

BUSINESS PROFILE

NAROWAL MANPOWER OEP



+92 300 5654790

WWW.NAROWALMANPOWER.COM
INFO@NAROWALMANPOWER.COM



NAROWAL MANPOWER OEP

OVERSEAS EMPLOYMENT PROMOTOR
LICENSE NO: OP&HRD/4350/LHR/2018

Company Detail

Narowal Manpower OEP Lahore-pakistan.



Office : Flat No: 6, 3rd Floor Royal Arcade Plaza Near Qainchi Metro Station Ferozpur Road Lahore .

Fabrication Workshop & Technical Trade Testing Center :



House No: I, Near LACAS School Girls Campus Gate No: 2 Ali Town Raiwind Road Thoker Niaz Baig Lahore.



Contacts:

Phone no : 92-42-35919710 92-300-1043101
E-mail : Info@narowalmanpower.com
URL : www.narowalmanpower.com



Management

CEO
General Manager
Training Center Manager
Administrator
HR Manager
Visa Progressing Manager
Marketing Manager

Mirza Muhammad Shahzad
Mirza Bilal
Mirza Tahir
Muhammad Suleman
Nomia Naheed Ahmad
Muhammad Nadeem
Jarar Umer



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Introduction:

Narowal Manpower is a distinguished manpower and recruitment consultancy, committed to delivering exceptional results for our clients through a dedicated approach.

Chief Executive Profile:

Narowal Manpower was founded and led by its Chief Executive Officer, Mr. Mirza Muhammad Shahzad. With extensive experience in Marketing and Human Resources Management, Mr. Shahzad brings invaluable expertise to the organization.

The Narowal Manpower Network:

Narowal Manpower has established collaborations with numerous professional manpower and recruitment consultancies across various countries, including Pakistan, Bangladesh, and the UAE.

Renowned As:

Recognized as one of the premier names in the manpower and job placement sector, Narowal Manpower excels in delivering innovative and internationally acclaimed services to its clients with unwavering dedication.

Specializations:

Our firm specializes in offering a comprehensive suite of services to our clients, encompassing permanent, temporary, and contract recruitment, skill testing, training and development, screening and interviewing, employee assessment and selection, overseas placement and development, as well as outsourcing and consulting.



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Mirza Muhammad Shahzad
Director

Message From the CEO

We hereby take this opportunity to sincerely thank to all our existing and potential clients based in all over the middle east and as well as our educated and experienced candidates for your trust and co-operation for more than 10 years with Narowal Manpower. As a leading manpower company in Pakistan, our major commitment is to expand its capabilities. These capabilities include our expertise in successfully supplying high quality Pakistani manpower for the Construction, Engineering, Oil & Gas, Manufacturing, Agricultural, Information Technology, Mining, Retail, Hospitality, and Healthcare Sector. Narowal Manpower maintains highest standards of professionalism, ethics, trustworthiness and Dedication.

Our well trained and experienced teams are committed to completing each assignment with speed and accuracy.

We align ourselves with our clients as partners to assist them in achieving their goals and objectives.

We assure you, this is the manpower and human resources Consultancy you should trust and can easily rely on.

Best Wishes and regards,
Mirza Muhammad Shahzad
CEO



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Quality Policy

We recognize that the disciplines of quality are an integral part of our management function and view this as our primary responsibility for a good business practice. This high level of quality is achieved through adoption of a system of procedures that reflect the competence of our organization to clients, potential clients and workers. Achievement of this policy involves all staff, who are individually responsible for this quality of their work, resulting in a casually improving working environment for all.

Narowal Overseas emphasize the need to meet and maintain all our quality expectations by: Continuously following the quality, value and reliability of service to our Clients and striving to meet and, where possible, exceed Client expectations, thereby maximizing total satisfaction. Enhancing the skills of management and staff through review and pursuing a standard training policy, the objective of which is to prepare staff to perform work more effectively and improve their professional skills.





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Our vision
is to become the
foremost name in
HR management,
delivering dedicated
services to clients
and exceeding
expectations. We
aim to be the
premier consultants
in the Middle East,
ensuring sustainable
and profitable
solutions while
fostering local talent
development.



OUR MISSION
"To be the pioneer
Manpower services
Company in
Electronic
Recruitment
Platform by
providing
sustainable and
efficient solutions."



"Our commitment
Empowering futures
through trusted
manpower solutions,
pioneering electronic
recruitment platforms
for sustainable
success."



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SERVICES

WE OFFER

Narowal Manpower has a deep rooted understanding of the recruitment process. job competency requirement and efficient screening of the candidates from our well integrated process to match personality traits with the job role. Considering all the aspects, we arrive at candidate rating to help our clients position themselves better, prioritizing on selected candidates, optimize on time and thereby increase confidence in the overall process and the candidate rating. Our Key Deliverable ...

"Timely placement of talent with level of job suitability."



How It Works

Recruitment Process

Agreement sign-off

The agency agreement is signed off between client and Narowal Manpower management.



Order sign-off

A service level order is signed off by the clients as a confirmation that contains all details of manpower number of vacancies. Salary structures other benefits and terms and conditions applicable to the order.



Deployment

Employment contracts of new recruits are signed between employer and employees and projects is signed-off. All the formalities related to departure are also completed.



E-Recruitment Services

Recruiter is a job search engine developed, promoted and managed by Narowal Manpower group providing e-recruitment services. It offers maximum visibility to job seekers among the prospective employers and recruiters, who advertise their jobs and search resumes finding the candidates effectively. It is fast, easy and cost-efficient medium to sources diverse talent requirements, locally and internationally.

Recruiter resume database has candidates from all occupations, from all over Pakistan as well as from many foreign countries. It allows for convenient and instant interface between the company and prospective candidates saving valuable time for sourcing and deployment of manpower. Recruiter provides a cost-effective Job Posting and Advertisement services in the job market. It aims to attract the desired talent and build a vast talent database, which we use to match our client's requirement. You can use an infinite range of relevant keywords and then drill down to find the exact candidate that you are searching for. This easy-to-access resumes data bank helps preview of professionals from different disciplines. It is one of the largest e-recruitment channel with increasing page views and hits today.





Training & Development

We believe in learning organization, where learning is a continuous process. There is room for those driven by the zeal to surpass their peers and most importantly, themselves. We mix and match intensive training with equal trust on job skills and behavioral and development. Group therapies and seminars are organized to encourage professional rapport and keep employee morale running high. We realize the value that people add to our organization and formulate policies that take into consideration individual needs and benefits.

Some of the activities that make training and development a continuous process:

Conduct focused management development programs at the premium management development center

Continuous skill up gradation on new emerging technologies

Behavioral training programs offered to enhance personal and professional effectiveness of our clients

- Customer orientation
- Team work
- Communication
- Self development
- We engage the best faculties in the field for conducting the programs. We also make use of training events offered by premium management institutes and the best vocational training schools.



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TRADE TEST AND TRAINING CENTER

SHAH FAISAL TRADE TEST AND TRAINING CENTER

is a well reputed name in the market, since a decade we trained thousands of un-skilled candidates in different trades. We have well-equipped workshop and highly trained professional teachers to provide best training services to those who directly come to us for training or referred by other OEP agencies.

TRADE TEST

All praises to Allah by whose will we can now declare that our organization is recognized as well reputed organization amongst the Manpower and Recruiting agencies including Overseas Employment Corporation of Pakistan who refers staff to us for performing trade tests. It may also be mentioned that some well-established firms abroad also persist on the Recruiting Agencies in Pakistan for recommending candidates for trade tests at our organization. We ensure to maintain the faith and trust of our clients by all possible means.

TESTING PROCEDURE

Each candidate is issued a Test slip. Each candidate is obliged to bring two photographs for identification and Interview purposes. One photo is pasted on the Trade Test Report issued on successful completion of trade test and the other is for trade test slip. Once test is conducted, Confidential Evaluation Report is being prepared to issue a Certificate.

TESTING METHOD.

There are two types of testing method in our organization:

1. Oral Aptitude test
2. Practical test

ORAL TEST

The oral test also termed as aptitude test conducted assess the overall potential, abilities and Professional awareness of the candidates. After considering candidate's education background, skill, work exposure and other relevant factors a formal opinion is formed.

PRACTICAL TEST

Practical test is carried out under the recommended outline of the related trade. These outlines are either provided by valued employer/ O.E.Ps In other case we follow Internal Standard Classification of Occupation (ISCO), comes directly under international Labour Organization.

The candidate is given a practical assignment related to his trade by invigilator. All necessary material, tools and equipment's required for Practical test are provided. In this way candidate's performance is evaluated by the actual work he does. Practical tests are conducted in our own well-equipped workshops at Lahore.

Some tests are conducted at relevant sites areas as well (Drivers, Heavy Equipment Operators etc). We conduct trade test in almost all trades, few mentioned In Fee Schedule.

EXAMINATIONS AND GRADING

Grading system is as follows:

Grading system is as follows
80% and above
APPROPRIATE FOR YOUR GOAL 76% to 80%
B-CLASS APPROPRIATE 70% to 75%
UNSATISFACTORY OR FAIL Below 70%

In case a student fails a retake the test being conducted For qualifying examinations one has to achieve at least 70%. However Trade Test fee charges are applicable in every retake attempt.

DECLARATION

You will have to sign the declaration before preceding the Trade Test that SHAH FAISAL is not responsible in case of occurrence of any accident during Trade Test In case of delay in Trade Test. Trade Test will be conducted next day, the Trade Test fee is not refundable.





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SHAH FAISAL Technical Trade Test Training Center & Lab



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Industries

Oil, Gas, Pipe, P/Line & Refinery Plant
Mechanical & HVAC Plant
Water Treatment & Sewerage Plant
Construction Field & Housing
Electrical & Power Plant
Overhead Power Lines
Earth Mover I Heavy Equipment
Teachers & Educational Staff
Railway Project & Maintenance
Security Staff
Safety I Hygienic
Granite/Marble Tiles Industry
Paint Manufacturing
Sign Board Artist
Commercial Artist
Paper Mill Industry
Media Communication
Aluminum Industry
Cruise Liners
Orchestra Field
Call Center Staff
Soft Drink Plant
Foot Wear Industry
Race Course Field
Decoration & Maintenance
Ice Plant Industry
Travel & Tourism
Electronics& Telecommunication

Medical Field
Paramedical Field
Chemical Field
Mineral Water Plant
Panel Board
Telecom Project
It Professionals
Fish Plant
Hospital Maintenance
Airport Maintenance
Cargo Loading I Unloading
Defense Maintenance
Air Craft Maintenance
Hotel Management
Catering Services
Cement Industry
Plastic Industry
Furniture Industry
Glass Industry
Optical Industry
Printing Press Industry
Sugar Factory
Bottle Industry
Gold Mining industry
Interior Decoration
Jeweler Manufacturing
Seaport Maintenance
Power Transmission



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Job Categories

MANAGEMENT & ENGINEERING

- GENERAL MANAGER
- OPERATION MANGER
- PROJECT MANAGER
- CONSTRUCTION MANAGER
- SITE SUPERINTENDED
- QA/QC DEPT.
- QA/QC MANAGER
- QA/QC SUPERVISOR
- QA/QC INSPOECTOR
- ELECTRICAL, INSTRUMENT
- MECHANICAL
- ELECTRICAL
- WELDING
- COATING
- COMMUNICATION
- CIVIL WORKS
- QHSC MANAGER
- QHSC SUPERVISOR
- SAFETY OFFICER
- PERMIT RECEIVER
- RIGGER
- FIRST AIDER
- WAREHOUSE
- WAREHOUSE MANAGER
- STORE KEEPER
- DATA ENTRY OPERATOR
- PURCHASER

SITE & FIELD SUPERVISION

- MECHANICAL ENGINEER
- SITE SUPERINTENDENT MECHANICAL
- SUPERVISOR(MECHANICAL)
- FOREMAN (MECHANICAL)
- FOREMAN(WELDING)
- FOREMAN (ELECTRICAL & INST)
- FOREMAN (CIVIL)
- SURVEYOR
- PIPE FITTER
- ELECTRICIAN TECH
- INSTRUMENTATION TECH
- QC SUPERVISOR
- FABRICATOR
- WORK PEN11IT RECEIVER
- SAFETY OFFICER
- VEL DER 6G ARC
- WELDER TIG+ ARC
- PIPE FITTER
- RIGGER
- STEEL FIXTURE
- CARPENTER
- DRIVER HEAVY
- DRIVER LIGHT
- MECHANIC
- LABOR



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Job Categories

PROJECT ENGINEER & SITE ENGINEER

- CIVIL, EARTHWORK
- ELECTRICAL, INSTRUMENTATION
- PIPING, MECHANICAL
- CATHODE PROTECTION
- ARCHITECTURAL
- PETROCHEMICAL ENGINEER
- COST ESTIMATION, PLANNING SCHEDULING
- ESTIMATION AND COST MANAGER
- PLANNING/SCHEDULER ENGINEER
- PCD MANAGER
- PCD COORDINATOR
- QUANTITY SURVEYOR

CAMP FOOD SHOP MANAGEMENT

- FOOD STORE KEEPER
- FOOD STORE ACCOUNTANT
- FOOD STORE HELPER
- FOOD SHOP CLERK
- FOOD PURCHASE OFFICER
- FOOD PURCHASE CLERK

PCD

- PED COORDINATOR
- TOPOGRAPHY SURVEYOR
- DRAUGHTS MAN
- OFFICE SETTING UP
- OFFICE STUFF,
- CONSUMABLES
- CRAFTSMEN
- MASON
- PLUMBER
- LABORATORY ASSISTANT
- OFFICE SECRETARY
- TYPIST I FILING CLERK
- ACCOUNTANT
- EQUIPMENT MAINTENANCE
- FOREMAN
- DIESEL ENGINE FOREMAN
- DIESEL EQUIPMENT MECHANIC
- GASOLINE ENGINE
- AUTO ELECTRICIAN
- AUTO SPRAY PAINTER
- AUTO & EQUIPMENT BATTERY
- REPAIR & SERVICEMAN
- TYRE REPAIRMAN
- LUBRICATION SPECIALIST
- EQUIPMENT PARTS SPECIALIST
- WORKSHOP MECHANIC
- MACHINISU LATHE OPERATOR



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Job Categories

STORE MANAGEMENT & OPERATION STAFF

- STORE MANAGER
- STORE KEEPER
- SENIOR GRADE
- JUNIOR GRADE
- ELECTRICAL COMPONENTS
- EQUIPMENT SPARE PARTS
- STORE ACCOUNTANT STORE CLERK

STAFF FOR HOTELS & CATERING COMPANIES

- FRONT OFFICE MANAGER
- GUEST RELATIONS SUPERVISOR
- RECEPTIONIST
- FOOD & BEVERAGES
- SUPERVISOR
- CASHIER
- CHEF
- HEAD COOK/ COOK
- HEAD WAITER/ WAITER
- BAR TENDER
- JANITOR
- STEWARD
- CLEANER/ HOUSE KEEPER
- PORTER
- FOOD SUPERVISOR
- LAUNDRY MAN

Ministry of Overseas Pakistanis and Human Resource Development

OVERSEAS EMPLOYMENT PROMOTER'S LICENCE

(Non-Transferable)

[See rule 7 & 9 (1)]

LICENCE NO

OP&HRD/4350/LHR/2018

Mr/Ms. **MIRZA MUHAMMAD SHAHZAD S/O MUHAMMAD SADIQ MIRZA**

Messer **NAROWAL MANPOWER OEP**



Whose photograph is affixed above, is hereby authorized 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 Rule, 1979.

This Licence expires on the thirty first day of December, 2020

Islamabad

Dated the 22 MAY 2018

Senior Joint Secretary

NOOR ZAMAN
Sr Joint Secretary
Ministry of Overseas Pakistanis &
Human Resource Development
Government of Pakistan



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CLIENTS
WE SERVED



NAROWAL MANPOWER OEP

OVERSEAS EMPLOYMENT PROMOTOR
LICENSE NO: OP&HRD/4350/LHR/2018

DEMAND LETTERS

STALLION
ON DEMAND LABOR SUPPLY L.L.C.

الفصل
التزويد للعمال تحت الطلب ش.م.م

P.O. Box: 24140, Dubai, United Arab Emirates
Telephone: 04 3420922 Fax: 04 3449066 E-mail: info@stallion-irll.com
web: www.stallion-irll.com

05 June 2023

NAROWAL MANPOWER OEP
Recruiting License No. OP&HRD/4350/LHR
Lahore, Pakistan

DEMAND LETTER

Dear Sir,
We M/s STALLION ON DEMAND LABOR SUPPLY L.L.C., P.O. Box No. 24140, U.A.E. organized under the law of the government of United Arab Emirates, do hereby appoint you to be our lawful agent with our full Attorney in Pakistan for handling the respective affairs of recruitment and dispatching the given following categories:

S. N	Category	Quantity	Gender	Total Salary AED
1	STALLION MARKET SALES PERSON	35	Male	1600
2	MESSENGER	45	Male	1600

Terms & Conditions:

- Contract Period: 2 years (renewal).
- Place of Employment: U.A.E.
- Air Ticket: Joint ticket will be provided by the company and then Up & Down ticket will be provided after completion of two-year contract.
- Working Days & Hours: 8 hrs per day, 5 days per week (48 hrs per week).
- Over Time: As per U.A.E. Labor law.
- Probation Period: 90 days from the date of entry in U.A.E.
- Annual leave: 30 days per year.
- Resident Permit: Resident permit will be provided by the company free of cost.
- Accommodation: Free accommodation.
- Food: Provide by the company.
- Medical Insurance: Provide by the company.
- Uniform & Safety Materials: Provide by the company.
- Service Gratuity and Leave pay: Provide by the company.
- Visa cost: Not provided by the company.
- Service Charge: As per U.A.E. law.
- Other term and condition: As per U.A.E. law.

For STALLION ON DEMAND LABOR SUPPLY L.L.C.

MUNIR OBAID FARHAN SALIM
Managing Director

Fawad Ali Khan
Consul
Consulate General of Pakistan, Dubai

The chapter hereby attests, without prejudice that JOSE CHERAN VARENY CHERAN being authorized by M/S STALLION ON DEMAND LABOR SUPPLY L.L.C has duly signed this document in his authorized capacity.

Service Request #: 1-1668367200 Verify ID #: 046595654

شركة كليفلاند بريدج للحديد المحدودة
Cleveland Bridge Steel Co. Ltd.

Demand Letter

M/s. NAROWAL MANPOWER OEP
License #: OP&HRD/4350/LHR
Lahore - Pakistan.

السدة مكتب ناروال البشرية نظرية
ترخيص رقم: OP&HRD/4350/LHR
لاهور، باكستان.

Please arrange to recruit the following personnel on the terms and conditions given below.

Category	Qty.	Salary	رقب	كمية	اللقب
Fabricator Steel Structure	60	1700 SAR/-	1700	60	مصنع هيكل الصلب
Welder	40	1700 SAR/-	1700	40	لحام

Terms & Condition:

Visa Status	Work Visa	حالة التقييد
Contract Period	Two Years	مدة العقد
Food	Company	الطعام
Accommodation	Company	الإقامة
Transportation	Company	النقل
Medical	Company	الطبيب
Ticket	Economy Class - Round Trip	التickets
Working Hours	48 Hours/ Week	ساعات العمل

All other terms and conditions as per Saudi Labor Law.

Mesbary M Al Qasbi

1-48-191
P.O. Box

11-17-191
P.O. Box

Arabia - Tel.: +966 13 340 8701 - Fax: +966 13 340 8712 - C.R. No. 2959007918



Demand Letter

M/s. NAROWAL MANPOWER OEP
License #: OP&HRD/4350/LHR
Lahore - Pakistan.

السدة مكتب ناروال البشرية نظرية
ترخيص رقم: OP&HRD/4350/LHR
لاهور، باكستان.

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Medical	Company	الطبيب
Ticket	Economy Class - Round Trip	التickets
Working Hours	48 Hours/ Week	ساعات العمل

All other terms and conditions as per Saudi Labor Law.

Mesbary M Al Qasbi
Executive Director

Novel Arabia Middle
CR 20000000, PO Box 1117
Jeddah, Kingdom of Saudi Arabia
Tel: +966 13 340 8900
Fax: +966 13 340 8900

Tashieed Almadaen Co.
C.R. 1010630819



شركة تشييد المدائن
س.ت. ١٠١٠٦٣٠٨١٩

Date: 18/01/2022

Ref: 7/M/005/2022

M/S. NAROWAL MANPOWER OEP
Overseas Employment promoter
Lic # HRD/4350/LHR
Lahore, Pakistan.

Dear Sir,
Subject: Demand Letter for Recruitment of Personnel from Pakistan
We request you to recruit on our behalf the under mentioned categories of personnel under following terms and conditions:

Sr. #	Visa Category	WORKING AS A trade	No. of Personnel	Basic Salary	Food Money
1	General Welder	General Welder	20	2500	400
2	Grander man	Grander man	08	1600	300
3	Fabricator	Fabricator	02	2200	300

Terms & Conditions

Medical Accommodation	: Provided by Company
Duty	: 08 hr.
Visa	: Provided by Company
Visa process (all expenses Pakistan)	: Employ
Air Ticket	: Provided by Company
Transportation	: Provided by Company
Air Passage End of Contract	: Provided by Company
Vacation 1 year	: 21 Days (without Ticket)
Vacation 2 years	: 42 Days (with Ticket)
Period of Contract	: 2 Years (renewable)
Air Ticket end of contract	: Provided by Company

All other terms & conditions as per Saudi Labor Law.

Thanking You,

Mesbary M Al Qasbi



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Connecting talent with opportunity,
One placement at a time



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