



BUNER

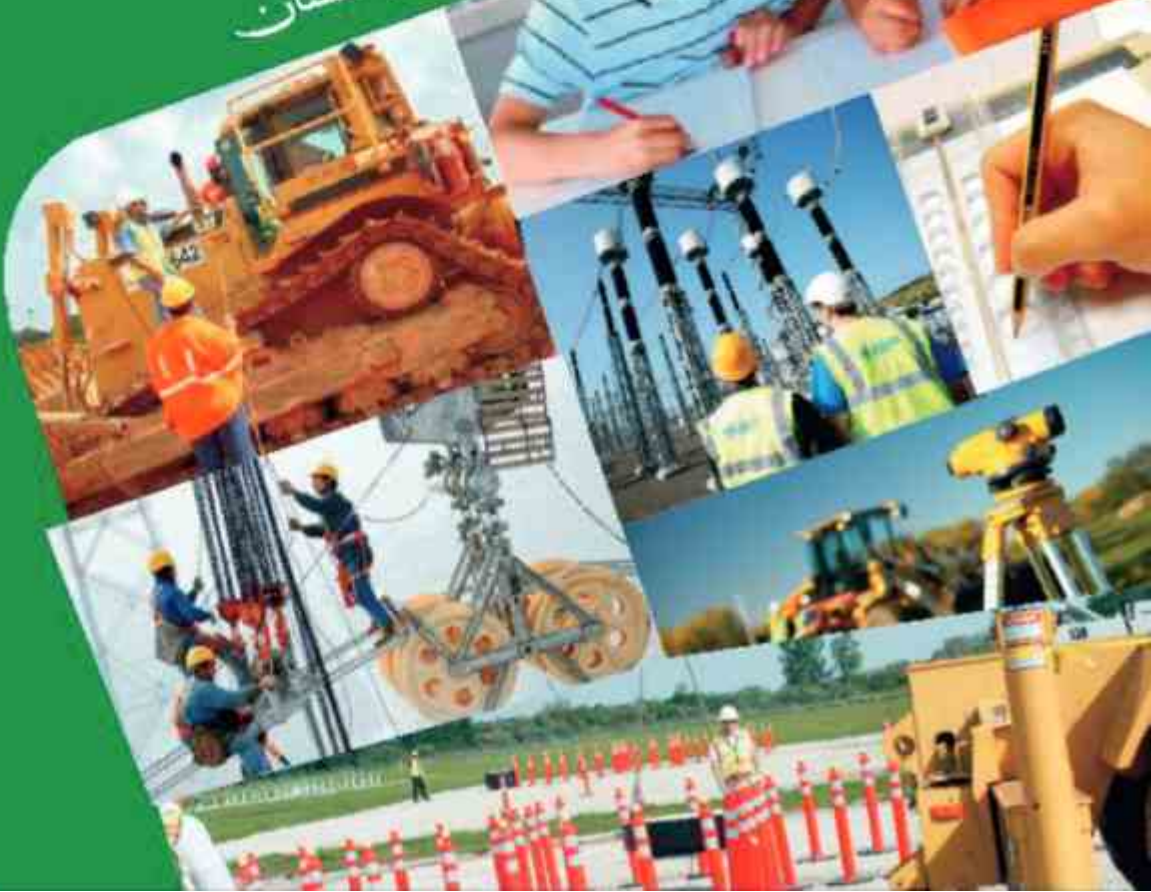
Recruiting Agency

OVERSEAS EMPLOYMENT PROMOTERS
COMPANY PROFILE

بُونِير ريكروٹنگ ایجنسی

(مکتب تخلص العمال)

Licence No. 1270/RWP.
رقم الرخصة ۲۷۰ اراولیندی - پاکستان



BUNER

Recruiting Agency

Licence No. 1270/Rwp-Pakistan

Overseas Employment Promoters

A Symbol of Honesty, Quality & Services



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E-mail: buneragency1270@gmail.com,

Website: www.buneragency.com



Overview

Buner recruiting agency is one of the leading Government approved Manpower Agencies with license No.1270 ,Rawalpindi ,Registered under the ministry of Human resource department, Pakistan. which facilitates professionally managed outflow of work force from Pakistan to abroad.

Buner recruiting agency is a member of Pakistan overseas employment promoter(poepa). Inspire of numerous recruitment agencies in Pakistan, Buner recruiting agency realized that there was a need for a professionally managed recruitment agency to bridge the gap between opportunities and the opportunity seekers and thus the company came in to existence. the company's overall stance has been to go-all-out for excellence and thus become the principal source of competitive efficient and reliable human resource solutions provider.

Buner recruiting agency focusing on the long-term view and developing solutions that are sustainable. whether it's helping an unemployed people to join the work force or finding an engineer a job abroad. our reward comes from knowing that we make a real difference today and in the future. Because of our relationships with both employers and individuals. we are uniquely positioned to determine where current and future skills gaps are, identify people who need help engaging with the work force and develop solutions that bring these two groups together mutually benefitting both, in this way, we function as a "bridge" to employment for many would otherwise be unemployed.

Buner recruiting agency has developed memorandum of understanding with AGT training centre where candidates are well groomed and trained for foreign companies .candidates seeking overseas employment faces problem with jobs, professional environment language, culture, norms, gestures, postures and many other things .which not only help overseas employment seekers but also the employers.

Our systems, programs and policies are designed to make the connection to work a viable option for those who need it. Our industry leading skills assessment processes and hiring policies help us ensure that people are not discriminated against. Rather, we focus on people's abilities-not their disabilities.



Mission

Being in the job market successfully for more than 20 years. Our mission is to serve the industry with manpower that have required talent, experience and skills.

Vision

Our vision is to keep our reputation which is based on trust and satisfaction of our customers needs.

Company Profile

Buner recruiting agency is a country leader in the employment services industry, discovering and delivering services that enable its clients to win in the changing world of work. Founded in 1992, the company offers employers a range of services for the entire employment and business cycle including permanent, Temporary and contractual recruitment, Employee assessment and selection, Training and consulting. The focus of Buner recruiting agency work is on linking job opportunities through supplying quality and efficient employees enabling clients to concentrate on their core business activities.

Name of the Company	Buner Recruiting Agency
License Number	MPD/ 1270, Rawalpindi
Status	Company
Name of the Chairman	Muhammad Yasir Khan
Nature of business	Manpower Placement
Year of Establishment	1992
Office Location	Flat No, 7.3 rd Floor, Sindbad Plaza, Commercial Market Satellite town, Rawalpindi, Pakistan
Telephones	0092-51-4419447
Fax	0092-51-4428110
Website	www.buneragency.com
E-mail	buneragency1270@gmail.com



INTRODUCTION

We have the pleasure in introducing ourselves as one of the reliable and leading manpower promoters with the name of "**Buner Recruiting Agency**", Since 1992 Licenced by Ministry of Labor, Manpower and Overseas Employment, Government of Pakistan for recruitment of manpower bearing **License # 1270/RWP**.

We wish to emphasize on all those interested in employing Pakistani Manpower Overseas that although Pakistani laborers are not the cheapest in the world but it is an established fact that Pakistani labor is the symbol of hard work and high productivity, a factor which makes him the hallmark of quality, a characteristic, which is essential for the speedy, qualitative and successful completion of any project any where in the world.

The biggest asset of company is its workers. That's why recruitment is of utmost importance. But recruiting proper people is not as simple as it may sound. It demands trained professionals with rich experience to analyze a "curriculum vitae and read a candidate in an interview".

We handpick Cvs from our data bank as well as through daily vast circulated national newspapers. These are then carefully scrutinized for adaptability to the required posts. Then follows tests and personal interviews at our office either by our experts or by the representatives of the employer / company. **Buner Recruiting Agency** does not take any gratification from workers and thus selection and processing on merit is ensured.

Buner Recruiting Agency take minimum time to complete various formalities of workers, Paper work is completed through network supported by various check-lists to applications, interviewing candidates, testing the candidates for skill & medical fitness, documentation, visa endorsement, protectorate and travel arrangements.

Guaranteed fair dealings with Principals and Recruits. Nothing illegal whatsoever is charged from recruits.

Our charges for the provision of labor, their salaries and consultancy are negotiable depending upon the extent of involvement and responsibility and can be determined through mutual discussions according to the wage rates approved by the Government of Pakistan for engagement of Pakistani workers abroad.

Our services in Manpower Recruitment are always appreciated by clients for professionalism, honesty and reliability.

Please do not hesitate to contact us for any further enquiry and/or assistance, which you may require. We will be proud to serve you as we are at a distance of a phone/call/fax/e-mail

Thank you & Best Regards.

Muhammad Yasir Khan
Proprietor



SERVICES

(a) **Manpower consultancy / Advisory**

At Buner recruiting agency, we leverage our unparalleled expertise of professional recruitment principles along with a deep understanding of local and international manpower recruitment processes to provide comprehensive HR services and recruitment solutions that maximize our clients' manpower potential. These services revolve around Buner recruiting Agency's global competencies.

We possess an excellent database to provide international placement in all major spheres of employment. We have experienced staff members with extensive working knowledge of the international industries. We mainly place job seekers in Kingdom of Saudi Arabia, United Arab Emirates, Qatar and Malaysia.

(b) **Employment Assistance**

We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorized representative. We arrange their accommodation, transport and all other logistic supports required for the purpose. In case we are entrusted with the selection and testing of worker, we normally do it with the help of a team of experts for technical and professional categories under direct supervision of our professional executives.

(c) **Visa Assistance**

We specialize in fast, dependable and prompt visa services.

Following are the types of visas that we provide services to:

1) Employment Visa

2) Work Permits

(d) **Ticket Assistance**

We take the responsibility of providing the tickets for the recruits through Pakistan International Air Line, Saudi Arabian Airline, Gulf Air line and other leading airlines. We are always in a better position to offer our services to our clients by faster, accurate and prompt reservation and in-time dispatch with a professional touch.



RECRUITMENT PROCEDURE

To begin with, the employer and the Buner Rec Agency should execute an agency agreement between them stating adequately the terms and conditions regarding demand and supply of manpower from Pakistan.

This agreement should be signed by both the parties towards acceptance of stated terms and conditions upon which the demand will be executed.

Understanding Your Needs

we study the client requirement and discuss the details with their representative to obtain a complete understanding of the needs. we work closely with our client, to clearly understand what their actual requirement, is so that we can grow our business relationship further.

Then we ask the clients to submit necessary documents discussed below under the heading Employer's part.

Employer's Part

(a) Power of Attorney

The employer/principal will issue a power of attorney to the BRA as a true & lawful attorney and agent in Pakistan in respect of handling all the affairs with Pakistan Government in respect of recruitment on behalf of the employer/principal.

(b) Demand Letter

The employer/principal will formally issue a demand letter in favor of BRA stating the job categories, number of workers required in each category, monthly salary, duty hours, duration of contract and other amenities for workers such as food, medical, transport, air passage, accommodation and other benefits.

(c) Visa Documents

The employer/principal will provide visa documents (E-Authorization) by which the Government of the employing country allows the employer/principal to recruit such workers from Pakistan it shall be authenticated. Which will be accepted by the respective embassy.

(d) Company Registration (CR) Copy

A photocopy of the company registration is required



(e) Consular Letter

A letter addressing the consular General of the recruiting country to allow recruitment of

candidates from Pakistan as per demand letter against the stated vis block number. the requirement of this document is only applicable for KSA.

Employment Agreement

Copies of standard employment contract between employer and employee are required.

Agency Agreement

The employer and Buner recruiting Agency should sign an agency agreement with all the term and condition which will be the guide for both the parties.

Authorization Letter and Demand Letter should be in original, duly sealed and signed by the sponsor or authorized person and attested by Chamber of commerce and ministry of foreign affairs. on receipt of all necessary documents mentioned above. Buner Recruiting Agency will be able to deploy.



BUNER RECRUITMENT PROCEDURE

The pre-selection process

The pre-selection process involves advertisement in local mass media in order to inform

potential applicants about the jobs or contract at hand. In many cases, Buner Rec tends to draw on its pre existing pool of applicants and potentials either from returning contacts abroad or those in waiting list for a new jobs plus. BRA has an extensive computer data base of all present & probable future applicants who come from all walks of life with different skills and qualities. The whole pre-selection process is run by our own recruiting manager and executives based on following criteria.

- (a) Capability
- (b) Competency
- (c) Knowledge
- (d) Experience
- (e) Finishing of Job and quality of job performed

(a) Final Selection

we always prefer selection of applicant either by oral or practical test to be conducted by the employer of his authorized representative. We arrange his/their accommodation, transport and all other logistic support required for the purpose. In case we are entrusted with the selection & testing of worker. we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives in our state of the art Trade Test Center.

(b) Medical Checkup

After a candidate has passed the first stage of selection the worker/candidate is sent for

medical checkup in modern and authorized medical center of the respective embassies of the country of employment. These medical facilities maintain strict adherence to international standards. BRA looks sound physical and mental state. For Kingdom of Saudi Arabia, prospective workers are required to under fo medical checkup at GAMCA approved medical centers as required by law.

(c) Documentation

BRA also assumes the responsibility of accumulating the necessary documents of the applicants/candidates. Documents such as passport copy, visa copy. Bio-data,



BUNER RECRUITMENT PROCEDURE

Photograph, health certificate, academic qualification certificates, employment contract

and other necessary documents are collected for proper representation to the clients. Each worker is deployed with his/her own personal file which usually has the above documents. BRA also acquires necessary permissions from relevant government agencies and legal institutions.

(d) Validation of Proper Document

Unlike other recruiting agencies, we just don't merely collect documents and assemble those in workers personal file rather we make every effort to check the authenticity of those documents on our clients behalf. For an instance we check the authenticity of educational papers with education boards and verify police records to make sure that worker deployed from our agency has clean records.

(e) Application and Receipt of Visa

on half of the selected candidates, BRA applies for the visa in the respective embassy as authorized by the employer.

(f) Ticketing and Emigration

The employer may send remit necessary traveling expenses in favor of BRA to facilitate traveling as scheduled. we obtain emigration clearance from the concerned government department for the candidates.

(g) Orientation Before Departure

BRA provides basic orientation to workers before traveling abroad. In compliance with clients requirements of workers, we plan worker's departure. We make all our departing workers report to us at least three days prior to their flight. The reported workers are then transported to our co-partner training center for three days of round the clock quality check of their trade skill, physical soundness and pre-departure orientation on work their related and country specific issues.

The workers informed about their duties and responsibilities while abroad and first hand information of work environment there & salient features of labor laws of the country of employment. To better prepare the candidates the training sessions provide question answer part to clarify the candidate's queried and confusions. Thus a well prepared work force get ready for departure.



(h) Departure

In tandem with orientations, our co-partner IATA approved travel agency is then directed to reserve seats for the reported workers. Employers are required to send the flight confirmation & PTA in favor of us to facilitate the selected workers.

Flight Schedule

Flight details, in an advance at least 24 hrs, will be furnished to the (clients) employer in order to enable to arrange necessary pick up for the traveling workers.

Deployment Schedule

Upon deployment, we instantly confirm our clients via e-mail/fax by sending deployment message so that they pickup the workers in due time

(i) Follow up

our work does not end after deployment of the workers. We make sure our workers are received by the company representative at the airport on time. We follow up with our client that our workers are employed and match their requirements. Should there be any

crisis situation regarding job cuts, shedding of employees, we negotiate with both employer and employees to reach a common platform where both parties can win.

Repatriating

If the recruited workers are proved to be unfit due to lack of medical fitness or due to lack of skills at their respective trades, we usually replace the workers at our cost or we act in accordance with agreement made between concerned parties.



EMPLOYER'S RESPONSIBILITY

- ① Arrange timely receipt of the workers at airport.
- ① Inform BRA about receipt of the workers.
- ① Advance payment of an amount to each worker on arrival in the country of work (detectable from monthly salary).
- ① Arrange furnished housing accommodation suitable to human living.
- ① Ensure water and electricity in living place.
- ① Ensure full security of the workers in the living and working places, especially in cases of female workers.
- ① Proper medical treatment of the workers in case of any sickness/accident.
- ① Inform BRA any problem that requires handling from our end.
- ① Follow terms of agreement signed between the employer and the workers



LIST OF SOME EMPLOYERS TO WHOM
M/S BUNER RECRUITING AGENCY
PROVIDED MOST EXPERIENCED
MANPOWER FROM PAKISTAN

Name of Company	Address
M/S Manwa Trading & Cont. Co. Ltd.	P. O. Box: 52169, Riyadh, K.S.A
M/S Al-Wihemer Contracting Est.	P. O. Box: 41114, Riyadh, K.S.A
M/S Jalawi M. Al-Qahtani Est.	P. O. Box: 87343, Riyadh, K.S.A
M/S Saleh Al-Mutleq Al-Hinaki	P. O. Box: 73, Al-Ras, K.S.A
M/S Ibrahim A. Al-Warrad Gen/ Maint. Est.	P. O. Box: 2830, Al-Khobar, K.S.A
M/S Haraity Co. Ltd. For Trading & Cont.	P. O. Box: 10400, Riyadh, K.S.A
M/S Saleh & Abdul Aziz Abahsain Co. Ltd.	P. O. Box: 21371, Riyadh, K.S.A
M/S Al-Badr Trading & Cont. Co. Ltd.	Kingdom of Saudi Arabia
M/S Al-Saba Est.	Al-Jubail, K.S.A
M/S BIN ZAFRAH EST.	P. O. Box: 85145, Riyadh, K.S.A
M/S Hassan Hadi Abdullah Johri	P. O. Box: 170, Gizan, K.S.A
M/S SIEMENS AG { Prosessed family visas}	P. O. Box: 27503, Riyadh, K.S.A
M/S CODE Contracting Company (LLC)	P. O. Box: 25244, Abu Dhabi, U.A.E
M/S Al-Habbai Cont. Co.	Dera Duabi, U.A.E
M/S West Coast Est. (Supplied Security Guards)	P. O. Box: 5724, Abud Dhabi, U.A.E
M/S Arabian Profile Co. Ltd.	P. O. Box: 3195, Sharjah, U.A.E
M/S SIGM Establishment	P. O. Box: 94070, Dubai, U.A.E
M/S Overseas Labour Supply (OLS)	P. O. Box: 2702, Sharjah, U.A.E
M/S AB Building Contracting Co.	P.O. Box: 14882, Bar Dubai, U.A.E
M/S STRAND Elec. Sanitary Cont. Co. Ltd.	P.O. Box: 2448, Dubai, U.A.E

We are an authorized manpower recruiting agent for M/S DYWIDAG Saudi Arabia Co., Ltd. (Post Box No: 1261, Al-Jubail-31951, Saudi Arabia) in them, which includes, Engineers, Foreman and other Skilled and unskilled Professionals.

SERVICES RENDERED TO CLIENTS

Identify Suitable candidates through:

Advertisement in Newspaper

Data Bank

Head-hunting

Shortlist Candidate

Preliminary Interview

Assist in selection by client's delegates

Trade test and arrangement for interviews

Medical Examination

Completion of Documents for:-

Visa Processing

Protectorate Clearance

Travel Arrangement

Orientation & Briefing:

Berg Recruiting Agency Honesty / Efficiency

Luggage, money and currency rules, travel timing etc

Salary and terms and above points to cross check

Performance for themselves, Company and country

Home Sickness / how to behave abroad

Training before deployment

Sitemanagement

Post-Employment Services.

What To Do While Abroad

- | | |
|---|--|
| 1 | <i>Do Your duties well</i> |
| 2 | <i>Do Follow country's rules in Toto.</i> |
| 3 | <i>Do familiarize with customs, and rules of the company</i> |
| 4 | <i>Always act in the best interest of the company for which</i> |
| | <i>your are working</i> |
| 5 | <i>Try to learn as much as possible.. It will help in your present</i> |
| | <i>job as well as in future career.</i> |
| 6 | <i>Don't indulge in politics or un-wanted discussion and activites</i> |
| 7 | <i>Be prepared that you are to stay away from family for a certain</i> |
| | <i>period of contract.</i> |
| 8 | <i>Develop your inter-personal skills</i> |

Muhammad Yasir Khan
Buner Recruiting Agency

**We deal in Manpower Recruitment
For our valued clients in
all over the world
specially in Saudia, Middle East etc.
And visa Processing**



B R A



BUNER REC AGENCY

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