



# AL-FURQAN ENTERPRISES

Overseas Manpower Recruitment Company

OEP License# **MPD/0824/LHR**

## Company Profile



1st Floor, Marhaba Tower, Commercial Zone,  
48-Karim Block, Allama Iqbal Town,  
Lahore, Pakistan.

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### Welcome!

Pakistanis have demonstrated a commendable ability in acquisition of sophisticated and semi technical skills. They have shown greeted enterprise by volunteering themselves to work on highly professional, technical and semi skilled jobs in a number of developed and developing countries of Europe, Middle East, North America, Asia and Africa in recent past years. Pakistani workers have earned for themselves a good reputation with their elegant services in foreign countries.

About a million Pakistanis are actively engaged as partners in progress of several Asian, African and European countries and have enhanced the image of Pakistan.

In Pakistan all kind of competent Manpower is available for their prestigious clients in all fields engaged in Construction of Power Houses, Dams, Roads, Oil Refineries, Buildings, Housing Complexes, Educational Institutions, Airports, Shipyards, Jetties, Dry Docks, Information Technology, Finance, Engineering Mechanical, Electrical, Civil, Instrument, Communication, Chemicals, Architecture, Designing, Office Establishments, Airlines, Fertilizers, Petroleum, Steel Mills, Hospitals, Hotels, Sales, All type of Technicians, Printing Presses, Manufacturing & Assembling Units staff, Heavy Equipment Operators, Heavy Equipment Mechanics, Drivers, Carpenters, Masons, Tile Fixers, Plasterer, Scaffolder, Labor, Porters, Gardner's, Laundry Staff, or whatsoever any employer is required including Land reclamation etc.





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### Chairman's Message

"Pakistan workforce (skilled, semi skilled and unskilled) is second to none in the world. Our technicians and workers have played major role in the completion of development project in almost all Middle East Countries. in Europe, especially in England, Pakistani manpower has made positive contribution for progress and prosperity.

Our pride and glory as an export house in Pakistan, belong to our valued clients for having such undying confidence on us.

I have the pleasure to introduce my organization as a trusted manpower recruitment agent of Pakistan. Our sincerity and dedicated services blended with highest standard of professionalism has earned global recognition, trust and confidence.

Our many staff have made us proud with their sincere efforts and hard work. Al-Furqan Enterprises has its reputation in placing Professionals, Technicians, Skilled nad Semi-Skilled workers. The company began with one goal in mind that is to serve our esteemed clients with a level of care and expertise rarely found.

Owing to our professional experience, our performance and firm commitments in terms of quality services and time period, has been greatly acknowledged and admired by our clients. Client satisfaction being the core objective of our organization, has contributed a lot to our success for being one of the most reliable overseas employment promoter firms."

**Haji Abdul Ghafoor**

**Chairman**

Al-Furqan Enterprises





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### About Us

Al-Furqan Enterprises is licensed in 1990 by Ministry of Labour, Manpower and Overseas Employment, Government of Pakistan Recruitment of Manpower to meet the growing requirements and increasing confidence of the clients by providing committed and quality services to all of its prestigious clients.

It is our explicit policy to provide services to customers demanding expectations in conformity with the highest standards of quality and lasting satisfaction. Our aim is to serve the customers better and for this we are continuously improving our business processes by working in teams and providing the appropriate work environment management and quality tools skills and in this way we have assisted over thousands of workers to different countries projects of all skills/professions.

Since its start, it has been going from strength to strength with access to a database for all denominations. We are a recruitment company with deference. We adopt a focused approach to all aspects of Recruitment and Executive search. Our expertise and professionalism is manifested through our ability to provide local and International Companies of all sizes with all their needs of human resources especially in GULF by our vastly experienced, capable and service oriented staff besides managing the workers on the job sites and providing complete life base facilities with tools and equipments.

The search for suitable candidates for any required position begin with a careful and thorough scanning of prospected applicants with special attention given to merits that could match the job descriptions required by the client. Our Recruitment Task Force conducts the preliminary interviews with such detail that little is left to chance.

We now look forward to provide you any further information that you may require and or visit you to discuss various aspects of our services.

We are always expecting to hear good news or further if you have any think in your mind then please do not hesitate to ask. We are just away a phone / fax / e-mail from you. Last but not least, all recruitment services come with a guarantee of satisfaction.



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### The Management



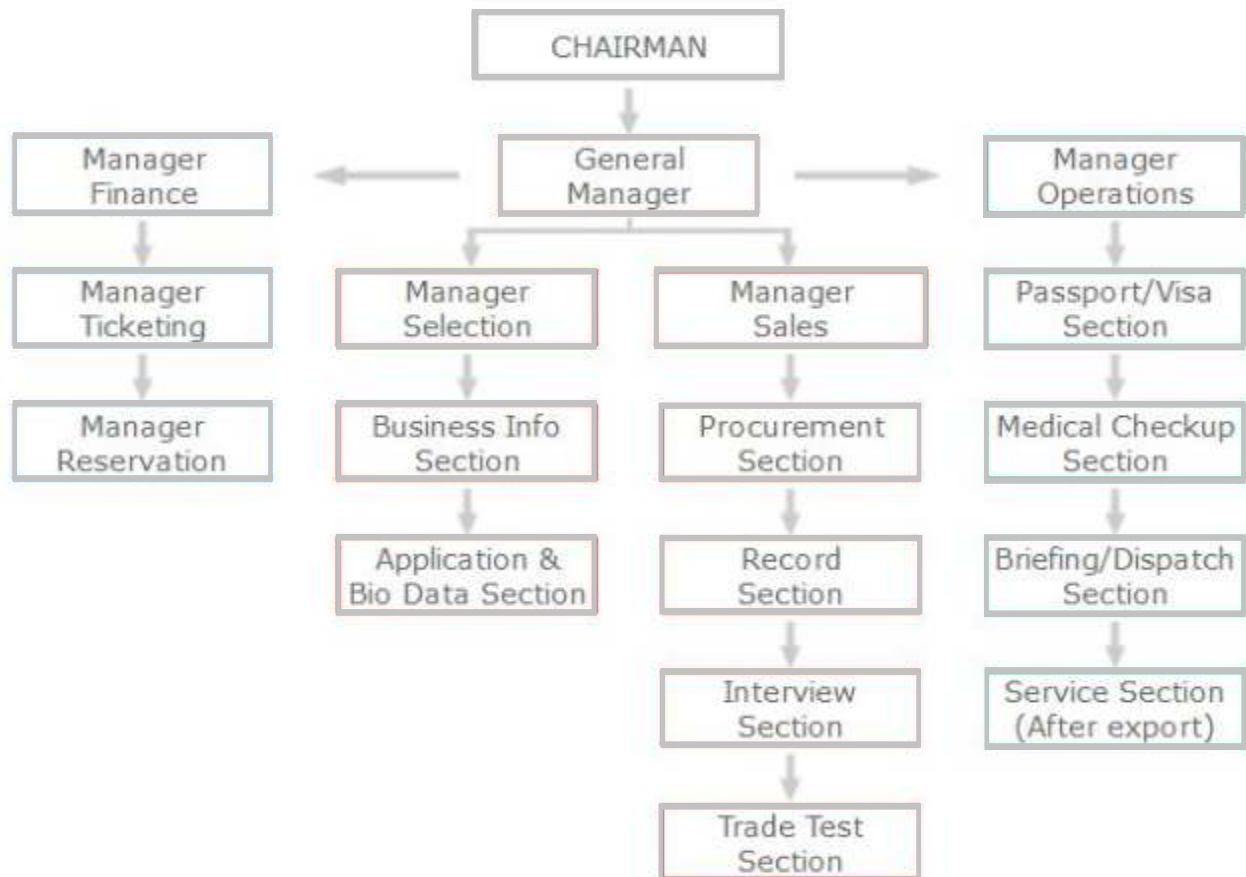
Chairman



CEO



Manager HR





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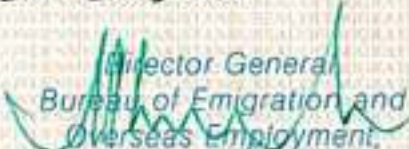
### Registration

**OVERSEAS EMPLOYMENT PROMOTERS'S  
LICENCE RENEWAL  
(Non-transferable)  
[See rules 7 and 9(1)]**

Licence No. 0824 / LHR issued on 03 - 01 - 1990  
authorising Mr/ Miss/ Mrs. Abdul Ghafoor  
..... of Messrs Al - Furgan  
Enterprises  
whose photograph is affixed above, authorising him/her 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 Rules, 1979, is hereby renewed for the  
period 1<sup>st</sup> Jan, 2010 to 31<sup>st</sup> Dec, 2012

ISLAMABAD  
Dated the 21-12-2009.

  
Director General  
Bureau of Emigration and  
Overseas Employment,  
Ministry of Labour,  
Manpower and Overseas  
Pakistanis,  
Government of Pakistan.



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### Recruitment Procedure

1. Al-Furqan Enterprises, Lahore Pakistan , required following documents for recruitment of manpower to process the cases:
  - (a) An Appropriate Power of Attorney
  - (b) A Letter of Demand
  - (c) Authorization Letter by the employer to the Embassy (only of Saudi Arabia)

2. The documents at para (a) and (b) above are required to be attested as under:
  - Ministry of Foreign Affairs of the country of employment.
  - The Embassy of Pakistan in the country of employment.

The documents at para (c) above only be attested by the Ministry of Foreign Affairs of the host country (only for Saudi Arabia)

3. On receipt of the power of attorney and letter of demand we have to obtain a written permission from protector of Emigrant (Government of Pakistan).
4. A Foreign Service Agreement between Al-Furqan Enterprises, as a First Party on behalf of employer and the emigrant (employee) as a Second Party are requirement to be signed and approved by the Protector of Emigrant (Govt. of Pakistan).
5. Each Emigrant is required to produce a Medical Certificate.
6. In case of countries where visas are endorsed by their Embassy, we submit passport for endorsement of visas. In some countries where visas are issued by name (individually), thereafter we finalize the selection and then wait for the employer to obtain visas, and all other formalities are completed after the receipt of visas.

7. Time-frame for processing cases:

Permission obtaining from Protector of Emigrants Govt. of Pakistan. 1 to 2 days  
Advertisement and Provisionally Selection 4 to 10 days  
Visa Endorsement by Embassy / Consulate 4 to 12 days  
Personal Insurance 1 to 2 days  
Signing and Approval of F.S.A by (Emigration Office) 1 to 2 days  
Ticketing 1 to 2



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### Selection Procedure

- a)** On getting the demand of the employer with relevant official documents we take the permission of concerned government authorities and advertise our demand through newspapers, Radio and Television.
- b)** We are having processing information for thousands of semiskilled and skilled workers with the help of our data bank.
- c)** Sometimes we get additional work force through local factories, Ministry of Labours, Vocational Institutes and other affiliated Agencies.
- d)** We compile the Bio-Data for the workers, in corporation there in the comprehensive information retaining to the workers past tract record sets.
- e)** When the preliminary screening is over the individual applicant is given an oral interview by Al-Furqan Enterprises interviewing staff having experience in the same trade/skills. The interviews are observation/recommendations there after entered on the appropriate places of the applicant's application.
- f)** Sometimes written test is required applicant is asked for a written test. After the written test, trade/skill testing is conducted, This is the very important step where the applicant's skill is actually tested at the site according to the conditions and requirements of the employer.
- g)** Now after is it ascertained that worker has the required knowledge, skill to perform the requited job prior to his final selection the following points also are taken care of.
  - i)** Background, social conduct, behavior, Self-confidence, Verbal ability, involvement in the political activities, Capacity for self-reflection belief in critical situations, etc.
  - ii)** Psychological testing in case of highly skilled and professional.
  - iii)** Detailed medical certification according to KSA and G.C.C. System.

The final selection of the applicant is done by unanimous decision of the placement committee. Testing and interviewing staff and the representative of the overseas principal. It already attended the screening. Interviewing and skill test.



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### Visa Procedure

DOCUMENTS REQUIRED BY (Al - Furqan Enterprises)  
FOR VISA PROCESSING AT THE SAUDI CONSULATE:

- Original Computerized Valid Passport along with All Previous Passports, if any.
- Original Computerized National Identity Card (CNIC).
- 6 Cm x 4 Cm Colored Photographs with Off White Background (2 Nos.)
- Normal Colored Passport Size Photographs (12 Nos.)
- All Attested Original Certificates / Degrees along with their respective Attested Arabic translated copies.
- Medical Fitness Certificate.



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