDDIN</b></p> <p>Managing Partner/ <b>VILL - PANUR PO - MOHANGANJ</b></p> <p>Managing Director <b>P.S. - MOHANGANJ DIST - NETRAKONA</b></p> <p>with Permanent Address : .....</p>	<p>3</p> <p>RL- ২৭৪০ 1721</p> <p>Specimen Signature</p>  <p>Section 9 of the Overseas Employment &amp; Migrant Act-2013</p>  <p>This licence is issued under Section 10 of the Emigration Ordinance, 1982 to carry on the business of a recruiting agency. The licence is not transferable nor it shall be used directly or indirectly by any person other than the person in whose favour it is issued.</p> <p>The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.</p> <p><i>Sk. Rabque Islam</i>                  Director General                  Bureau of Manpower, Employment and Training                  Government of the People's Republic of Bangladesh.</p> <p>Dated, Dhaka                  The 17 day of 10, 2019</p>
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<p>২৭৪০      ৪      ২৭৪০                  RL- 1721</p> <p>The licence is valid upto</p> <p><b>16.10.2022</b></p> <p><i>17.10.2019</i></p> <p><b>M Atiqur Rahman</b>                  Deputy Secretary                  Director (Employment)                  Bureau of Manpower, Employment &amp; Training                  Govt. Republic of Bangladesh.</p>	<p>5      ২৭৪০                  RL- 1721</p> <p><b>RENEWAL</b></p> <p><b>16 OCT 2025</b></p> <p>Licence Renewed up to.....</p> <p><i>02/10/2024</i></p> <p><b>Mir Khairul Alam</b>                  Joint Secretary                  Additional Director General (Employment)                  Bureau of Manpower, Employment and Training                  Govt. of the People's Republic of Bangladesh</p>
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# Company Licence



**Member of : Bangladesh Association of International Recruiting Agencies (BAIRA)**



M/S AFEEF INTERNATIONAL



# Company Licence



## BANGLADESH AT A GLANCE

### Geographic Location

Latitude : Between 20.34 and 26.38 north  
Longitude : Between 8.01 and 92.41 east.

### Boundaries

North : India  
South : Bay of Bengal  
West : India  
East : India and Myanmar

Year of Independence : 1971  
Area Approximately : 147,570 sq.km  
Total population (Yr.2019): 163.5 million  
Life Expectancy at Birth (2019) : 65 years  
Religious wise %  
Muslim : 87%  
Hindu : 11%  
Buddhist, Christian : 1%  
Tribal : 1%

### Capital

Dhaka (area) : 520 sq.Km  
Population : 10 million

### Main Seasons

Winter : November to February  
Summer : March to June  
Monsoon : July to October

### Climate

Winter : Average temperature max. 29c(84F), min.11c(52F) low humidity, low rainfall.  
Summer : Average temperature max. 34.5C(94F), Min, 21C(70F) and 90%-95% humidity.

### Language Religion

Bangla but English is widely spoken in the capital and larger towns. The state religion is Islam however there is freedom of worship and there is communal harmony among different faiths.

**Type of Government** : Parliamentary Democracy  
**Time** : GMT+6

**Principal exports** : Ready-made garments, textiles, fertilizers, leather and leather goods, jute, products, tea hides and skins, newsprint, fishshrimp, frogs legs and cards.

**Annual Real Growth Rate of GDP (Year 2010):** 5.7%

GNP Per Capita (Year 2010) US\$ 360

**Literacy** About 35%



## Educational & Technical Institution in Bangladesh

### Universities

General (Govt.) : 16  
General(Non-Govt.) : 27  
Engineering : 1  
Agriculture : 1  
Islamic : 1  
Open University : 1

### Post Graduate Institutions

Medical : 1  
General(Govt.& Non Govt.) : 28

### Collages

General : 2119  
Engineering : 4  
Medical : 17  
Teacher's Training : 10  
Agricultural : 3  
Law : 42

### Technical Institutions

Polytechnics : 20  
Graphic Arts : 20  
Textile : 4  
Ceramic : 2  
Leather : 3  
Commercial : 6  
Agriculture : 3  
Survey Institute : 10  
Other Vocational Institute : 57



## WHY BANGLADESH IS A TREASURE OF MANPOWER

Bangladesh offers a substantial manpower reserve-skilled, semi-skilled, unskilled, educated and otherwise. The ability of youthful, inexpressive, training and easily trainable labour force permits production at a comparatively low cost, owing to inabequate employment opportunity in the country, a large number of professionals, technical and other middle and low skilled workers trained from different universities, colleges, Polytechnics and technical training centers are readily availbale for employment in the industrial sector.

- A notable characteristic of the new entrance to the labour market is that most of them are educated, at least up to the lowre secondary level. They can, therefore, be easily trained in new techniques and skills. Employers have found Bangladesh workers highly adaptable, productive resourceful and quick to acquire new skills and competitive.
- Bangladesh is situated in close proximity to mid-Eastern countries, It takes about 5 hours flying time form Dhaka to any cities in the mid-eastern countries. Traffic cost is relatively cheaper on an average. one-way air ticket should not cost a worker a sum exceeding US \$ 400 for any destination to and Gulf States.
- Being a tropical country, our workers are used to work in a hot climate,
- Being a Muslim country, each and every worker is fully aware of the custom, tradition and religious aspects of the host countries,

Almost all Bangladeshi workers are capable of reading Arabic. and can also communicate very easily in arabic. In addition, often Bangladeshis also do speak English. Thus communication, which in an integral part of employer-employee relationship, becomes easier and realistic.





## WHY BANGLADESH IS A TREASURE OF MANPOWER

- Over the years, through their hard work and loyalty they built up an outstanding image that may not be attainable by others.
- Bangladesh Government, thanks to their pragmatic and timely decision, considering the present depressed economic conditions prevailing in the mid eastern countries, has significantly reduced the minimum standard wages of the Bangladeshi workers for placement abroad.
- Government has set up Multipurpose Vocational Training Institutes at every district. Even, to cope with present demand, with the active support of the Government a large number of vocational Training Institute were set up in the private Sector. These Institutes impart the necessary foundation/orientation course, theoretical and practical training helping works to raise their skills and as such adapting them to the needs of the overseas employers.
- As a result of the all out efforts on the part of Bangladesh Government, various agencies Involved in the exercise, willful force and dedication of the Bangladeshi work force towards their job, the whole hearted support by the Government of various brotherly Mid-Eastern Countries and the active support and co-operation of the overseas employes- the seedling has already started bearing fruits, While the overseas employment position in other countries including Philippines, Pakistan, India, Indonesia, Thailand and Srilanka has started declining, thanks to Almighty, we are achieving a faster and steady growth in this arena and the same has also resulted in the manifold increases in the remittance of the wage-earners from abroad. Bangladesh has now over 2 million working in various countries of which little over 45% alone is in Middle Eastern countries. At this juncture, on country is fortunate to have such a big number working abroad and it will be continue for at least next decade.



## *RECRUITING PROCEDURE AND IT'S MODUS OPERANDI*

### *Document Required form the Principal*

- The principal will formally issue Demand Letter in favor of **M/s. Afeef International** in which should clearly be stated job categories, number of workers required category-wise, monthly salaries, name of currency, period of contract, working hours 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 and finally attested by the Bangladesh Embassy existing in the country of employment.
- **Power of Attorney**

The principal will furnish **M/s. Afeef International** with a power of attorney duly it to carry on the recruitment of Bangladesh manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test sign all necessary documents and employment contract required by the laws of Bangladesh to arrange for passport and for visa endorsement form the respective embassied and to make arrangement for the workers passage to the country of employment.

This power of Attorney must be duly endorsed by the ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Bangladesh Embassy existing in the country of employment.
- **Service Agreement / Employment Agreement**

To start with, the Principal and **M/s. Afeef International** should execute an Employment agreement between themselves stating fully and precisely the terms and conditions regarding demand and supply of manpower form Bangladesh. This. agreement must be signed by both parties towards acceptance of stated terms to execution of the recruitment procedure. This agreement must be attested by the Bangladesh Embassy.
- **Specimen of Employment Contract**

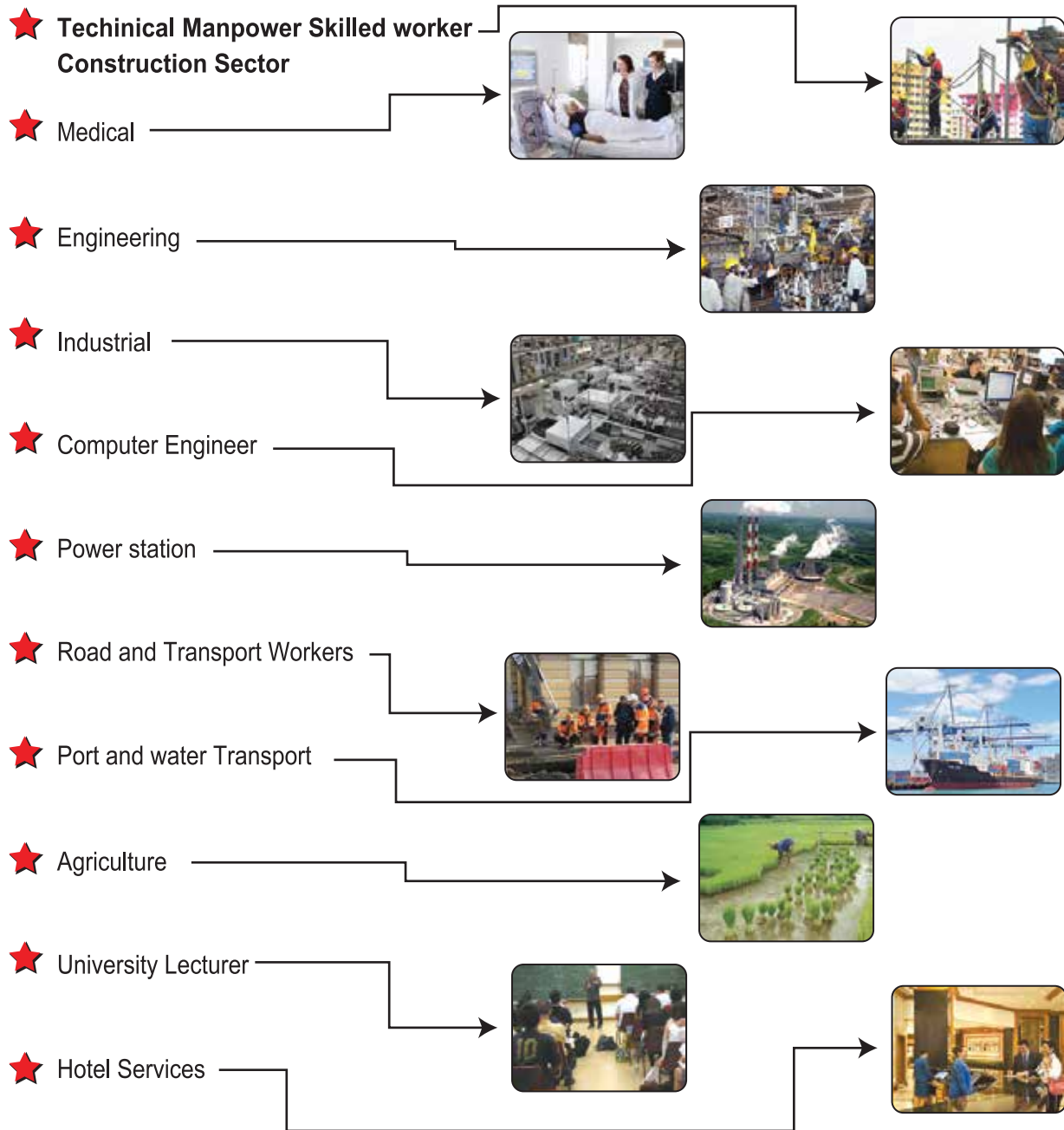
The principal will issue Specimen of Employment Contract, showing salaries and other amenities including food, accommodation, medical facilities, insurance, air passage etc. This contract must be signed by the principal one side leaving other side blank to be signed by the selected worker.
- **Assurance Letter**

The principal will issue a letter assuring the worker by them will be employed only in their company and country . this letter must be attested by the Bangladesh Emsassy.
- **Letter of Authority**

The principal will issue letter of authority in favour of **M/s. Afeef International** addressed to the Consulate General of the concerned embassies, Intimation them that the **M/s. Afeef International** is their appointed and bonafide manpower recruiting agent fully authorised to deal with all visa matters, submission and delivery, with the said Embassy, mentioning the visa number and the date of issue etc. in the Latter.



# Resource of Manpower



## Miscellaneous Manpower

Qualified Photographer, Printer, Printing Technician, Musical Entertainer, Tailors, Sewing Operators, Hair Dresser, Shoe Maker, House Keeper, Cleaners and all Types of Semi-Skilled and un-Skilled workers are available for Employment abroad.

## Visa Advise and Other Documents

The Visa Advice, Entry Permit and NOC, also duly endorsed and attested as stated above, should reach concerned embassy, a photocopy of which should Simultaneously reach **M/s. Afeef International** for its presentation to the respective embassy and doing the needful.

## Procedure

After obtaining above documents from the principal **M/s. Afeef International** will present such documents at the Ministry of Labour and Manpower in Bangladesh for their approval and advertisement will be published in Newspaper of approved demand.

Bio-data will be collected, an interview and trade test will be conducted by the principal.

All the selected candidates will be sent to the Government approval and Licenced Medical center for diagnose in AIDS, T.B., infection and other disease.

All the medically fit candidats's Bio-data, photo along with original medical report will be forwarded to the principal by the **M/s. Afeef International**

The principal will apply those required documents for use at the concred government authority of their respective country and forward/fax visa to the **M/s. Afeef International** once it is out.

**M/s. Afeef International** will book a seat on respective ariline and inform flight schedule to the workers as well as to the principal accordingly.

After obtaining visa from the principal **M/s. Afeef International** will present all the documents at the Labour Ministry (if required will endores visa in the passprot form the concerned embassy of the respective country in Bangladesh for their final approval)

**M/s. Afeef International** will give orientation to the workers detaily and depart worker to this country of employment as per flight schedule.

The principal / employer will received the workers for the airport of their respective countries for onwards pacement of their job as per Demand Letter and Employment Contract.

## Guarantee to the employer

We would always stand guarantee as regards the work force we are mobilizing, If any worker is not found up to the standard during the probation period, we shall always make the replacement free of any charges.

We never consider our business and ultimate relationship with our principal on a single deal basic. Our objective is to have a sustained growth record and with this end in view, post deployment follow-ups are always made as a part of our continuing commitment of services to our clients. We assure you that our search for excellence will never die out.

At **M/s. Afeef International** we make things happen. We would never consider "SUCCESS" is our ultimate goal, which, on the contrary, is regarded as a bi-product. We attach priorities to the relative parameters-cost, quality, time, optimal quantity, reliablity and service.

We have a belief that no task is bigger than the will force of **M/s. Afeef International** Manpower No task is small for them and no deadline is impossible to accomplish.

# Jobs Catagories

## **Agriculture Group :**

Agricultural Specialists  
 Agricultural Economists  
 Agricultural Chemists  
 Agronomists  
 Botanists  
 Field Overseers  
 Horticulturists  
 Plant Pathologists  
 Projects Managers  
 Deputy Project Managers  
 Quality Supervisor  
 Landscape Supervisors  
 Irrigation Supervisors  
 Pump Operators  
 Soil scientists  
 Gradeners.  
 Agricultural Labourers  
 Farmers

## **Construction :**

Architects  
 Civil Engineers  
 Maintenance Engineers  
 Brick Layers  
 Building Painters  
 Bulldozer Operators  
 Carpenters  
 Construction Labourers  
 Dumper Drivers  
 Electrical Wirement  
 Electricians  
 Engine Drivers  
 Fitters  
 Fork Lift Operator  
 Manson  
 Manson Helper  
 Pipe Fitters  
 Plumbers  
 Riggers  
 Steel Fixers/Rod Binders Turners  
 Welders

## **Engineering Group :**

Automobile Engineers  
 Civil Engineers  
 Computer Engineers  
 Diesel Engineers  
 Electrical Engineers  
 Electrician Engineers  
 Hydraulic Engineers  
 Marine Engineers  
 Maintenance Engineers  
 Meteorological Engineers  
 Mining Engineers  
 Mechanical Engineers  
 Naval Engineers  
 Petroleum engineers  
 Shipbuilding Engineers  
 Sound Control Engineers  
 Telecommunication Engineers

## **Hotel/Catering Service :**

Accountants  
 Front Officer/Personnel  
 Manager  
 Receptionists  
 Room Boys  
 Stewards  
 Waiters  
 Cooks/Assistant Cooks  
 Pastry Makers  
 Chefs / Demi-Chefs

## **Industrial / Factory Group :**

Assistant Managers  
 Drivers  
 Electrical Engineers  
 Electricians  
 Electronic Engineers  
 Foremen/Supervisors  
 General Workers  
 Mechanical Engineers Mechanics  
 Painters  
 Public Relation Officers  
 Production Managers  
 Receptionists Secretaries  
 Telephone Operatprs  
 Welder

## **Technicians:**

Air-condition Mechanics  
 Auto Mechanics  
 Boiler Mechanics  
 Building Painters  
 Cabinet Makers  
 Fiber Glass Mechanics  
 Diesel Mechanics Carpenters  
 Cable Jointers  
 Draftsmen  
 Electricians  
 Electrical wiremen  
 Electronic Workers  
 Engine Drivers  
 Fitters  
 Garment Workers  
 Masons  
 Microwave Technicians  
 Petrol Mechanics  
 Plumbers  
 Refrigerator Mechanics  
 Riggers/Rod Binders  
 Steel Fixers

## **Management Group :**

Advisors  
 Executive Officers  
 Liaison Officers  
 Managers  
 Public Relation Officers  
 Quality Control Executives  
 Welfare Officers

## **General Group :**

Accountants Clerical Staff/ Typists  
 Librarians  
 Manager Admin / Finance  
 Municipal. Hospital and office  
 Cleaners  
 Office Managers  
 Office Peons  
 Personnel Assistants  
 Private Secretaries  
 Production Managers  
 Receptionists  
 Secretaries  
 Security offers  
 Security Guards Stenographers/  
 Sten typists

## **Rode Transport :**

Automobile Engineers  
 Auto Electricians  
 Denters  
 Diesel Mechanics  
 Engine Filters  
 Heavy Vehicle Drivers  
 Labourers  
 Petrol Mechanics  
 Surveyors  
 Television Mechanics  
 Textile Workers  
 Tractor Mechanics  
 Welders  
 Wireless Mechanics  
 Wireless Operators

## **Front Officer Personnel :**

Manager  
 Receptionists  
 Room Boys  
 Stewards  
 Waiters  
 Cooks/Assistant Cooks  
 Pastry Makers  
 Chefs / Demi-Chefs

## **Medical Group :**

Medical Specialists  
 Heart Specialists  
 E.N.T. Specialists  
 Eye Specialists  
 Veterinary Specialists  
 M.B.B.S. Specialists  
 Medical Salesmen  
 Phannacists  
 Nurses  
 Hospital Cleaners  
 Ward Boys

# Training Academy



Precast Kerb & Drain Lying



Timber Formwork



Timber Doors



Ducting Installation for Room & Ventilation



Timber Flooring Installation



Structural Steel Fittings



Tiling



## Offering for Training Construction Sector

- |   |                                    |                                |
|---|------------------------------------|--------------------------------|
| 1. Alluminium Formwork                    | 14. Joinery                        | 25. Suspended ceiling          |
| 2. Bricklaying                            | 15. Lift Installation              | Installation (Fibrous Plastic) |
| 3. Borde Piling/ Driven Pile Operation    | 16. Plastering                     | 26. System Formwork            |
| 4. Cladding Installation                  | 17. Plastic Formwork               | 27. Thermal Installation       |
| 5. Curtain Wall Installation              | 18. Pipe fitting                   | (Pipework)                     |
| 6. Door & Window Installation (Aluminium) | 19. Precast Kerb and Drain Laying  | 28. Timber Formwork            |
| 7. Door & Window Installation (Timber)    | 20. Precast Concrete               | 29. Timber Flooring            |
| 8. Ducting Installation for               | Componnt Erection                  | 30. Tiling                     |
| Aircon & Ventilation                      | 21. Plumbing & Pipefitting         | 31. Welding                    |
| 9. Electrical Wiring Installation         | 22. Steel Reinforcement            | 32. Waterproofing              |
| 10. Fire Sprinkler Installation           | 23. Structural Steel Fitting       | 33. Rebar Work (SR)            |
| 11. Gas Pipefitting                       | 24. Suspended ceiling Installation |                                |
| 12. Glazing                               | (Acoustical)                       |                                |
| 13. Interior Drywall Installation         |                                    |                                |



## Major Countries for Manpower Export from Bangladesh

*Japan*



*China*



*Combdia*



*Kingdom of Saudi Arabia*



*United Arab Emirates*



*State of Qatar*

*Republic of Iraq*



*Malaysia*



*Great Socialist Peoples Libyan Arab Jamahiriya*



*Singapore*

*South Korea*



*State of Kuwait*



*Sultanate of Oman*



*State of Bahrain*





## Our Training Center

# AFEF TECHNICAL TRAINING CENTER



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Doshaed Bazar, Ashulia, Saver, Dhaka-1340

Mobile : +88 01717-827716

+88 01312 934012

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🌐 [www.afeefjobs.com](http://www.afeefjobs.com)



## Our Sister Concern



# M/S. Afeef International

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## Afeef Technical Training Center TravelPro Twenty Four

IATA Code No. : 42341283

### Our Service For Travels & Tours :

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- এয়ার টিকেটিং
- ভ্রমণ ভিসা
- হোটেল বুকিং
- ভিজিট ভিসা
- ট্রান্সপোর্টেশন

#### আমরা ভ্রমণ ও ভিজিট ভিসা করে থাকি :

দুবাই, মিশর, তুরস্ক, মরক্কো, নেপাল, ভূটান, মালদ্বীপ, শ্রীলংকা, কম্বোডিয়া, মায়ানমার, ফিলিপাইন, মালয়েশিয়া, সিঙ্গাপুর, থাইল্যান্ড, ইন্দোনেশিয়া  
ইন্ডিয়া :-

(শিমলা+মানালী) শিলং (দার্জিলিং-সিকিম-লাদাখ), কোলকাতা

(গোয়া-মুম্বাই-কেরালা) ভূ-স্বর্গ কাশ্মির (দিল্লি-আত্রা-আজমির)

#### ইউরোপ :-

তুর্কী, মরক্কো, অস্ট্রেলিয়া, লন্ডন, রাশিয়া, সুইজারল্যান্ড, ফ্রান্স

## Service Means

- Quality
- Speciality
- Efficiency &
- Promptness

**A** Advance  
**F** Future  
**E** Effective  
**E** Excellence  
**F** Forward

*We Believe and Committed*



আফীফ ইন্টারন্যাশনাল  
RL: 1721  
ট্রাভেলস্টো টুয়েন্টি ফোর  
IATA Code No. : 42341283

RL No. 1721



**M/S AFEEF INTERNATIONAL**

Govt. Approved Recruiting License (RL-1721)

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