Company Profile





Member of : Bangladesh Association of International Recruiting Agencies (BAIRA)
Govt. Approved Recruiting License (RL-1721)

internationalafeef@gmail.com www.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 reliablecandidates are chosen, delivering high standards in every role.

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

travelpro Twently Four: Our sister concern, travelpro, enhances our offerings with air ticketing, packagetour planning, and visitvisa processing, providing added convenience for travel and visa needs.

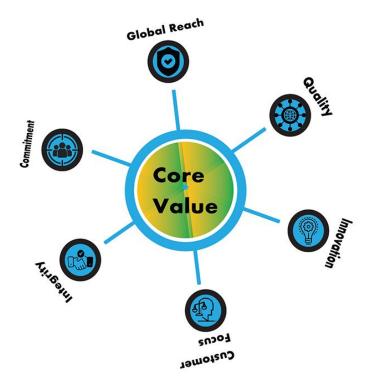




To be the leading manpower recruiting agency in Bangladesh, recognized globally for delivering reliable and skilled workforce solutions, contributing to the success of businesses and individuals worldwide.



- 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.







MessageFrom **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 Sustaned 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 effcient 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 requirements of Skilled, Semi-Skilled and Un-Skilled workers for present world labour Market within soonest time that is required by any Employer.

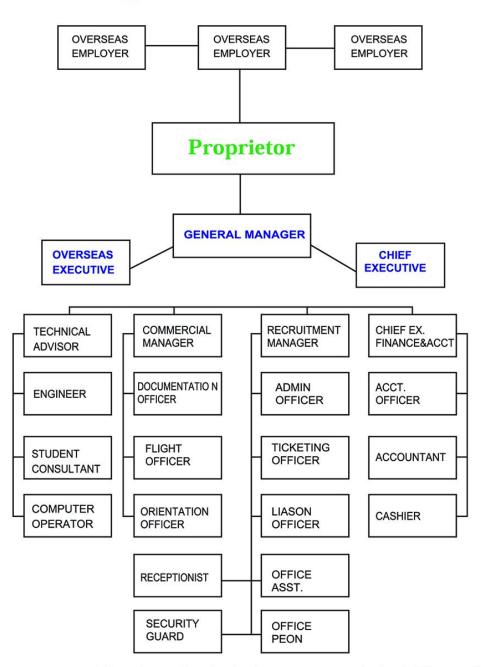
So, we hope you will find M/S. Afeef International as the best Recruiting Agent in Bangladesh wherever you need a qualified and experience work force for your project. It will be highly appreciated if you please let us have an opportunity to establish a Business Relationship in future. We are very cordially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

With thanks

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.



RECRUINMENT 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 **Clint consultation** & Demand letter Embssay **Attachtation** Recruitment strategy Candidate Interview& Development Assessment Employer Interview Medical & Documetion Arreng **Document Submission** to Employer For Visa & Work Parmit Immigration Clearnce & Departure Process Recruitment Completed Flight Schedule

05



Company Licence

3980 2 2740 Licence Number: RD 1721

Name of the Agency: M/S, AFEFF

INTERNATIONAL

Business Address: 43 NAYA PALTAN

5TH FLOOR DHAKA - 1000

Name of the Proprietor/ MD. JASHIM UDDIN

Managing Partner/

VILL - PANUR

PO-MOHAN GANT Managing Director

PS-MOHANGANT

DIST-NETRAKONA with Permanent Address :....

2980 RL. 1721

Specimen Signature

Section 9 of the Overseas

Employment & Migrath Act-2013

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 or indirec by any person other than the person in whose favour

The Government reserves the right to cancel or to suspend the licence arany time without assigning any reason.

Sk. Kabgut

Director General

Bureau of Manpower, Employment and Training

Government of the People's Republic of Bangladesh.

Dated, Dhaka

The 17 day of 10 200 2019

2980 02740 2980 RL= 1721 1721 RENEWAL The licence is valid upto 1 6 OCT 2025 Licence Renewed up to..... 16.10.2022 17.10.2019 M Atigur Rahman Mir Khairul Alam Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training
Govt. Republic of Bangladesh. Joint Secretary
Additional Director General (Employment)
Bureau of Manpower Employment and Training
Govt. of the People's Republic of Bangladesh



Company Licence

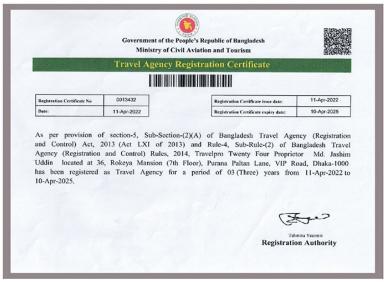


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Company Licence









BANGLADESH AT A GLANCE

Geographic Location

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

Boundaries

North : India

South : Bay of Bengal

West : India

East : India and Myanmar

Year of Independeance : 1971

Area Approximately : 147,570 sq.km Total population (Yr.2019): 163.5 million Life Expectancy at Birth (2019): 65 years

Religious wise %

87% Muslim Hindu :11% Buddhist, Christian :1% Tribal :1%

Capital

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

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 railfall. Summer : Average temperature max. 345C(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 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.) 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 : 17 Medical 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



: 10

Survey Institute

Other Vocational Institute



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 enterance 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 depressd 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 Institutates 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 cooperation 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

Demand Letter

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, facilties, insurance and air passage etc. This demand letter must be duly endorsed by the ministry of Foreign Affairs and Chamber of Commerce and finaly 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 empoyment.

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.

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 isssue 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.



Responsible Business Alliance

AT AFEEF INTERNATIONAL (RL-1721), WE ADHERE TO THE RESPONSIBLE BUSINESS ALLIANCE (RBA) CODE OF CONDUCT, ENSURING ETHICAL, SUSTAINABLE, AND SOCIALLY RESPONSIBLE PRACTICES THROUGHOUT OUR OPERATIONS. WE ARE PROUD TO IMPLEMENT A ZERO-COST LABOR POLICY, GUARANTEEING THAT NO WORKER BEARS RECRUITMENT FEES OR RELATED COSTS, PROMOTING FAIRNESS, TRANSPARENCY, AND DIGNITY FOR ALL. OUR COMMITMENT REFLECTS OUR DEDICATION TO UPHOLDING GLOBAL LABOR STANDARDS AND FOSTERING A POSITIVE IMPACT ON COMMUNITIES AND STAKEHOLDERS.

RBA LABOR POLICY :

- 1. PROHIBITION OF FORCED LABOR
- 2. YOUNG WORKERS & INTERNS
- 3. WORKING HOURS
- 4. WAGES & BENEFITS
- 5. NON-DISCRIMINATION & HUMANE TREATMENT
- 6. SEXUAL DISCRIMINATION
- 7. FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

• ETHICS POLICIES:

- 1. BUSINESS INTEGRITY
- 2. ANTI-BRIBERY, ANTI-CORRUPTION & ANTI-COLLUSION POLICY
- 3. DISCLOSURE OF INFORMATION
- 4. PROTECTION OF INTELLECTUAL PROPERTY
- 5. FAIR BUSINESS, ADVERTISING & COMPETITION POLICY
- 6. PERSONAL DATA PROTECTION POLICY
- 7. PRIVACY POLICY

MANAGEMENT SYSTEM:

- 1. COMPANY COMMITMENT STATEMENT
- 2. ROLES & RESPONSIBILITY STATED IN JOB DESCRIPTION
- 3. TRACKING LOG OF APPLICABLE LAWS, REGULATIONS & STANDARDS
- 4. RISK ASSESSMENT WORKSHEET
- 5. OBJECTIVES
- 6. TRAINING PROCEDURE & RECORDS
- 7. INTERNAL AUDIT PROCEDURE & REPORTS
- 8. CORRECTIVE ACTION PROCEDURE & RECORDS
- 9. SUPPLIER CODE OF CONDUCT ISSUED TO YOUR SUPPLIERS/VENDORS THAT SUPPORT RECRUIT-MENT/MANPOWER 7. PRIVACY POLICY

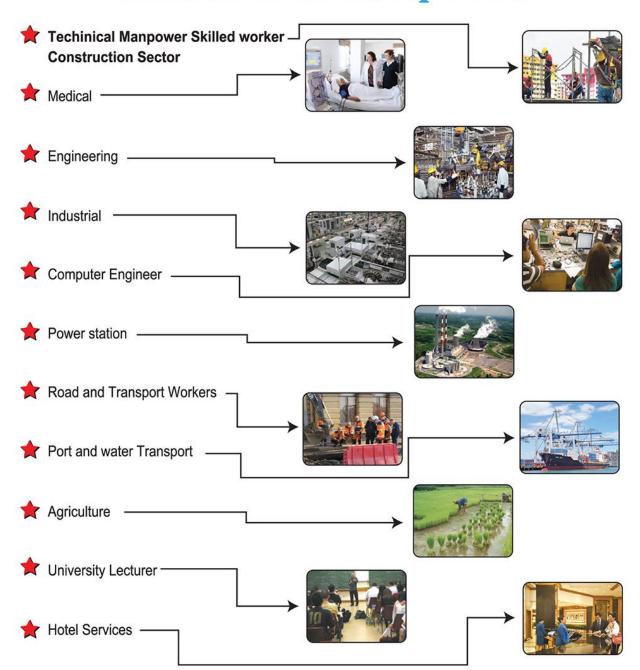
• HEALTH & SAFETY POLICIES:

- 1. OCCUPATIONAL HEALTH & SAFETY
- 2. EMERGENCY RESPONSE & PREPAREDNESS
- 3. OCCUPATIONAL INJURY & ILLNESS
- 4. SANITATION, FOOD & HOUSING (IF THERE IS ACCOM-MODATION GIVEN TO STAFF)
- 5. HEALTH & SAFETY COMMUNICATION (AWARENESS TRAINING RECORDS, SAFETY POSTERS, NO NEED POLICY)

ZERO COST RECRUITMENT POLICY
 EMERGENCY RESPONSE & PREPAREDNESS POLICY
 BUSINESS & ETHICS CODE OF CONDUCT
 (OR GENERAL RBA CODE OF CONDUCT)
 OVERALL RECRUITMENT PROCESS FLOW (ETC.)



Resource of Manpower



Miscellaneours 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 attesed 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 Manpwer 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 concrend 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 paccement 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 mobillizing, 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, reliablility 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

Agriculturel Group:

Agricultural Specialists Agricultural Economists Agricultural Chemists Agronomists

Botanists Field Overseers Horticulturists Plant Pathologiets **Projects Managers Deputy Project Managers**

Qualtity Supervisir Landscape Supervisors Irrigation Supervisors **Pump Operators**

Soil scientists Gradeners.

Agricultural Labourers

Farmers

Construction:

Architects Civil Engineers

Maintenance Engineers

Brick Layers Building Painters Buldozer Operators

Carpenters

Construction Labourers **Dumper Drivers**

Elecrical Wirement Electricians

Engine Drivers Fitters

Fork Lift Operator

Manson Manson Helper Pipe Fitters Plumbers Riggers

Steel Fixers/Rod Binders Tumers

Welders

Engineering Group:

Automobile Engineers Civil Engineers Comouter Engineers **Diesel Engineers Electrical Engineers Electricnic Engineers** Hydraulic Enginners Marine Engineers Maintenance Engineers Meteroclogical Engineers Mining Engineers Mechanical Engineers **Naval Engineers** Pattrolium engineers Shipbulding Engineers Sound Control Engineers

Telecommunication Engineers

Hotel/Catering Service:

Accountants Front OfficerPersonnel

Manager Receptionists Room Boys Stewards Waiters

Cooks/Assistant Cooks Pastry Makers

Chefs / Demi-Chefs

Industrial / Factory Group:

Assistant Managers

Drivers

Electrical Engineers

Flectricians

Electronic Engineers Foremen/Supervisors General Workers

Mechanical Engineers Mechanics

Painters

Public Relation Officers Production Managers Receptionists Secretaries Telephone Operators

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 Machanics

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 Clericla 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/

Stenp typists

Rode Transport:

Automobile Engineers Auto Electricians

Denters

Diesel Mechanics

Engine Filters

Heavy Vehicle Drivers Labourers

Petrol Machanics

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



















Offering for Training Construction Sector

- 1. Alluminium Formwork
- 2. Bricklaying
- 3. Borde Piling/ Driven Pile Operation
- 4. Cladding Installation
- 5. Curtain Wall Instrallation
- 6. Door & Window Instrallation (Aluminium)
- 7. Door & Window Instrallation (Timber)
- 8. Ducting Instrallation for
- Aircon & Ventilation
- 9. Electrical Wiring Instrallation
- 10. Fire Sprinkler Instrallation
- 11. Gas Pipefitting
- 12. Glazing
- 13. Interior Drywall Instrallation

- 14. Joinery
- 15. Lift Instrallation
- 16. Plastering
- 17. Plastic Formwork
- 18. Pipe fitting
- 19. Percast Kerb and Drain Laying
- 20. Percast Concrete
- Componnt Erection
- 21. Plumbing & Pipefitting
- 22. Steel Reinforcement
- 23. Structural Steel Fitting
- 24. Suspended celing Instrallation
- (Acoustical)

- 25. Suspended celing
- Instrallation (Fibrous Flastic)
- 26. System Formwork
- 27. Thermal Instrallation
- (Pipework)
- 28. Tember Formwok
- 29. Timber Flooring
- 30. Tiling
- 31. Welding
- 32. Waterproofig
- 33. Rebar Work (SR)





Major Countries for Manpower Export from Bangladesh

Japan

China

Combodia

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

AFEEF TECHNICAL TRAINING CENTER



Address:

Doshaed Bazar, Ashulia, Saver, Dhaka-1340

Mobile: +88 01717-827716

+88 01312 934012

+88 017172-105066

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