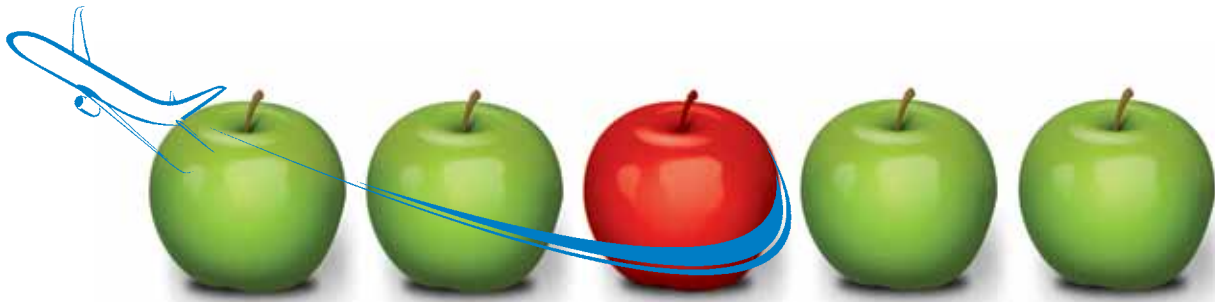




**PARADISE**  
INTERNATIONAL (P.) LTD.



COMPANY PROFILE



*Significantly Different*

# CONTENTS

05

## Nepal: A Land of Natural Diversity

- Introduction — 07
- Nepal: A reliable source of manpower for the rest of the world — 08

09

## Paradise International (P.) Ltd.

- Introduction — 10
- Chairman's Message — 13
- 15 Years:  
A Journey to Satisfaction — 15
- A Sense of Eternal Strength — 17
- Computerized Data Bank — 18
- Vision — 19
- Mission — 20
- Objectives — 21

23

## Management Team

- Management Team — 24
- Organizational Structure — 26

27

## Overseas Recruitment

33

## Recruitment Process

- Legal Documents — 34
- Employer's Responsibilities — 43
- Saudi Visa Process — 44
- Malaysia Visa Process — 45

Paradise Training Center — 46

Paradise International Travels & Tours (P.) Ltd. — 47

Paradise Building — 48





**NEPAL: A Land of Natural Diversity**

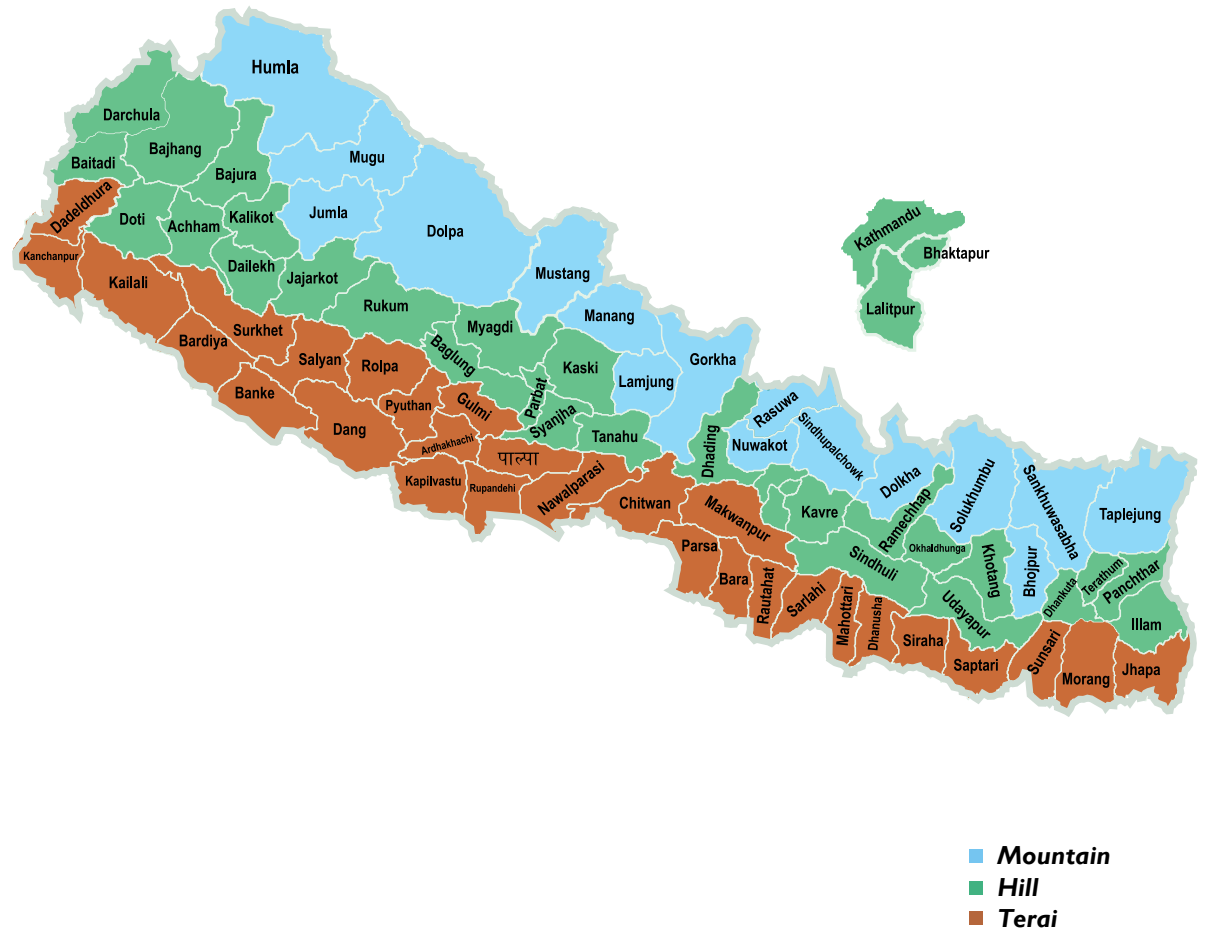


## Introduction

Nepal, officially the Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. With an area of 147,181 square kilometres (56,827 sq m) and a population of approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India.

Nepal is commonly divided into three physiographic areas: Mountain, Hill and Terai. These ecological belts run east-west and are vertically intersected by Nepal's major, north to south flowing river systems. The mountainous north of Nepal has eight of the world's ten tallest mountains, including the highest point on Earth, The Mount Everest, called Sagarmatha in Nepal.

Hinduism is practised by about 81% of Nepalese, making it the country with the highest percentage of Hindu followers; Buddhism is linked historically with Nepal and is practiced by 9%, Islam by 4.4%, Kirat 3%, Christianity 1.4%, and animism 0.4%.





## Nepal: A reliable source of manpower for the rest of the world

Nepalese are honest, hardworking & strong inherently. They cope with change in no time, are trustworthy on the assigned duties. Since last 200 years, the world has been trusting us for their thirst of manpower. No corner around the world has been left where Nepalese have not applied their blood-toil-sweat & tears.





**PARADISE INTERNATIONAL (P.) LTD.**

# PARADISE INTERNATIONAL (P.) LTD.

## Introduction

We, Paradise International (P.) Ltd., an ISO certified company introduce ourself as one of the leading Human Resource Consulting Organization, Licesenced by Government of Nepal (Licence No. 187/057/058) to cater our service globally to our distinguished client & companies

We have about 23 years of presence in international market. During this period we have placed many Nepalese workers on an international level headed by well qualified and versatile experienced professionals. Our performances over the years have earned laurels unmatched by any others.

We have been supplying different categories of manpower: unskilled labor, semi-skilled trade persons, qualified engineers, chartered accountants, medical & paramedical staffs, hotel & hospitality staffs, care givers, security guards & so on to many of the gulf countries like Saudi Arabia, Qatar, U. A. E., Kuwait, Oman, Bahrain and other countries like Malaysia, Libya, Jordan, Japan and others. More than a decade of our dedication in this field, we have supplied about 42,000 Nepalese workers to different companies to the above mentioned countries. We are even ready to provide the workers to any country who can provide us approved work-permit visas allowed by Nepal Government.

Our progressive and professional track have made to it one of the richest treasure house and one stop resource bank for the best talent.



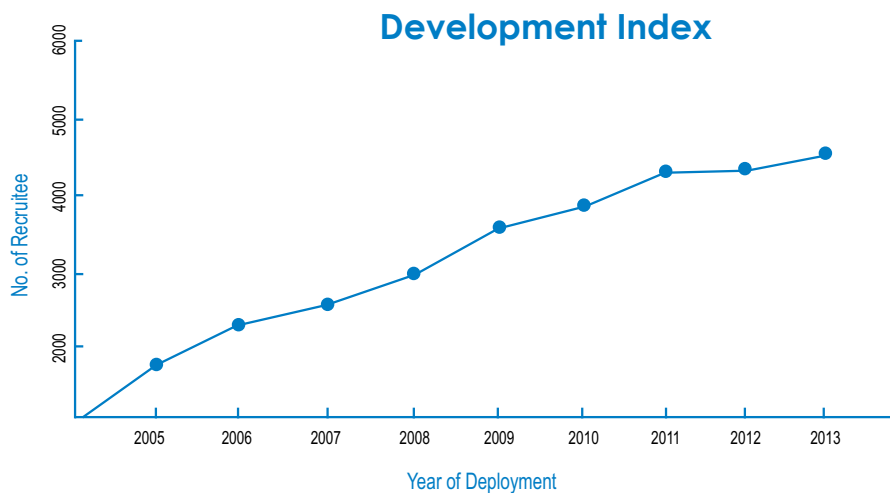
The best organization around the world trust us for their manpower requirement and the best talents of course trust us for their career aspirations and desires.

We had successfully pursued and developed fertile business association with the organization of repute during these years. Service within the stipulated time frame and **“Right Man for the Right Job”** have proved to enhance our reputation in view of reliability.

As it is our usual practice, we try to make an utmost care to ensure that all your expectations are looked after, right from the time you assign us the job with legal authorization till the time project completes. Every task will be coordinated to your satisfaction to make the whole process comfortable. We would ensure that without compromising on the top of the line service quality that we are synonymous with, would also give you much better deals than any of the competing service industry in Nepal.

Please feel free to contact us for your manpower requirements and enquiries. Your every query will be responded promptly.

Thanks with best regards.



*WE ARE GROWING*





## Chairman's Message

Dear Sir/Madam,

First of all we would like to extend sincere thanks for your valuable interest to our Organization. Please go through our company profile for detailed of information, procedure, quotation, quality and reliability of our service of manpower recruitment .

All the terms and conditions mentioned in this profile, however, are only indicative ones and they shall be finalized after following the rules and regulation of the company & in mutual understanding.

We hope that it would be a useful direction for you to recruit our well capable workers to your company. Please, be assured that all the workers, provided to you shall work as per your direction subject to the agreement (contract) made before finalizing to recruit them.

Please feel free to contact us either by phone, fax and email or directly to our mobile numbers at any time for further information regarding the recruitment of Nepalese manpower from Nepal and we will always be at your service. We always regard our clients as our most important valuables.

We look forward to receive your positive response. We assure you that our best service and cooperation will be for you at all time.

Thank ing you,

**Nabaraj KC**  
Chairman





“  
Failure defeats Losers,  
Failure inspires Winners  
”

## 15 Years: A Journey to Satisfaction

Paradise International started to crawl like a tortoise, neither stopped-nor tired, accelerated itself in every pros and cons, overcome every hurdles. Good to retention those early days.....!!!!!!

A small micro family has become a giant macro family not confined within a border but wide spread around the world, determined for a long walk ahead.....







“  
Some dream of great accomplishments,  
while others stay awake and do them  
”

## A Sense of Eternal Strength

- ▶ Everwalking; never stand still for more than a decade and a half.
- ▶ Registered, authenticated and licensed under Labor Act, Government of Nepal.
- ▶ More than 700 satisfied client companies around the globe.
- ▶ More than 40000 happy families in the nation whose beloved ones been recruited through us, earning for livelihoods around the world.
- ▶ A jumble of experts and professionals - ever working for betterment.
- ▶ Right candidates for the Right Job at the Right Time.
- ▶ Driven by highly moral attitude, very much transparent and punctual in business.
- ▶ Continuing business relationship with clients for more than a decade.
- ▶ Appreciated by social networks within the nation & abroad.





## Computerized Data Bank

We have maintained an updated data bank, computerized as well as manual based. More than 500 candidates in each category, whether it may be unskilled labor, trades or different professionals, are available within our database. Their upgradation is made in periodic basis. This makes us capable enough to provide any number of workers for any category at anytime.

Beside computerization, there is yet another data bank which possesses a large number of files consisting xerox copies of credentials, testimonials and photographs to authenticate the information provided by the candidates. Thus, the employer can pre-screen and judge each candidate with ease and efficiency.



“  
*Capital isn't scarce; Vision is*  
”

## Vision

To assist qualified and talented Nepalese nationals to realize their full professional and personal aspirations by providing opportunities with professional employers who will value their skills and competence.



“

**Expect the best. Prepare for the worst.  
Capitalize on what comes.**

”

## Mission

Our mission is to provide our clients and candidates with the excellent recruitment services based on mutual trust and the highest professional standards driven by quality and cost consciousness.

## Objectives

To solve the ever increasing unemployment problem of the nation.

To provide well experienced & skillful manpower to the client companies around the globe.

To utilise the skill & experience of the people for their betterment.

To focus on the upliftment of the basic living standard of the socially discriminated group of people.

To provide a better & reliable source of remittance to the nation.



FOCUS  
PROFESSIONALISM  
PROFESSIONALISM  
RELATIONSHIP  
COMMITMENT  
CONFIDENTIALITY  
TRANSPERANCY  
FOCUS  
PROFESSIONALISM  
RELATIONSHIP  
COMMITMENT  
CONFIDENTIALITY  
TRANSPERANCY  
FOCUS  
PROFESSIONALISM  
RELATIONSHIP  
COMMITMENT  
CONFIDENTIALITY  
TRANSPERANCY





**MANAGEMENT TEAM**





## Management Team

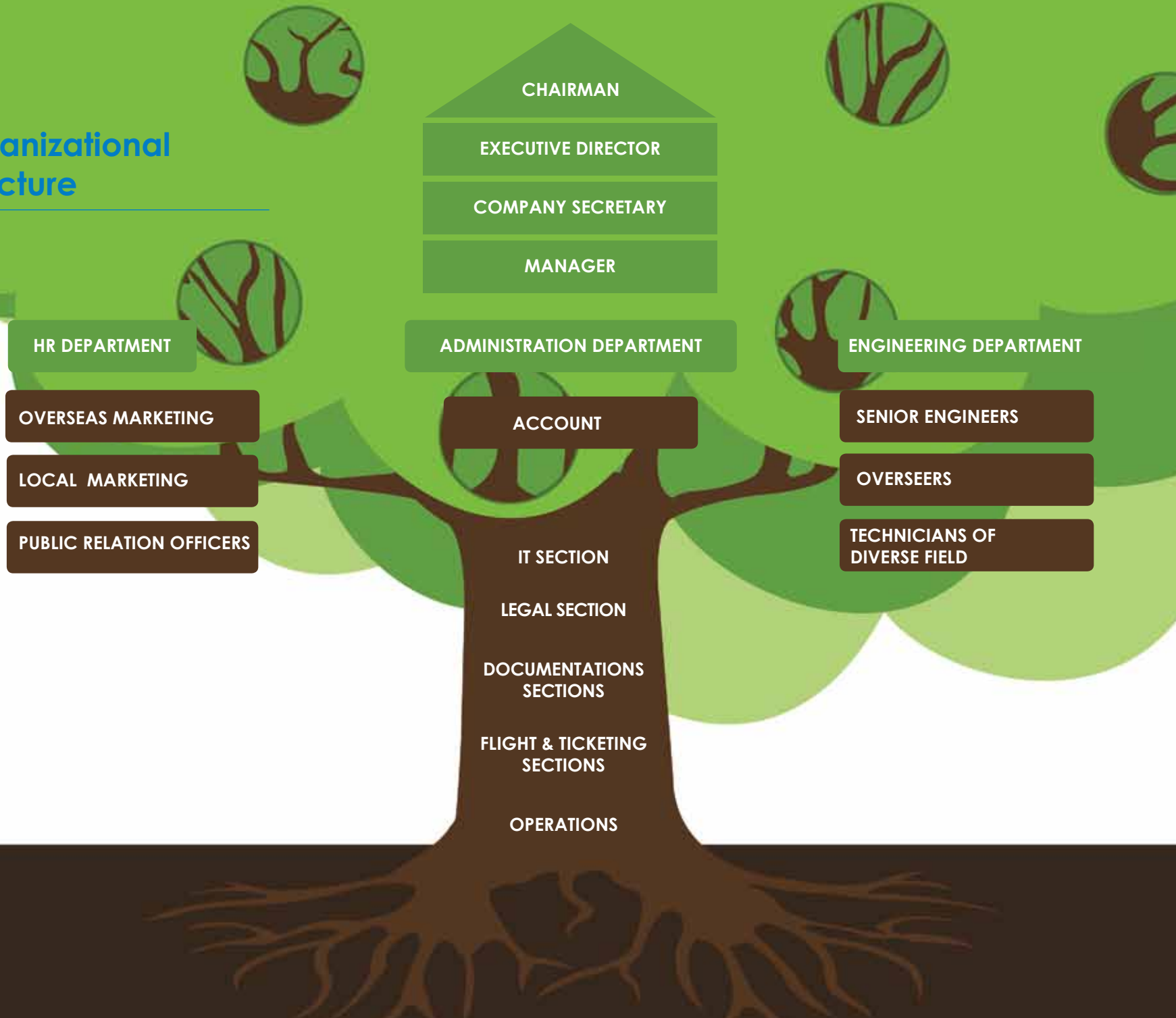
Paradise International (P.) Ltd. has a well built group of personalities comprising of leading consultants from diverse fields of business and commerce, human resource management, information technology, outsourcing business, law and other areas which provide a wide spectrum of knowledge base and understanding across industries and processes.





Our team possess co-operation, commitment, enthusiasm, focused in the according field due to which we've been succeeding on providing the best overseas recruitment services throughout the tough competitions.

# Organizational Structure



CHAIRMAN

EXECUTIVE DIRECTOR

COMPANY SECRETARY

MANAGER

HR DEPARTMENT

ADMINISTRATION DEPARTMENT

ENGINEERING DEPARTMENT

OVERSEAS MARKETING

ACCOUNT

SENIOR ENGINEERS

LOCAL MARKETING

OVERSEERS

PUBLIC RELATION OFFICERS

IT SECTION

TECHNICIANS OF DIVERSE FIELD

LEGAL SECTION

DOCUMENTATIONS SECTIONS

FLIGHT & TICKETING SECTIONS

OPERATIONS



**OVERSEAS RECRUITMENT**

Paradise International is a professional HR sourcing and recruiting company, which provides all types of workforces i.e. professional, skilled, semi-skilled and unskilled from Nepal to different companies all over the world.

**We recruit the manpower in the following main categories:**



**Civil/Architecture**

- Mason (Plaster, Block)
- Mason (Tiles)
- Rod Binder (Steel Fixer)
- Shuttering Carpenter
- Plumbing (Pipe Fitting Sanitary Work)
- Aluminium Fabrication
- Gypsum Ceiling
- Labour



**Electrical**

- General Electrician (House Wiring)
- Electrical Line Maintenance (Industrial)
- AC & Refrigeration
- Motor Welding



**Mechanical**

- Automobile (Diesel & Petrol)
- Auto Electrician
- Machinist (Turner)
- Pipe Fabrication
- Industrial Pipe Fitting
- Steel Fabrication
- Scaffolders





### Security

Residential/Private Security  
Official/Bank Security  
Industrial Security



### Welding

Normal Welding (Arc & Gas)  
Welding 1G to 4G  
Welding 6G  
Welding TIG  
Welding MIG  
Welding Gas



### Heavy Equipments

Operators - Dozer, Fork lift,  
Roller, Payloader, Back Hoe  
Operators - Crane  
(Mobile/Crawler/Hydraulic)  
Driver - (Trailor/Drump  
Truch/Light vehicles)  
Mechanics - (Heavy/Light  
Equipments, Under Chasis)  
Tyremen  
Denters  
Painters  
Moulders  
Helpers



### Administration

Project Manager  
Public Relation Manager  
Chartered Accountants  
Accountant/Cashier  
Secretary/Executives  
Clerk/Typist/Receptionist  
Sales Personnel/Store Keeper  
Computer Operator



**Hotel & Hospitality**

Western, Italian, Chinese food production  
(cooking and preservation)  
Food & Beverage Service (waiter, Bartender)  
Front Office Management (receptionist call operator)  
Room Boy/Laundry Man/Cleaners



**Denting & Painting**

Sand Blasting  
Building Painting  
Industrial Painting



**Agriculture & Plantation**

Farming  
Livestock  
Fishery  
Poultry  
Bee Keeping  
Floriculture



**Cleaning & Housekeeping**

Office Boy  
Cleaner (Hospital, School, Mosque, Office etc.)  
Housekeeper  
Care Giver



**Power/Gas/Water  
Treatment Pero Chemical  
Plants (Exclusive  
Category)**

Engineers  
Technicians  
Operators  
Chemist & Analysts



**Manufacturing & Production**

Electronic Production  
Plastic & Rubber Production  
Furniture (Wooden & Metal)  
Mechanical Spare Parts



**Medical/Paramedical**

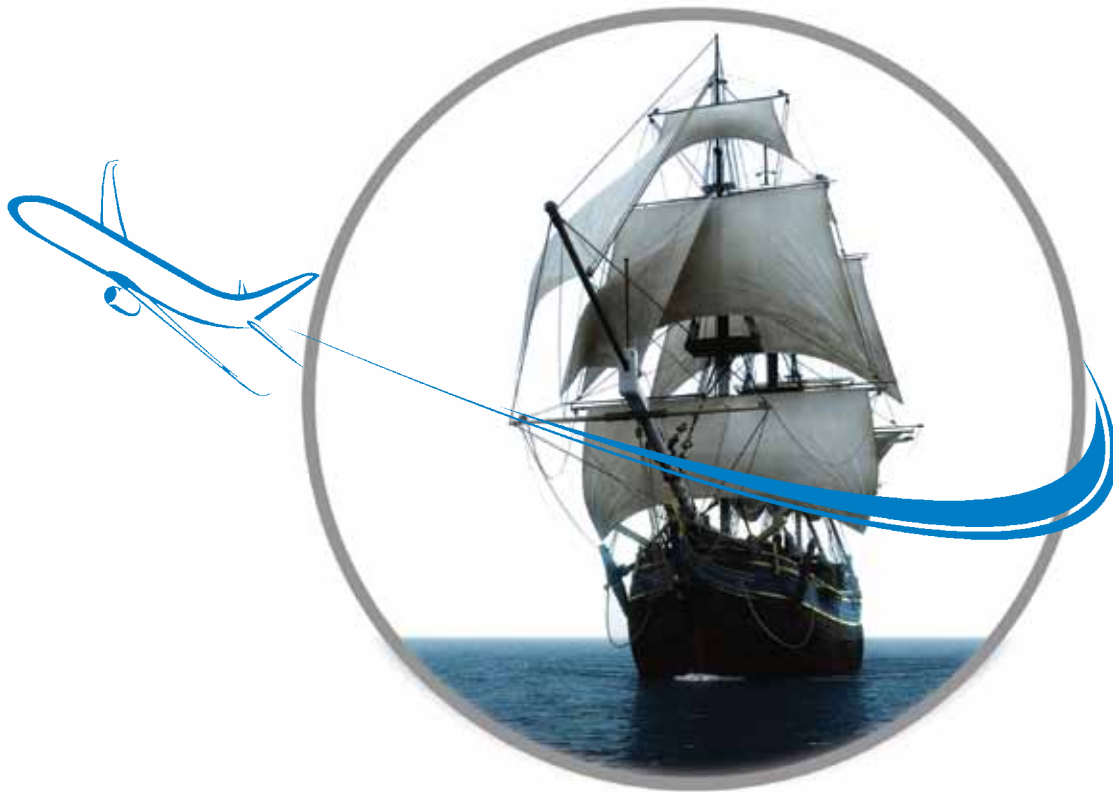
Consultants  
Surgical  
Nurses  
Technicians



**Garments & Textiles**

Patron Maker  
Cutting Master  
Production Manager  
Supervisor  
Tailors  
Checker/Helper





“

*Logic will get you from A to B.  
Imagination will take you everywhere.*

”



**RECRUITMENT PROCESS**

## Requirement of Legal Documents from Employer Company

Requirements of legal documents varies country to country. Common to all are 5 legal documents as detailed below. These documents should be in Employer Company Letterhead, properly signed and stamped by company authority. These documents should get attested from Chamber of Commerce &/or Nepal Embassy of the respective country. In case of Saudi Arabia, attestation from Ministry of Foreign Affairs (MOFA ) in addition is mandatory. For Malaysia, Notary Public Attestation and Nepal Embassy Attestation is needed.

### Demand Letter

A letter from the Employer Company mentioning number of workers required, salary scale, duty hours, food accommodation & other facilities provided.

Ref No:  
Date

### DEMAND LETTER

To,  
M/s. Paradise International (P.) Ltd.  
License No: 187/057/058  
P.O. Box: 14329  
Bakhundole, Lalitpur, Nepal.

Dear Sir,

We are pleased to inform you that we need to recruit Nepalese workers through your agency on the following terms and conditions:

Category ..... Qty ..... Salary .....

#### TERMS AND CONDITIONS

1. Period of Contract:
2. Accommodation:
3. Transportation:
4. Medical:
5. Food:
6. Air Ticket:
7. Working Hours: 8 hrs/day (6 days/week)
8. Probationary Period (If any):
9. Other Benefits:

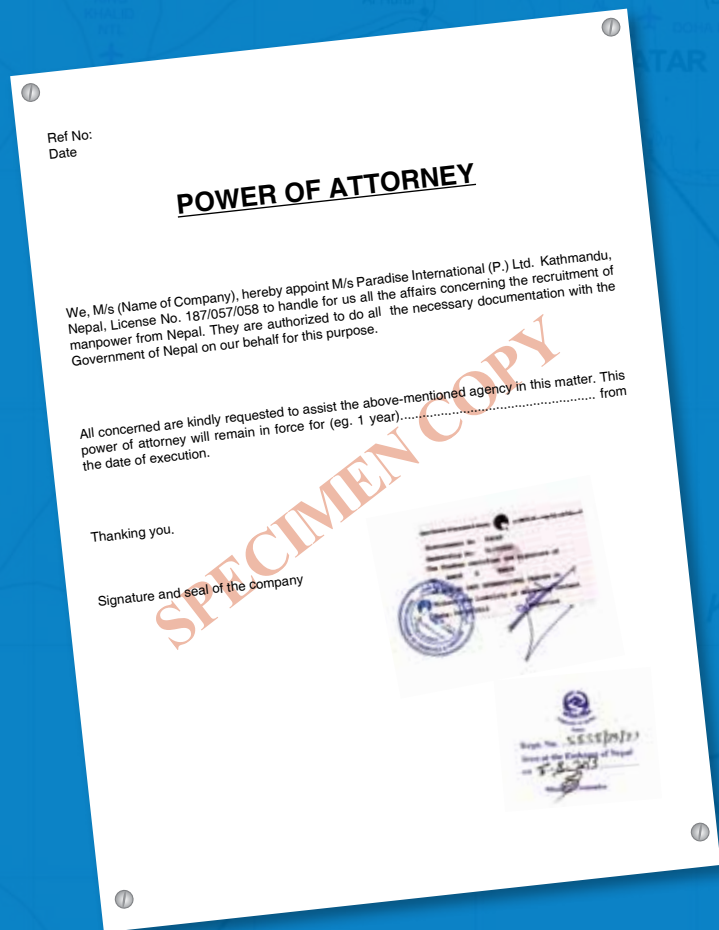
Thanking you.

Signature and seal of the company

*EXCISE COPY*

### Power of Attorney

Authorizing our company to be a true and lawful attorney and agent in this country.



### Employment Contract

Service Contract between the employer and the employee mentioning salary and benefits offered to the employee with detailed terms & conditions.



### Agency Agreement

Commercial contract between the employer and our agency, duly signed and stamped by both parties.



### Letter to the Labor Department of respective country (Guarantee Letter)

The Employer Company should address the Labor Department of Nepal regarding the demand requesting them for further permission from the Government of Nepal.





### **Pre Selection**

The pre selection process involves advertisement in local mass media in order to inform potential applicants about the job. Some applications we draw from our existing data bank. The pre-selection is done by our company management assessing the capability/competency of the individuals so as to meet employer expectation.

### **Final Selection**

In general, final selection is made among those selected in preliminary stage, through direct interview taken by the Employer Company or its representative. It comprises of oral as well as practical trade test. Many companies authorize our agency to do final selection on their behalf. Sometimes skype interview is also conducted in employer's consent.

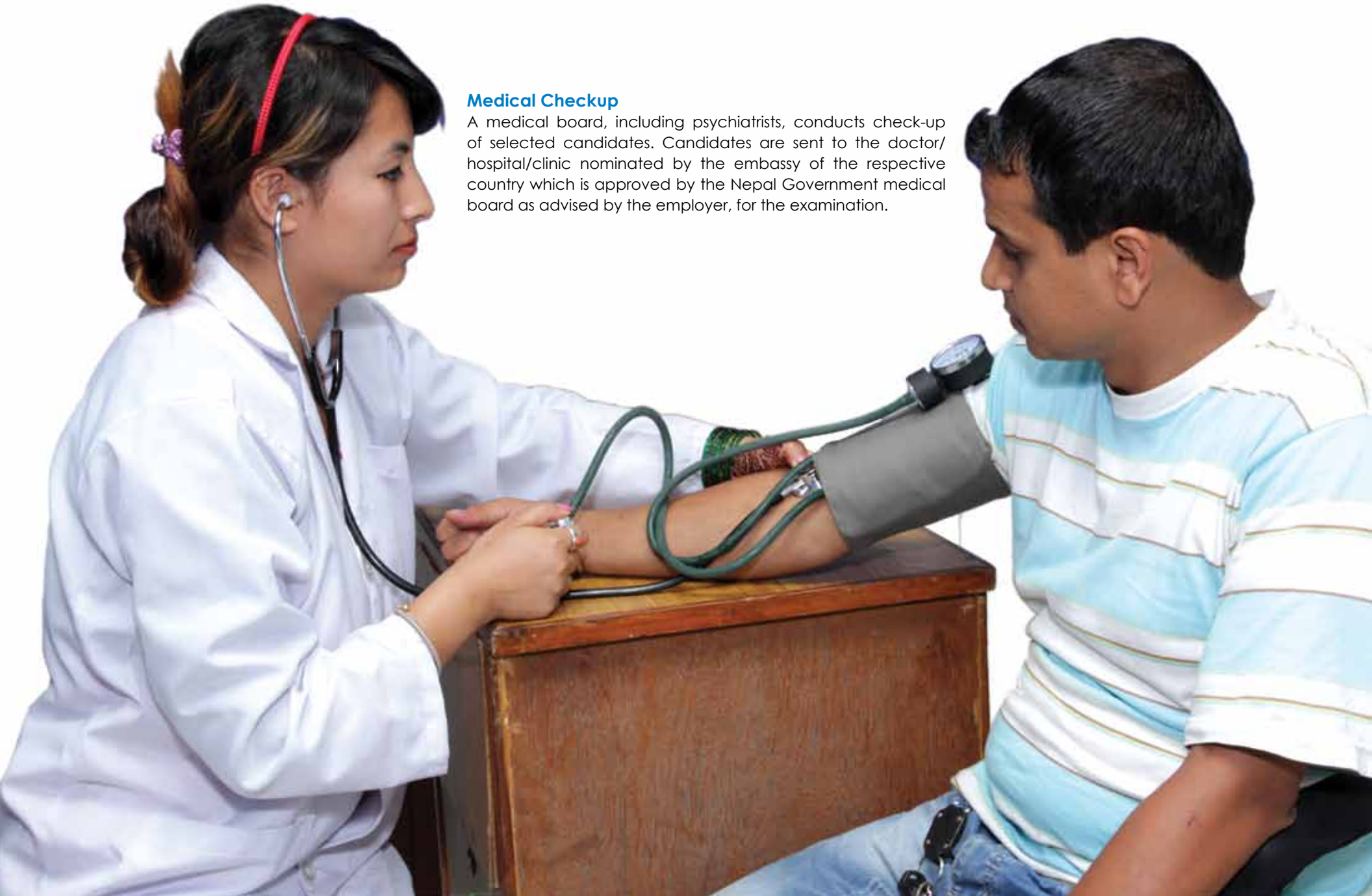


### Trade Test

Trade test are conducted by competent testing board and committee consisting of professionals, experts and instructors at the concern's Trade Test Centers.

### Medical Checkup

A medical board, including psychiatrists, conducts check-up of selected candidates. Candidates are sent to the doctor/hospital/clinic nominated by the embassy of the respective country which is approved by the Nepal Government medical board as advised by the employer, for the examination.







### Documentations

We assume the responsibility of accumulating necessary documentations of medically fit candidates. Required documents are passport, photographs and related certificates so as to meet their job specifications. We merely do not gather documents, but try to check the authenticity of these documents to our best.

### Applications & receipt of Visa

Selected candidates visa application is made in the respective Embassy as authorized by the Employer. The process varies country to country. Upon receipt of visa, we initiate departure procedures of the workers.

### Department of Labor/Protector of Emigrant processing

01. Once upon receiving visa from the Employer Company, we get candidates to do mandatory insurance amounting to Nepalese Rupees 600000 by paying required insurance premium amount under Foreign Employment Insurance Scheme.
02. We apply for Department of Labour approval, which takes about 4 working days to get final approval from there.





### ORIENTATION

After getting confirmed joining ticket from the employer, before deployment, candidates attend orientation class conducted by our company management. It is most prominent factor for the Employee to know the working condition, political condition, climatic condition, socio-cultural values, rules and regulation of their destination country for their adaptability towards work. So the orientation program is held to give them necessary information based on the recruitment. The orientation directs them to maintain good circumstance and motivates them to their duties and responsibilities.





### **Deployment**

Total deployment period would be 30-45 working days in maximum driven by visa quantity and both parties consent.

Once we get final approval from concerned authorities we request the Employer to provide joining ticket for the earliest available date.

### **Guarantee**

When we recruit workers to our clients, upon the provisional period we guarantee for worker's

01. Medical Fitness
02. Readiness to do assigned duties
03. Proficient to the assigned job.

### **Follow Up**

Our responsibility does not end on deployment of workers. We make sure workers properly joined the company, started work, get salary and other facilities as specified in agreement paper, which was signed/consented by workers before departure & the most important things, their performance meets the Employer's expectation as well.

## Employer's responsibility

- ▶ Arrange timely receipt of the workers at airport.
- ▶ Inform Paradise about receipt of the workers.
- ▶ Advance payment of an amount to each worker on arrival in the country of work (deductable from monthly salary).
- ▶ Arrange furnished housing accommodation suitable to human living.
- ▶ Ensure water and electricity in the living place.
- ▶ Ensure full security of the workers in the living and working places, especially in cases of female workers.
- ▶ Timely payment of salary for every working month.
- ▶ Keeping updated the validity of the passport, residence permit/employment visa of the workers.
- ▶ Treating workers as human being.
- ▶ Proper medical treatment of the workers in case of any sickness/accident.
- ▶ Inform Paradise any problem that requires handling from our end.
- ▶ Follow terms of agreement signed between the Employer and the Workers.

## Saudi Visa Process

The Visa Processing for the Kingdom of Saudi Arabia is different from other Middle East countries. The stepwise process for the recruitment in Saudi Arabia is given below:



Employers provide us electronic-wakala (E-wakala) as well as 5 legal documents in specified format, after getting attestations from Chamber of Commerce & Foreign Affairs Ministry (MOFA) of Saudi Arabia.

Selection of the candidates by the company representatives or by our own HR experts as per the demand.

Acquire the MOFA number of each candidate from the website of Saudi Government (Paradise International has been authorized and provided with the user name and the password to log on to the authorized Visa Application link : [www.enjazit.com.sa](http://www.enjazit.com.sa)

After MOFA, candidates undergo Medical process to GAMCA Nepal & its accredited medical centers (Permitted/authorized by GCC Nations as well as Nepal Government). It takes about 3 working days to get medical reports.

Medical Fit Reports, Original Passports, E-Wakala & other related documents are submitted to Saudi Embassy Consulate Section in Dhaka Bangladesh for their visa endorsement. In near future embassy of Saudi Arabia will be residing in Nepal with its full operations. Then after visa applications will be made directly in Consulate Section of Saudi Embassy in Nepal.

*Note: Only the Manpower Companies who are authorized and provided with Entry Card from the Saudi Embassy in Dhaka are eligible to submit the passports for visa stamping. Saudi Consulate Dhaka has issued Entry (ENTRY Card # 698) in our agency name.*

# Malaysia Visa Process

Visa processing for the Malaysia is quite different from the GCC countries. The stepwise process for the recruitment in Malaysia is briefed hereunder:



Employer company provide us Demand documents attested from 'Notary Public' as well as from Nepal Embassy in Malaysia. For Service sector visa Nepal Embassy attestation is Mandatory whereas for Manufacturing/production sector visas, Nepal Embassy attestation is only optional.

After receiving documents, we submit it to Labor Office for pre-approval. It takes about 7 working days for processing.

We start collecting & shortlisting required bio data applying our different sources.

Passport copies, passport size photos, Medical Fit report & other related certificates should provide for visa application, a bunch of CVs dispatched by courier to Malaysia destination.

In case of Security Guards additional full size photos holding arms & with Uniform, ex-army certificates should also provide.

After receiving Original calling visa from the employer, documents are submitted to Malaysian Embassy residing in Nepal for visa stamping. It takes about 15 working days for processing. Required documents to submit are:

- ▶ Original Passport
- ▶ PP Size photograph 2
- ▶ Visa application form (filled up)
- ▶ Original Calling visa
- ▶ Bank Draft (from any commercial bank Nepal) worth Rs. 700 (Equivalent RM 25) per application.

*Note: KDN Number should be same both in Notary Attested Documents & in Calling Visa. If it is different, Malaysian Embassy Nepal reject the application.*



## Paradise Training Center (P.) Ltd.

Paradise International owns an state-of-the-art training centre run by a group of experts.

It is the platform for the ones who are not well proficient on particular recruitment field because we train them well to meet the client's requirements.

*A Sister concern of Paradise International (P.) Ltd.*





## Paradise International Travels & Tours (P.) Ltd.

Paradise Travels & Tours is committed to offering the highest quality of travel service as it has access to many of international airlines reservation systems. Our experienced and enthusiastic team have specialised knowledge of travel & tours service including Airline Reservation and Ticketing, Hotel Booking, Courier Service etc. with latest technology and reservation system.

*A Sister concern of Paradise International (P.) Ltd.*





Paradise Building



**PARADISE**  
INTERNATIONAL (P.) LTD.

License No: 187/057/058

G.P.O. Box: 14329, Lalitpur-10, Bakhundol, Kathmandu, Nepal

Tel: +977-1-5534042, 5533435, 5522063 | Fax: 01-5534062

Email: [mail@paradise.com.np](mailto:mail@paradise.com.np) | [admin@paradise.com.np](mailto:admin@paradise.com.np)

Web: [www.paradise.com.np](http://www.paradise.com.np) | [www.paradisemanpower.com](http://www.paradisemanpower.com)



An ISO Certified Company