



ASSOCIATE OFFICES :

- NEPAL
- BANGLADESH
- UAE
- PHILIPPINES

HEAD OFFICE :

Office 504, Floor 5, Block B,
Centurion Star Building,
Dubai - UAE, P.O Box - 11512
Landmark: Diera City Center
Metro Station (Exit 3)

M : +971 4262 5260
E : contact@leointernationalhrc.com

BRANCH OFFICE:

Shop No. 1, 1st Floor,
Dilkhusa Plaza, Hussain Gunj,
Vidhansabha Marg,
Lucknow - 226001

T : 0522- 4113540/41
M : +91 9794544002
M : +91 9648102525
E

BRANCH OFFICE :
84/1, Khizrabad, 1st Floor,
Near New Friends Colony
New Delhi- 110025

M : +91 70212 18118
E :

BRANCH OFFICE :

G Square Business Park,
Near Sanpada Station,
8th Floor, Office No.804,
Plot No. 25/26, Sector - 30,
Vashi, Navi Mumbai - 400 703.
T : +91 22 42481515 (100 Lines)
M : +91 9869011627
E :

Resourcing & Workforce Solutions

Approved by Ministry of Overseas Indian Affairs
B-0403/MUM/PER/1000+/5/8837/2012



Recruiting Exceptional Talents

LEO International is a leading executive search and selection company. We provide our clients with the most innovative executive search and selection methodologies, industry expertise and networking capabilities. Our services provide competitive advantage to clients through executive recruitment and high value human recourse consultancy.

LEO International, Approved By Ministry of Overseas Indian Affairs
License No: **B- 0403/MUM/PER/1000+5/8837/2012** has been pioneer in Providing Human Capital to emerging industries in both Blue and White collar personnel. We cater to the individual needs of the Clients engaged in various Industries such as Heavy Engineering Construction, Oil & Gas Industry, Hotel & Restaurant, Account & Finance, Airline, Hospital, Telecommunication, Marine Engineering and others. LEO International since its inception has Grown in leaps & bounds providing quality staffing & HR solutions to various corporate.

Today we boast of the trust of our clients, guarantee of services in Competitive edge, international expertise. right candidates Placement and virtueness of team have made us specialists and Pioneers of industry. We continue to strive manpower efficiency to our clients.

“ Inception has grown in leaps to the corporate, managed service approach to recruitment ”



Khurshid Ahmed Faroodui
Founder / Chairman

Being India's leading government recognized manpower consultant,

LEO INTERNATIONAL has become the ideal choice of leading companies who wish to recruit professional human resources from UAE.

The recruitment operations at LEO International is a highly defined and exclusive process, instrumented by priority, precision, pragmatism and expediency. The company adheres to a highly competitive and standardized methodology for the process of selecting 'the best' from amongst 'the best'. This methodology has been under sustained perfection. This infallible methodology is reflected in the confidence and trust of its vast clientele.



Our Vision Mission & Values

Our Vision

LEO International aspire to be a profitable, respected, executive search and selection consultancy. To provide comprehensive, value-added executive recruitment services to our clients through a well-rewarded, dedicated term who work in an enjoyable and challenging working environment.

Our Mission

LEO International search and selection's mission is to make a significant commercial contribution to our client's successes through delivery of imaginative, creative and effective consultancy solution.

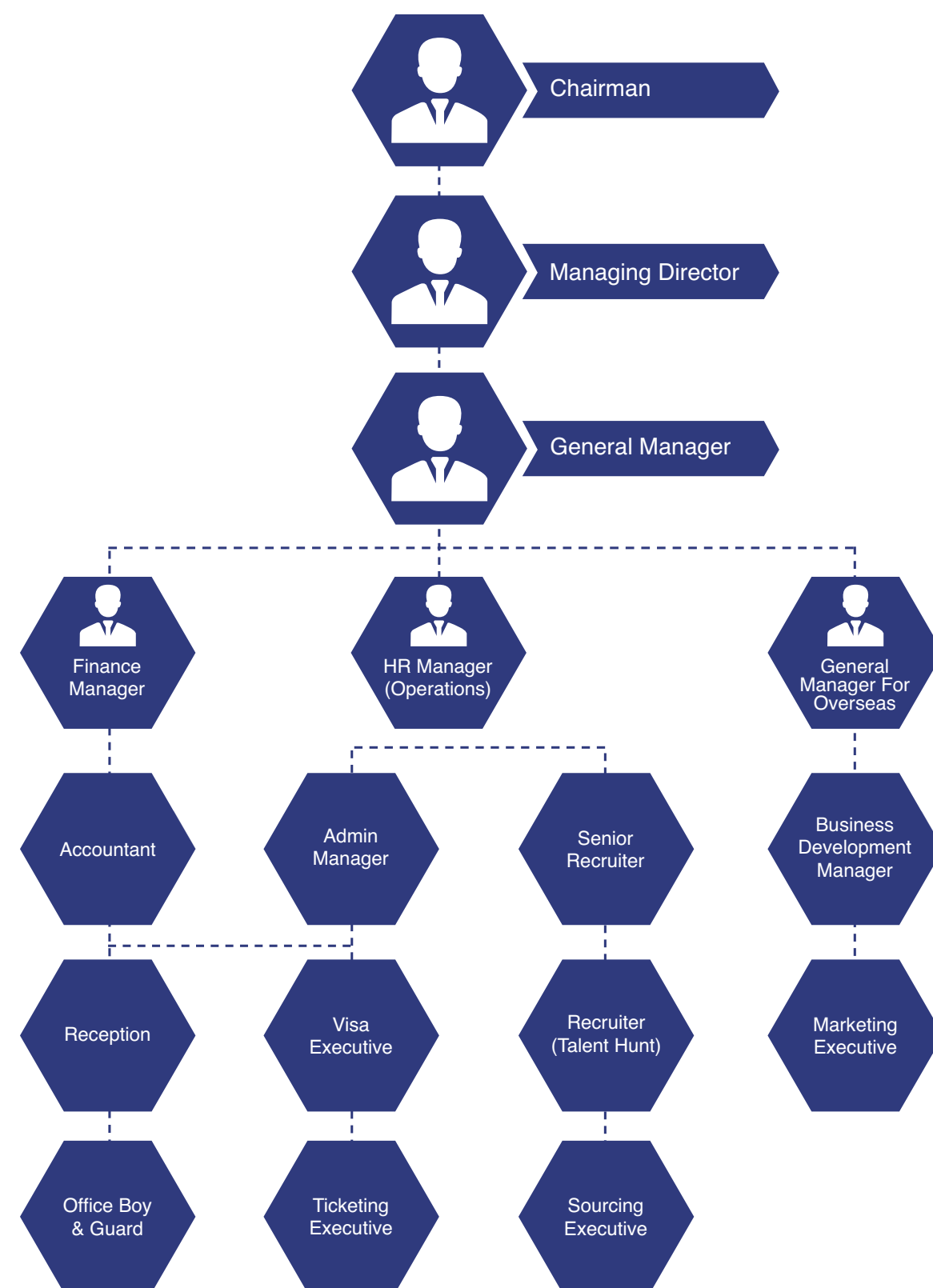
Our values

Clients and candidates are of paramount importance; this is reflected in our attention to detail, our integrity and discretion.

We strive for flexibility and creativity, at all times focussing on each client's individual requirements and delivering effective, tailor-made solutions.

We will provide a committed and through service, take nothing for granted and be rigorous in our efforts to deliver the highest quality results.

Our Management Team





OUR SERVICES ADDING REAL VALUE TO YOUR ORGANISATION

Passion

Integrity

Belief

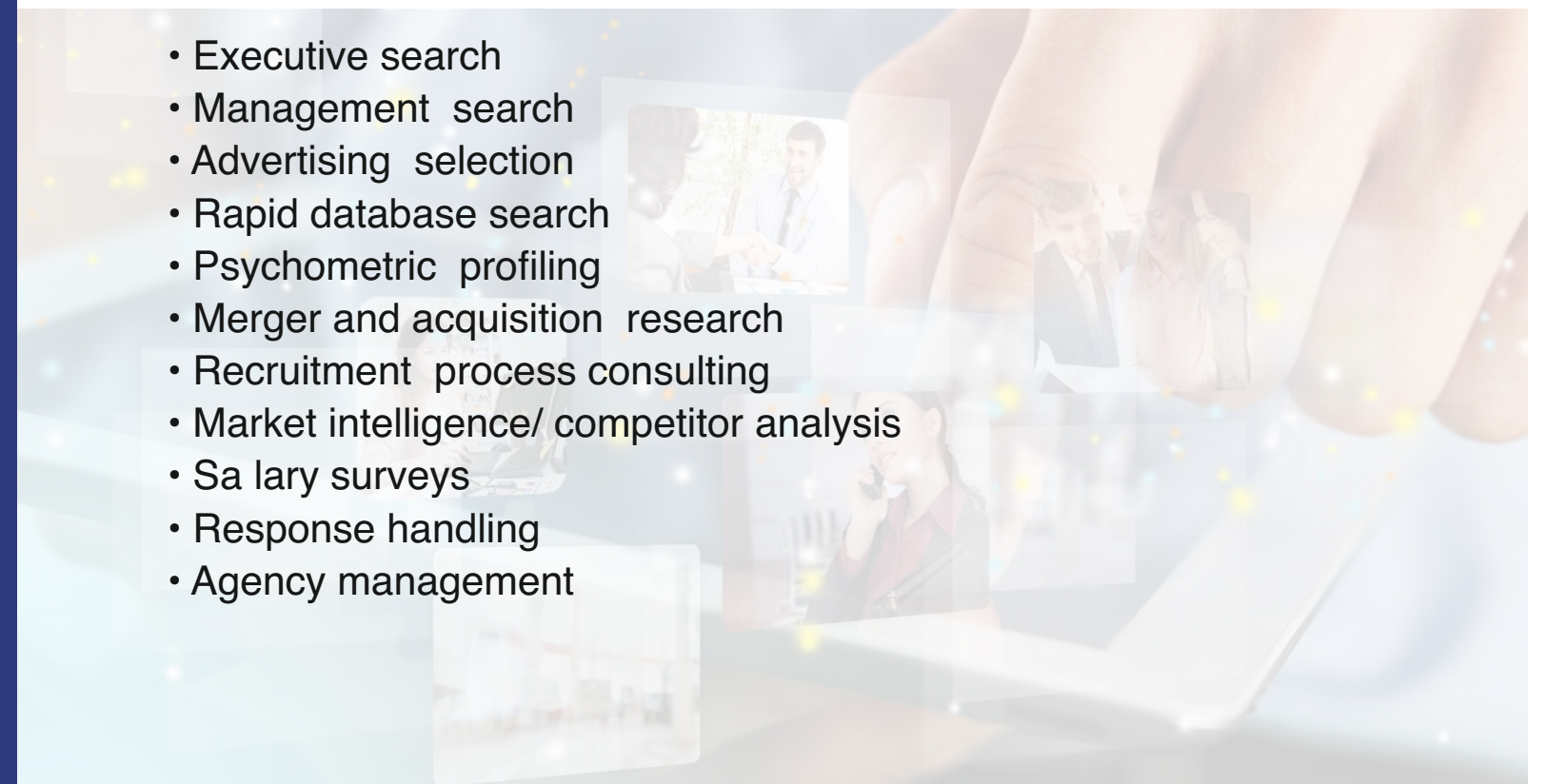
Our executive recruitment and executive search consultants operate with the highest levels of professionalism, integrity and ethics.

We strive to always exceed our clients' expectations by adding real value to their business. Our ambition for our clients' success means we are always proactive and creative in identifying new services in markets. We invest heavily in training and development ensuring that all of our executive recruitment consultants apply the most reliable and effective tools and techniques for solving clients' challenges in a consistent manner.

We work closely with our clients and have a wealth of knowledge and experience. Our executive recruitment skills are second to none.

“ OUR CONSULTANTS ARE ADAPTABLE AND APPROACH EACH RECRUITMENT ASSIGNMENT WITH IMAGINATION AND INITIATIVE. THEY ARE ALSO VERY DETERMINED - THEY MAKE THINGS HAPPEN. ”

- Executive search
- Management search
- Advertising selection
- Rapid database search
- Psychometric profiling
- Merger and acquisition research
- Recruitment process consulting
- Market intelligence/ competitor analysis
- Salary surveys
- Response handling
- Agency management



BUSINESS RECRUITMENT WORK PROCESS

DOCUMENTATION FORMALITIES

We follow the in-detail government provisions to avoid unnecessary hassles to the candidates. Basically, we require the following types of documents before making a final for sending candidates to overseas.

1. DEMAND LETTER :

Demand letter should be addressed to LEO International. The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

2. POWER OF ATTORNEY:

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes LEO International, Government Registered Licence _____ for sending workers legally. Power of Attorney should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

3. EMPLOYMENT AGREEMENT :

The employing company provide the employee employment agreement as per demand letter. The employment contract should be signed by authorized person and bear company seal.

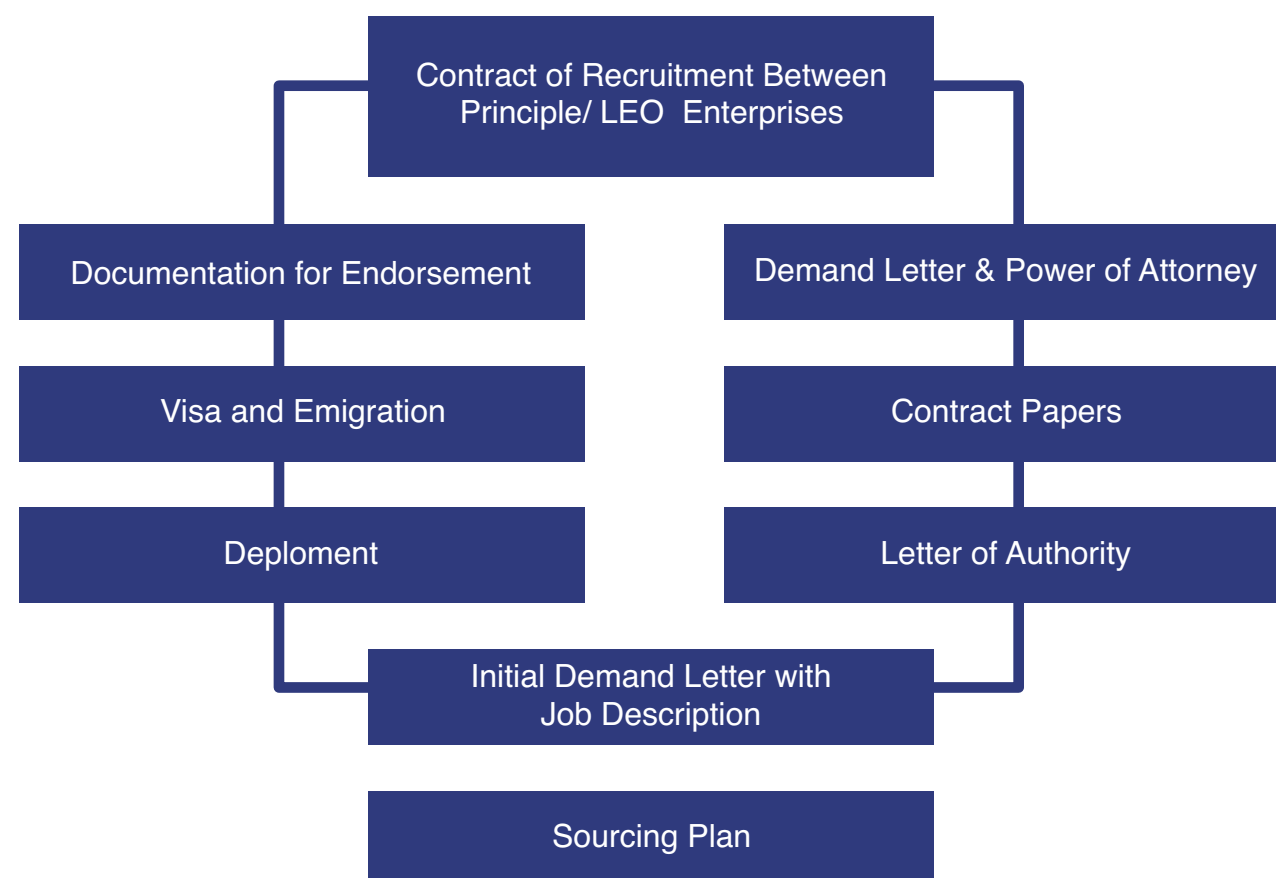
4. SERVICE AGREEMENT :

Employing Company should provide us service agreement between company and recruitment agency. The service agreement should be signed by authorized person and bear company seal.

5. ELECTRONIC AUTHORIZATION LETTER :

The Saudi Government has introduced new online system called Enjaz it for obtaining MOFA number of candidates. For this, you have to authorize us through a Local Saudi Agency or directly from your side.

A Bird Eye View



LEO International Executive Search and Selection Process

- Analysis
- Processing
- Short Listing
- Selecting
- Medical Check-Up
- Further Assessment
- Training
- Application for Visa
- Ticketing and Emigration



SEARCH



CANDIDATE



CAREER



APPLICATION



INTERVIEW



EMPLOYEE



CV



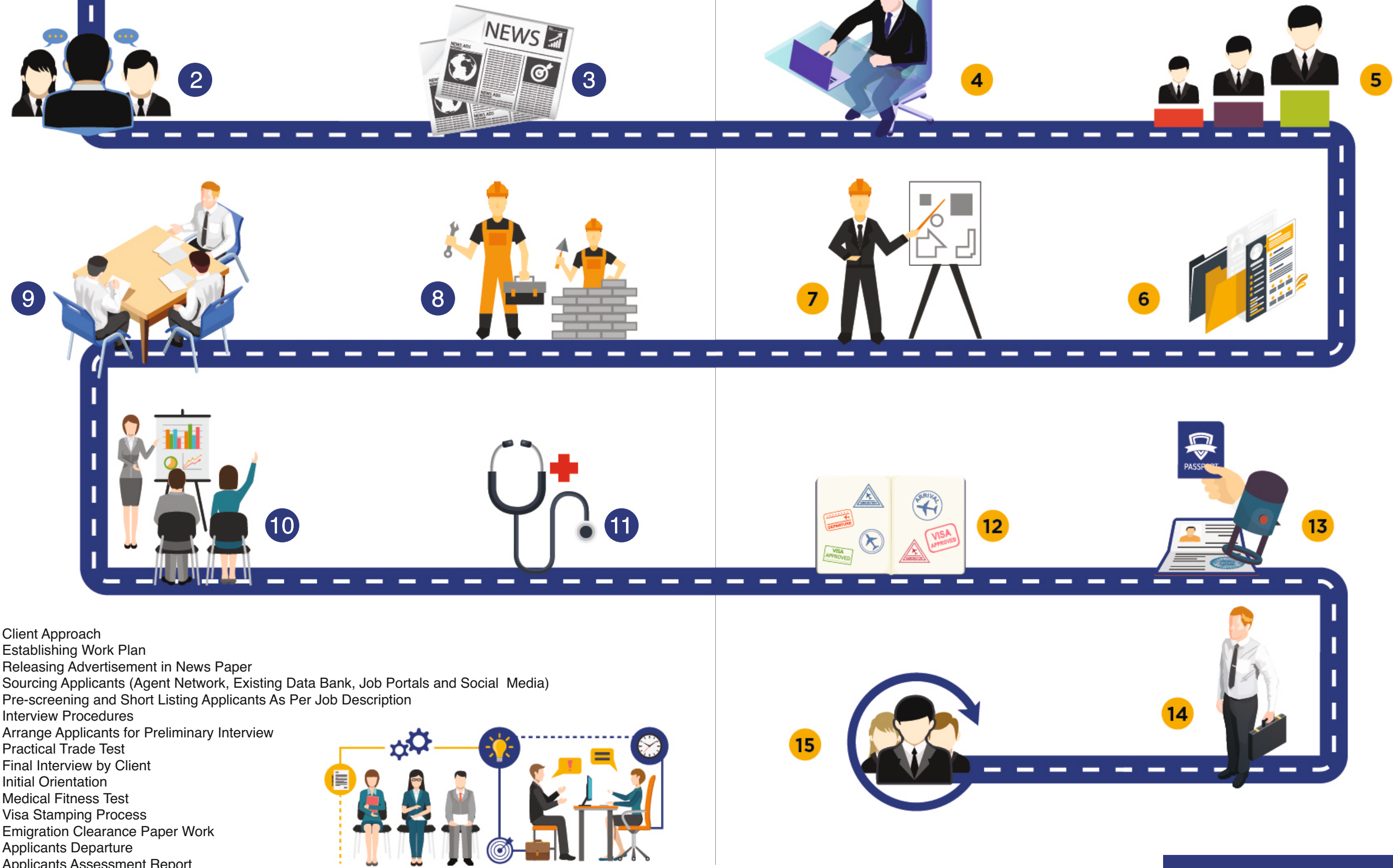
SKILLS

RECRUITMENT



LEO INTERNATIONAL

Recruitment Process



- 1 Client Approach
- 2 Establishing Work Plan
- 3 Releasing Advertisement in News Paper
- 4 Sourcing Applicants (Agent Network, Existing Data Bank, Job Portals and Social Media)
- 5 Pre-screening and Short Listing Applicants As Per Job Description
- 6 Interview Procedures
- 7 Arrange Applicants for Preliminary Interview
- 8 Practical Trade Test
- 9 Final Interview by Client
- 10 Initial Orientation
- 11 Medical Fitness Test
- 12 Visa Stamping Process
- 13 Emigration Clearance Paper Work
- 14 Applicants Departure
- 15 Applicants Assessment Report

INDUSTRIES

We have recruiting professionals, Managers, Engineers etc. to following industries:



Air - Conditioning & Refrigeration



Civil Construction



Engineering



Hospitals



Automobile



Trading



Textile & Garments



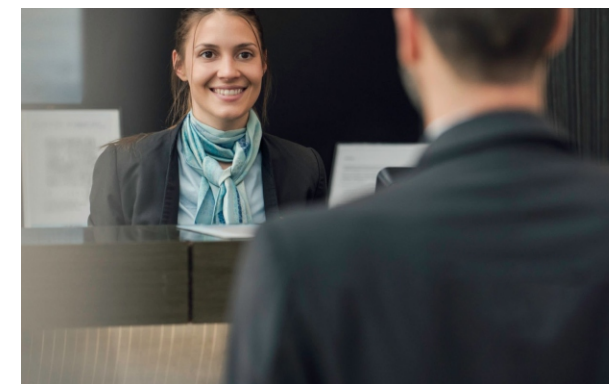
Oil & Gas Industry



Consulting Firm



Account & Finance



Hospitality



Maintenance



Marketing



Interior

LIST OF CATEGORIES

- Engineers : Civil, Electrical, Mechanical, and Marine.etc
- Doctors : M.B.B.S., M.S., M.D.
- Chartered/ Cost Accountants
- Chartered Secretaries.
- Architects
- Surveyors
- Senior Executives/ Managers
- Junior Executives
- Engineering Supervisors
- System/ Network Engineer
- Software Engineer
- Accountant
- Earth Moving Equipment
- Operators/ Mechanics.
- Grader Driver/ Operators
- Mobile Crane Operators
- Bulldozer Operators
- Tractor/ Trailer Drivers
- Draftsman (Civil, Mechanical, Architectural)
- Shovel / Excavator Operators
- Diesel/ Petrol Mechanics
- Field/ Scada Operator
- HR/ Manager / Director
- Data Entry Operator



- Chef/ Cook
- Instrument Fitter
- Civil Foreman
- Foreman
- Mason
- Carpenters
- Aluminium Fabricators
- Welders & Fabricators
- Auto Mechanics
- Auto electricians
- Plumbing foreman
- Electrical foreman
- Electricians
- Steel fixer
- Air-Conditioning Mechanics
- Loader Operator
- Turner
- Duct man
- Storekeeper/ Telecaller
- Safety Officer
- Furnace Operators
- Administrative Assistants
- Male Nurses
- Workshop Foreman
- Laboratory Technicians
- Sanitary Fitter
- Excavator Foreman
- Laundry Man
- Dry Cleaning Operators
- Structural Steel Erector
- Gardeners
- Ticketing clerk
- Purchase Officers
- Lathe Operator
- Pipe Fitter
- Fabricator
- Helper/ Cleaner
- Waiter / Steward

“LEO International Ready to help you achieve that, and **more**”

- LEO International structure a compensation package consistent with the candidate's abilities and the client's needs. Our position as intermediary allows us to calibrate a fair and reasonable offer that is satisfactory to both parties.
- We provide candidates for all the level right from un-skill, semi -skilled, skilled technicians, office staff, engineers and others.
- LEO International is best in recruiting most of the sectors comprising of Civil MEP, Maintenance, Retail, Hospitality, manufacturing etc.

CIVIL



Shuttering Carpenter



Furniture Carpenter



Mason



Steel Fixer



Shuttering Carpenter



Furniture Carpenter

MEP



Electrical Technicians



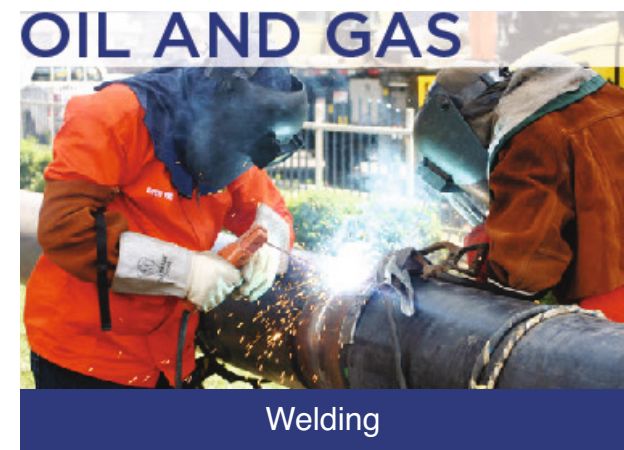
HVAC



Ducting



Plumbing



TRADE TEST CENTERS FOR TESTING SKILLS DURING INTERVIEWS

All center's in which we conduct interview for skilled categories are certified ISO 9001:2000. Art facilities for Training and Testing, and assuring Quality. All keep up with international standards.

Uninterrupted power supply and equipped with HT connections, Transformers, Generators and other back-up systems. Liquid argon tank and pipe line network at Bombay facilities, eliminating need to handle individual Argon cylinders.

International standard tools, tackles and consumables provided for training. Well-stocked store room catering to all the requirements. Elegant cabins and conference rooms for clients with high-speed Internet, fax and phone. Also in-house facility for Non-Destructive Testing with X / Gamma ray radiography, pT. MPT and UT etc.

Client Interview Site's



Client Interviews



Applicants Registration and testing



Briefing Categories to White collars and Blue collars



Client Interviews for different trades



CLIENT RELATIONSHIP



OUR CLIENT LIST



OUR CLIENTELE'S LIST

- MATCO - RIYADH
- SHALFA INTERNATIONAL - RIYADH
- AL HENNA TRADING CO- RIYADH
- GROUND HANDLING LOGISTIC - RIYADH
- DEVELOPMENT WORKS FOOD CO - RIYADH
- BOUDL HOTEL - RIYADH
- AL IFTIKAR TRADING & CONTRACTING EST - RIYADH
- IBNA / SONS SALEH NASEER AL-KHELEWI FOR TRADING & INTRACROT - RIYADH
- MAISON MATHIS - BELGIAN CUISINE
- HALOOL TRANSPORT - RIYADH
- ALI MOHD. ALSUDAIS EST. FOR TRADING - RIYADH
- USKUDAR STEAKHOUSE - RIYADH
- ALTHOUGAN TRADING CO - RIYADH
- MOHAMMED HAMAD AL AHMAD & SONS TRADING AND CONTRACTING
- AL QASSIM / RIYADH
- MASARAT NAHDA AL CO- DAMMAM
- SALEM MANSOUR AL SHEHHI TRADING EST
- RANEEM AL - ASTHMA EST - RIYADH
- NASSER IBRAHIM AL DHAFIRY - RIYADH
- AL ROBA AL AALY C.LTD
- SAAD AL MASSAD TRADING COMPANY, - JEDDAH.
- BINZAGR & PARTNERS COMPANY, - JEDDAH.
- JEDDAH CABLE COMPANY, - JEDDAH.
- GULF PACKAGING SYSTEM, - JEDDAH.
- ABDUL LATIF AL BATAIN & BROTHERS COMPANY, - RIYADH.
- FIRST INFORMATION TECHNOLOGY, - RIYADH.
- AREEF UNITED COMPANY, - RIYADH.
- WAHA PETROCHEMICAL COMPANY, - RIYADH.
- GEEL ALFORASAN TRADING COMPANY, - ABHA.
- SAFAR AL LUFI EST, - MAKKAH.
- SAUDI SALWA INVENTORY & PROJECT DEVELOPMENT COMPANY LTD, - JU BAIL
- DAMM, AM.
- BARKAT AL KHALEEG EST, AL KHOBER - DAM MAM.
- ABDULLA A. AL GHARAVI EST, - JEDDAH.
- SAYEED BIN MOHD UBAID BIN JAGER COMPANY, - JEDDAH.
- AUTO NEW CAR MAINTANCE CENTRE, - JEDDAH.
- SAAD BIN ABDUL AZIZ COMPANY, - RIYADH.
- AL JIZAN HOTEL, - ABHA.
- TATWEER GROUP, - ABHA.
- NAHIL COMPUTERS COMPANY, - RIYADH.
- AL FAROUK SAFE PASSES & COMPANY, - JEDDAH.
- AL MAJAL TRADING COMPANY, - JEDDAH.
- ARAB COMPANY FOR INTERNET SERVICES, - JEDDAH.
- RKE TECHNOLOGY CORPORATION, - RIYADH.
- ARAB COMPANY DOWELL SCHLUMBERGER, - RIYADH.
- BRANCH OF AL-GHONEIM OF THE EQUIPMENT, - RIYADH
- HSBC COMPANY SAUDI ARABIA, - RIYADH.
- ABB COMPUTER COMPANY LTD, - RIYADH.
- NAHIL OF COMPUTER, - RIYADH.
- ABB ELECTRICAL INDUSTRIES COMPANY, - RIYADH.
- THE SAUDI INVESTMENT BANK, - RIYADH.
- WAHA PETROCHEMICAL COMPANY, - RIYADH
- SAUDI RESEARCH & PUBLISHING, - RIYADH
- MOHAMMED SULEMAN AL OTHAIM TRADING EST, RIYADH.
- AL MOAMMAR INFORMATION SYSTEMS, - RIYADH.
- MERAK ARABIA COMPANY LTD, - RIYADH.
- CLEARBAK COMPANY BTA LTD, - RIYADH.
- TRANSFORMERS COMPANY LTD, - DAMMAM.
- SCHLUMBERGER MIDDLE EAST, AL KHOBAR - DAM MAM.
- YOUR HEALTH MEDICAL CLINICS, - TAIF.
- AL MOAMMAR INFORMATION SYSTEM COMPANY.
- ETIHAD TELECOMMUNICATION COMPANY, - RIYADH.
- AL SUWAIKAT COMPANY, AL KHOBAR - DAMMAM.
- SEERA COMPANY, - MADINA.
- AND MANY MORE.....

GOVERNMENT OF INDIA

MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE



CERTIFICATE NO. B 0103/1909/1
PER/1000+15/8837/2012
Form - V
GOVERNMENT OF INDIA
MINISTRY OF OVERSEAS INDIAN AFFAIRS
CERTIFICATE
[See rule 10 (2)]

With reference to the application dated 09.03.2012 for grant of a Certificate under Section 10 of the Emigration Act, 1963 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Leo Enterprises, Mumbai is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:

(i) that the business shall be conducted at Shree Pt. 2, Hari of Residence, Plot No-67, Sector 50 (New), Sea World (W), Navi Mumbai - 400706 + pt. see page 12

(ii) that this certificate is valid for a period of Five years or till the completion of the recruitment of Twenty workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub rule (2) of Rule 8;

(iii) that the holder of the certificate shall conduct business under signatures and seal of the director / partners / proprietor and the certificate shall not be transferable;

(iv) that a photo copy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities / law enforcing authorities and employers;

(v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority

PARTICULARS OF THE AGENCY

1. Registration Certificate Number: B-0103/1909/1/PER/1000+15/8837/2012

2. Name of the Agency: M/s Leo Enterprises, Mumbai

3. Office Address of the Agency: Shree Pt. 2, Hari of Residence, Plot No-67, Sector 50 (New), Sea World (W), Navi Mumbai - 400706 + pt. see page 12

4. Nature of Agency (Company / Partnership firm / Sole Proprietor): Sole Proprietor

5. Name of RC Holder: Khaheed Ahmed Farooq

6. Date of Birth of the RC Holder: 22-01-1976

7. Nationality of the RC Holder: Indian

8. Position in the Agency: Sole Proprietor

9. Telephone Number of the Agency: 022-27722552

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

Validity of the Registration Certificate extended up to 18.09.2024

Uttamasi Mahasarakshi
Director General of Emigrants

رخصة مهنية

Professional License

تفاصيل الرخصة / License Details

License No.	805401	رقم الرخصة
Trade Name	LE O INTERNATIONAL HR CONSULTANCY	الإسم التجاري
Legal Type	Civil Company	الشكل القانوني
Expiry Date	18/04/2023	تاريخ الإنتهاء
D&B D-U-N-S ®	0	الرقم العالمي
Register No.		رقم السجل التجاري
Issue Date	19/04/2018	تاريخ الإصدار
Main License No.	805401	رقم الرخصة الأم
DCCI No.		عضوية الغرفة

الأطراف / License Members

Share / الحصة	Role / الصفة	Nationality / الجنسية	Name / الإسم	No. / رقم الشخص
50.00%	Partner / شريك	India / الهند	مظفر راشد مجاور راشد احمد مجاور (50.00%) MUZAFFAR RASHID MUJAWAR	712970
50.00%	Partner / شريك	India / الهند	وسيم عبدالكريم بالنايك (50.00%) RASHID AHMED MUJAWAR	712971
	Manager / مدير	India / الهند	مظفر راشد مجاور راشد احمد مجاور VASIM ABDUL KARIM PALNAIK	712970
	Agent / وكيل خدمات	United Arab Emirates / الامارات	جابر علي حسين محمد ال علي MUZAFFAR RASHID MUJAWAR RASHID AHMED MUJAWAR	326422
			JABER ALI HUSEIN MOHAMED AL-ALI	

نشاط الرخصة التجارية / License Activities

Marketing Research & Consultancies	استشارات ودراسات تسويقية
Human Resources Consultancies	استشارات الموارد البشرية
Management Consultancies	استشارات ودراسات ادارية
Marketing Management	الادارة التسويقية
Public relations Management	إدارة العلاقات العامة

Print Date 20/04/2022 13:00 تاريخ الطباعة Receipt No. 14369226 رقم الإيصال

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على اذن الدفع.

Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment voucher.

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وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة الاقتصاد والسياحة في دبي. لمراجعة صحة البيانات الواردة في الرخصة يرجى مسح رمز الاستجابة السريعة this is a certified e-document issued without signature by the department of Economy and Tourism. Kindly Scan the QR Code to Verify the certificate

TESTIMONIAL



مطعم ومطبخ الهدوج
AL HADOCG RESTAURANT & KITCHEN
WWW.ALHADOCG.COM

APPRECIATION

This is to certify that M/s LEO ENTERPRISES, Mumbai is our approved overseas Manpower Recruitment Agent in India against Work Visas.

We are pleased to place on record that they have highly professional expertise and their services are commendable in handling our huge volume of qualified manpower supplies, especially during our emergent requirement time.

We wish LEO ENTERPRISES all the best wishes and compliment for their efforts and accomplishment.


 General Manager



شركة الحناء التجارية
AL-HENNA TRADING CO.
شركة مساهمة مغلقة
رأس المال: ١٠٠٠٠٠٠٠ ريال سعودي
• تجارة • مقاولات • زراعة • صيانة
• Trading • Contracting • Agriculture • Maintenance


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 GENERAL MANAGER




مستورع ماجد عبدالله الرشيد
AL-RIKABI
AL-RIKABI TRADING & CONTRACTING CO. LTD.
P.O. BOX 111111, RIYADH 11151, SAUDI ARABIA

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 General Manager



عليه العجاز
OYOUN ALHEJAZ
Trading & Contracting Ltd. Co.
تجارة والمقاولات المحدودة

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 GENERAL MANAGER

TESTIMONIAL



ماتكو
MATCO
شركة محاور الغد
MAHAWER ALGHAD CO.

APPRECIATION

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طلال بن عبد العزيز آل مرزوق
 الرئيس التنفيذي




ص.ب ١٤٦٨٩ الرياض ١١٤٣٤ المملكة العربية السعودية . ت: ٩٢ ٠٠٠٠ ٥٩٢ ، ف: ٩٦ ١١ ٢٩ ٣٣٣ ١١ ، فاكس: ٩٦ ١١ ٢٩ ٣٣٣ ١١
P.O.Box 14689 Riyadh 11434 Kingdom of Saudi Arabia, Tel: 92 0000 592, Fax: +966 11 29 333 11

Website: www.smatnah.com Email: info@smatnah.com

📍 Office 504, Floor 5, Block B, Centurion Star Building,
Dubai - UAE, P.O Box - 11512
Landmark: Diera City Center Metro Station (Exit 3)



www.leointernationalhrc.com