



# Barkha International (Pvt.) Limited.



# PROFILE

## OVERSEAS EMPLOYMENT DIVISION

We have the pleasure to introduce **M/s Barkha International (Pvt.) Ltd**, an **ISO 9001:2015 Certified Company**, as one of the leading business organizations in Islamabad, Pakistan.

Initially, Our company M/s Barkha International (Pvt.) Ltd. was established as a Recruiting Agency with the primary objective of supplying the quality manpower for the overseas clients. M/s Barkha International (Pvt.) Ltd., an **Overseas Employment Promoter (OEP)**, is registered with the **Ministry of Overseas Pakistanis & Human Resource Development, Government of Pakistan**, under the **License No MPD 2312-RWP**.



In a short span of time our company has successfully established itself as a quality Service Provider. In recognition of our outstanding performance and services our company's Managing Director/ Overseas Employment Promoters remained as a Former Vice Chairman (2012-13), Senior Vice Chairman (2015-16) and now he is elected as a Chairman of Pakistan Overseas Employment Promoters Association (POEPA) for the year 2019-2020. He is also holding a designation of Convener Central Standing Committee on Overseas Employment & Development in Federation of Pakistan Chambers of Commerce & Industry (FPCCI) Moreover, our Company/OEP was amongst top 5 Overseas employment Promoters during the period from 2015-2017 in respect of Saudi Arabia. Our Company also holds a valid Licence (No ID-925) issued from the Department of Tourist Services, Govt. of Pakistan to operate Travel Agency. Our company is also registered with Pakistan Engineering Council and provides quality services in the field of construction and development in public and private sectors. M/s Barkha International (Pvt) Ltd. is also a Corporate Member of Islamabad Chamber of Commerce & Industry (ICCI), Islamabad Chamber of Small Traders & Small Industries and All Traders Welfare Association, Islamabad, Pakistan.



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Over the past few years, our sincere and dedicated services blended with highest standard and professionalism has earned global recognition. We are committed and understand the need of the employer carefully and then search and select the best employees from the local human resource market abiding by all the rules and regulations of Pakistan and the government of the country of employment.

In the line of process, we focus our keen attention to the employer's demand and requirement. We are proud to be associated with the development of many countries including **Saudi Arabia, Malaysia, Muscat (Oman), Qatar, Bahrain, Kuwait, UAE** and other countries. If you are in the need of best manpower from Pakistan, let us be at your service. We can assure you a professional service package that will assist you closely from starting the paperwork till placing the workers at the site of your project.

We have supplied a variety of manpower such as **Engineers, Doctors, Technicians, Plumbers, Paramedical staff, Electrician, Carpenters, Tailors, Shuttering Carpenters, Scaffolders, Masons, Welders, Pipe Fitters, Fabricators, Helpers, Steel Fixers, Mechanics, Denter/Painter, Safety Officers, Cleaning/Janitorial Staff, Catering Supervisor, Chefs, Cooks, Waiters, Captain, Farmers, Gardeners, Fruit Pickers, Marketing & Sales Staff, Finance Managers, HR Managers & Assistants, Accountants, IT Staff, Network Administrators, Programmers and so many other skilled, semi skilled and unskilled persons** to our overseas clients. All the Employers are very satisfied with the supplied manpower and they are repeating their demands.

We lead the manpower supplier industry by defining our service excellence and building unmatched customer loyalty. We are well acknowledged about overseas employment opportunities and our experience depicts our commitment to our growing business and our Clients.

On today's demanding and highly competitive environment M/s Barkha International (Pvt.) Ltd. is dedicated in providing the reliable high quality professional and excellent services.

The secret of our growing image in this field lies with the fact that our services desks are always active and dedicated to serve the people. We at **M/s Barkha International (Pvt.) Ltd.** are continuously endeavoring to achieve excellence in service.



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## RECRUITMENT METHODOLOGY

The Principal / Employer /Company provides us with a Power of Attorney and Demand Letter duly authorizing to handle all the formalities in Pakistan. The Power of Attorney and Demand Letter must be attested from the Chamber of Commerce, Ministry of Foreign Affairs and the Embassy of Pakistan existing in the country of employment. A Demand Letter contains a statement of job categories, number of workers required, monthly salary, period of contract and other benefits offered to the candidates such as food, accommodation, medical treatments, leave and air tickets etc. Our further process will be as under:

- On receipt of demand letter and power of attorney we obtain permission from the Protector of Emigrants, Bureau of Emigration, Govt. of Pakistan.
- Initially, we search for the right candidates from the company maintained data bank to meet the exact job specification. In case suitable candidates are not available there, then we advertise vacancies in the nationwide news paper.
- After receiving the documents, we screen and select the CVs from large number of applications. Our experts conduct the interview for short listing and also hold practical and technical tests at the workshop of trade test centre. We also make arrangement to hold final interviews by the principal or their authorized agent, if needed.
- Candidates are asked to appear for the medical exams including x-rays, blood and urine test etc. If they are medically fit then we send the documents for obtaining visas of selected candidates.
- Finally after the endorsement of visa we complete all emigration formalities such as registration with the Protectorate of Emigrants and also arrange the Air Tickets / Departure Schedule as per Agreement.







## OUR FEATURE AND COMMITMENTS

M/s Barkha International (Pvt.) Ltd. has a team who has an extensive experience in the field of recruitment. Our commitments are to take the stress out of your hands to provide you the right person for the right job and saving your time and money. We can augment our competency and at the same time reduce your efforts. We constantly strive to surpass its expectations and evolve a reputation as a leading recruitment agency in Pakistan. Whatever staff you require we can provide, because we always run an extra mile to push ourself to succeed, whether as a client or candidate.

## OUR SERVICES

Our services are to provide you the best manpower with strong professionalism within a short period of time. M/s Barkha International (Pvt.) Ltd. is a professional agency that will respond you immediately with an effective and timely manners. We also provide consultation and advice on the matters relating to the current developments in manpower recruitment, policies/pronouncements issued by the government agencies, industries as well as the management concerns.

## AMPLE FACILITIES

M/s Barkha International (Pvt.) Ltd. has a complete logistics support. In case our client decides to make the personal interviews and technical trade test to each short listed candidate, we have all the facilities in hand. However, if the client does not have time to do all this, we can use latest virtual/digital technologies to conduct the test/interviews.

## CUSTOMER SATISFACTION

M/s Barkha International (Pvt.) Ltd. briefs each and every outbound worker, before deployment and instruct about their duties and their behaviors in the respective countries where they will be working. We also ask them to abide by the rules and regulations set by the Employer Company and the country of employment. Sincerity and honesty are the most demanding elements for successful workers in accomplishment of their service and to achieve recognition for self and for their beloved motherland. We do not solicit for any worker who is accused of any wrong activity.



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## OTHER SERVICES

Generally, we process Work Visa Cases on turnkey basis but the partial solutions are also provided regarding submission of application for visa approval, permission from protectorate Office, arrangement of medical exams and Family Visa cases etc. Moreover, we also provide Document Attestation Services from the Royal Saudi Embassy, Islamabad, Pakistan. These services are offered at a very reasonable prices and vary from case to case.

## ADVANTAGES OF RECRUITING MANPOWER THROUGH US

- Our best and quick services.
- High productivity.
- Trained and disciplined manpower.
- Cheapest transportation cost from Pakistan.
- Frequent and regular flights.
- Our guarantee.
- Close cultural affinity.
- Almost similar food habits.
- Healthy energetic workers.
- Knowledge of Arabic and English.

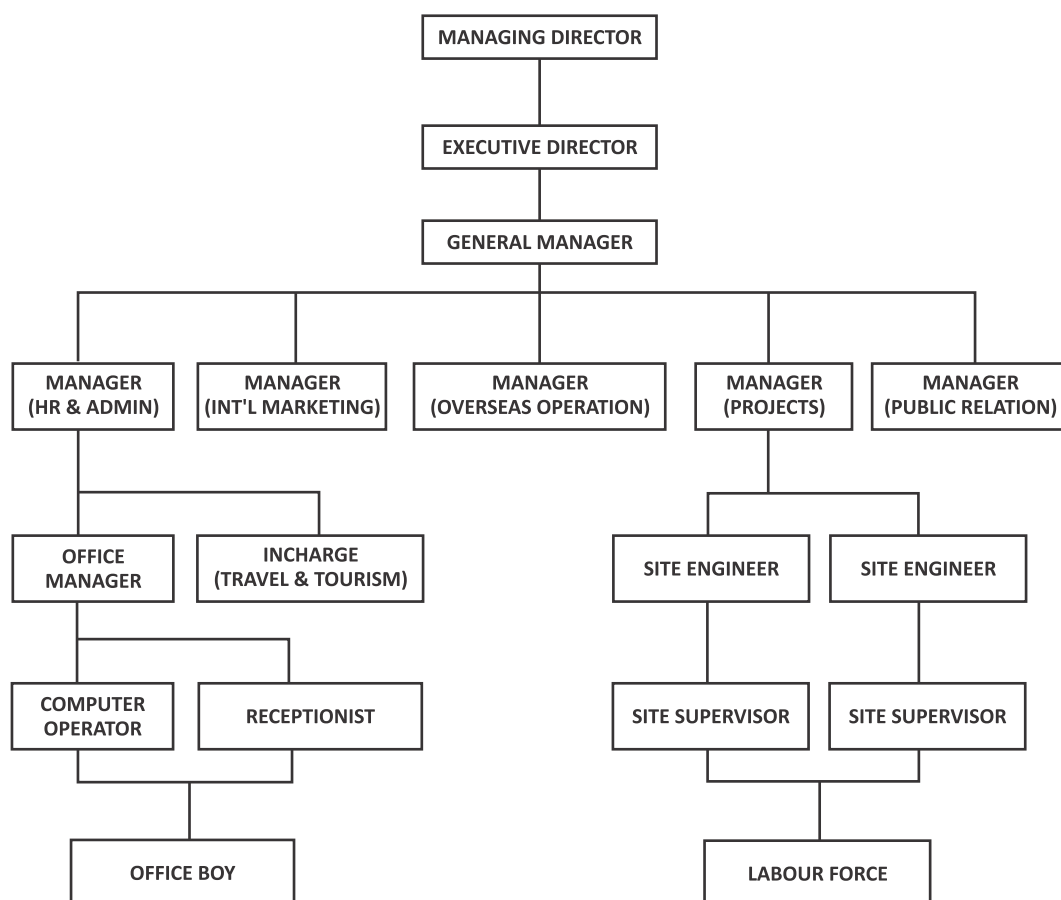


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## ORGANOGRAM





# MANAGEMENT



**Sarfraz Zahoor Cheema**  
**Managing Director**

Being the Managing Director of the company Mr. Sarfraz Zahoor Cheema holds the most responsible position in the company with the excellent managerial skills. His professional career is spread over many years in the recruitment business and our company is growing day by day under his strong command and control. Moreover, he is also representing the community of Overseas Employment Promoters as a Chairman POEPA (Overseas Employment Promoters Association).

**Ijaz Ahmed Cheema**  
**Executive Director**

Mr. Ijaz Ahmed Cheema is the most effective person in the company who implements the business policy and strategy through his experience/expertise and achieves the predefined Targets. He is looking after all the related matters such as recruitment, marketing, processing, public relations, Accounts & Audit, I.T & Data Bank, Press Advertisement and Field Staff. He has up to date knowledge and well established links with the foreign companies in the Middle East. He has diversified skills & experience and also familiar with all the recruitment process



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## **Muhammad Zulqarnain Saeed**

### **General Manager**

Mr. Kashif is a competent, sincere and a smart member of this company and he holds a very key position. He remains in touch with the managers regarding the assigned jobs. He takes care of the overall management of the organization and co-ordinates all the business activities. He has a lot of potential and played a very positive role in the development of the company and he is continuously searching for the business.

## **Manager (Admin & HR)**

Muhammad Zulqarnain Saeed is also dealing with all the relevant matters. He is active, smart, self starter and result oriented person with the pleasant personality. He has a big role in the development of the company. He is well qualified and experienced to handle all the office related matters and very much sincere to his job and superiors.

## **Imran Yousaf**

### **Business Development Manager for Middle East**

His primary role is to prospect for new clients by networking, advertising or other means of generating interest from potential clients. He works to improve our organization's market position and achieve financial growth. This person defines long term organizational strategic goals, builds key customer relationships, identifies business opportunities, negotiates and closes business deals and maintains extensive knowledge of current market conditions.

He helps manage existing clients and ensure they stay satisfied and positive. He calls on clients often required to make presentations on solutions and services that meet or predict their clients' future needs.

## **Nabeel Ahmed**

### **Manager (Overseas Operations)**

He is a personality with diverse range of experience. He is assigned in Saudi Arabia to coordinate with our prestigious clients. He assists in selecting/short listing the manpower and frequently keeps on visiting to homeland with our clients for test/interview of shortlisted candidates. In addition, he takes care of all the necessary documents required for visa endorsement. He remains in touch with all the client companies / Employers and handles all the Overseas Operations.

## **Mohammad Tariq javed**

### **Manager (Int'l Marketing / Public Relations)**

He is a very professional person in marketing who maintains good relations with our clients in Saudi Arabia. He got around 12 Years of experience in the International marketing and he represents our company in Saudi Arabia.

Moreover, he is a famous personality of the Eastern Province. He is very humble, polite, dedicated, committed personality and working with us since 2008. He is considered as a back bone of the company. He has provided the recruitment services to many potential/prospective Employer Companies in KSA.



**A.D. Khan**  
**Office Manager**

Mr. A.D Khan is with this company right from the beginning and he is really a valuable asset to our organization. He is an experienced person who is well aware of each and every step from the visa application preparation and submission till the endorsement/stamping of visa. He is competent to accomplish and process all the assigned work. He also deals with the relevant Embassies /Consulates in Pakistan along with other visa processing issues.

*Our Satisfaction*  
*never gets*  
**Satisfied**



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**Your hand-in-hand partnership with  
our company  
in the search of quality manpower from Pakistan  
at any time with quick service.**

It is our pleasure and privilege to share few words with you that the M/s Barkha International (Pvt.) Ltd. is a group of competent professionals, experts and executives drawn from different fields in cooperation with strong team of supporting staff. The name of M/s Barkha International (Pvt.) Ltd. stands for trust, confidence and reliability. Our best commitment and the pursuit of the policy of transparency are the main pillars of success of the company. The untiring efforts of the dedicated staff members and work force of the company have been the key factor behind the success of the company. M/s Barkha International(Pvt.) Ltd. is fully prepared to face the challenges of business in the new millennium to achieve our goals and objectives.



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## OUR PRESTIGIOUS CLIENTS in KSA

- MANAR AL OMRAN TRADING & CONTRACTING CO. KSA
- TEAM TIME COMPANY (TTCO), JEDDAH, KSA
- MODERN WOOD WORKS FACTORY, KSA
- UNITED NATIONS MILITARY OBSERVES GROUP IN INDIA AND PAKISTAN (UNMOGIP)
- AL JAWAD GROUP, KSA
  - AL JAWAD PLASTIC AND PP COMPANY
  - AL JAWAD PRINTING & PACKAGING CENTRE
  - AL JAWAD FOOD INDUSTRIES
  - AL JAWAD CONTRACTING CO.
  - TECHNO-PLAST FACTORY
  - AL JAWAD TRAVEL AGENCY
- PLANT SOLUTION CONST. CO. LTD. KSA
- AL BADIA HOTEL, AL KHOBAR, KSA
- AMMATCO (AHMED MOHD. AL-ABAAD TRADING, COMSTRUCTION & CONT CO.), KSA
- AL-SINYAR CONT. EST. KSA
- FEMCO (FAISAL ELECTRO-MECHANICAL CO. LTD.),KSA
- YOUSAF SULEMAN AL MAHASNA PARTNER CO, KSA
- EMERSON NETWORK POWER, KSA
- EUROPEAN WORLD, KSA
- RAZA ABDULLAH HASSAN ABU SHALWAH CONT. EST. KSA
- MUBARAK FAHAD AL HAJRI CONSTRUCTION EST, KSA
- SAUDI WEIMER & TRENCH CO. LTD. KSA
- AL-HAJRI CONT. CO. KSA
- M. ABDULLAH AL DOSSARY CO. AL-KHOBAR, KSA
- A.H. AL QAHTANI CONT. EST. KSA
- FAHAD AL YAMI CONT. EST. KSA
- ABDULLAH MOHSIN MOHAMMAD AL-SOIML TRADING, CONSTRUCTION & TRADING CO. KSA
- AHMED FALAH AL-AZMI & SONS CO. KSA
- AHMED YAHYA NASIR AL-YAMI EST. KSA
- ALASCO ABDULLAH F. AL-DOSRI & SONS CO. FOR CONT, KSA
- AL-REZIZA TRADING & CONTRACTING CO. KSA
- AQUB MAJID AL-MOTAIRI CONT. EST. KSA
- ASCO POWER TECHNOLOGIES, KSA
- AYIZ MUBARAK AL-QAHTANI COMPANY, KSA
- BRIGHT INTERNATIONAL GEN. CONT. EST. KSA
- CITY LINK GROUP OF COMPANIES, KSA
- GROUND ENGINEERING CONTRACTORS, KSA
- GULF HORIZON EST. KSA
- MOHAMMAD MAJID AL-MOTAIRI CONT. EST. KSA
- SAUD MOHAMMAD AL-SOIML CO. KSA
- ALFA AL KHALEEL CONTRACTING, KSA
- RASHID AL DOSSARY CONTRACTING, KSA
- H. S. AL GHAMDI TRAD & CONTRACTING, KSA
- ENGINEERING CORNER FOR INSPECTION, RAS TANURA, KSA
- RAJA ULLAH DAKHEEL ULLAH EST. KSA
- BADR MUHAMMAD AL-JAHNI EST., LKSA, KSA
- SAJJAD MUHAMMAD SALMAN AL ABD EST. KSA
- MUSASSA SAJJAD MUHAMMAD SALMAN AL ABD, KSA
- FAISAL ABDULLAH ZAYAB CONT. EST. KSA



- SAAD MUHAMMAD HASHRI AL GHAMIDI EST. KSA
- ABDULLAH KHALID AL HAMRA EST. KSA
- NAIF NASIR AL SABEE CONT. EST. KSA
- NAWAF HAMEED AL SAFA EST. KSA
- KHALID ABADA AL-ANZI CONT. EST. KSA
- RAWDH AL KHUZAMA CONT. EST. KSA
- HANI KHALID AL ANSARI CONT. EST. KSA
- MANI SALEEM AL ATEEBI EST. KSA
- MEQAAT AL MADN CONT. EST. KSA
- FAISAL MAOOZ AL RASHEEDI CONT. EST. KSA
- AL-FARAAT UL AAMA CONT. EST. KSA
- SALMAN MANSOOR EST. BR. KSA
- EWAAN AL SHUMAAL LIL TIJARA CONT. CO. KSA
- BARQ AL ISLAM TRADING CO. KSA
- MUSA JAFFAR AL SHEIKH CO. KSA
- HAZARA AL ASOOR AL QABIZA CO. KSA
- BAKHTAK LIL MAQAWALAAT WA AL SAYANA CO. KSA
- HUSSAIN MUHAMMAD AL ABU ABDULLAH TRADING CO. KSA
- NAJOOM AL-TAWAFAQ CONT. CO. KSA
- DALAA LIL MAQAWALAAT UL AAMA CO. BR. KSA
- BALDIA AL HADAAR, KSA
- ALI ABDUL RAB AL RASOOL ABDUL KARIM WORKSHOP, KSA
- JAMAAN MUHAMMAD ALI AL GHAMIDI CONTRACTOR, KSA
- KAMAL AHMED UMAR AYAD RESTAURANT, KSA





# Barkha International (Pvt) Ltd.

Firm Registration Number:

**00000005456/20060501**

FBR NTN Number:

**1757845-7**

Registered for Sales Tax:

**32-77-8761-297-47**

ICC&I Membership:

**CM-303**

POEPA Membership:

**RWP-42(CM)**

PCJCCI Membership:

**PK-00620**

## MEMBERS OF:



Islamabad Chamber of  
Commerce & Industry



Pakistan Overseas Employment  
Promoters Association



Federation of Pakistan Chambers of  
Commerce & Industry



Pakistan China Joint Chamber of  
Commerce & Industry



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