



ALTAYYAR

OVERSEAS EMPLOYMENT PROMOTER

LICENSE # 3622 / RWP

INTRODUCTION

ALTAYYAR is an emerging and dynamic ISO 9000 certified professional overseas employment agency registered in Pakistan under the License # 3622/Rawalpindi. ALTAYYAR has established itself as the best recognized recruitment brand internationally. We are a preferred overseas employment promoter and a trusted name for overseas clients.

ALTAYYAR roots in Management Consultancy that enables us to bring a unique approach to recruitment services. We recruit across various industry segments for overseas clients. We have helped shape the careers of over 5000 + professionals and have partnered with many companies to fill up their staffing requirement.

ALTAYYAR – The Ultimate Destination for Recruitment in Pakistan



WHY CHOOSE ALTAYYAR ?

Why to Choose Altayyar as your Recruitment Partner ?



- Altayyar holds a CV database of more than 20000 active technical jobseekers.
- Holding contact's (Cell phone, Email and whatsapp numbers) database of more than 30000 job seekers who receive job notifications.
- Strong presence in Social Media Network with over 40000 organic followers, Who receive and share job posts.
- Holding Offices in Multiple Cities of Pakistan to grab bulk Manpower in a short notice.
- Hundreds of candidates successfully deployed in renowned companies.



To be a recognized leader of exporting manpower with our global presence, by providing and maintaining worth full services, favourable for the clients.

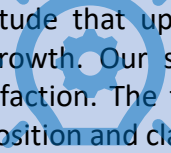


Our mission is to deliver an easy and reliable solutions that enable overseas clients to meet their manpower needs more effectively.



Altayyar is established for jobseekers to find better employment in abroad.

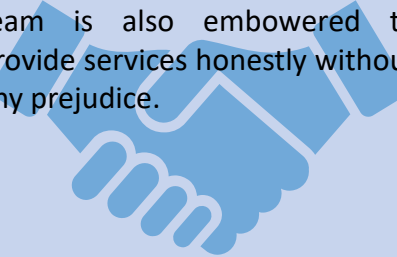
CORE VALUES



We follow a Professional Attitude that upholds the Dignity, Integrity and Diversity with a consistent Growth. Our success is best reflected in our client's contentment and satisfaction. The following are the core values of our company that define our position and clarify what we have achieved:

INTEGRITY

We maintain a transparent attitude in our business relations, and never promise of what we are unable to deliver. Every employee held accountable for his action and behaviour with clients. We try to maintain the highest standard of ethical behaviour while interacting. Our team is also embowered to provide services honestly without any prejudice.



COMMITMENT

We are committed to deliver high quality services to our clients by keeping a thorough understanding of their needs.

CREATIVITY & INNOVATION

We are committed to innovation and excellence. We have embodied by our motto "The Ultimate Destination for Recruitment in Pakistan" which is only possible when we are flexible in embarrassing change in technology and procedures. We always try to make our work smart by adopting creativity and innovation.

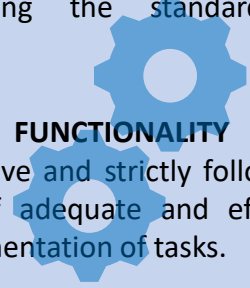


CONFIDENTIALITY

We keep our promise of maintaining the standards of privacy.

FUNCTIONALITY

We strive and strictly follow the rule of adequate and effective implementation of tasks.



KEY POSITIONS

Managing Director (Faheem Abbas)

Holding MBA degree in Human resource and ICMA P2 certification from the Institute of Cost and Management Accountant of Pakistan. He has served as an HR & finance manager in an international humanitarian organisation. Also worked as a General Manager in a recruiting firm and having vast experience of planning and execution of bulk recruitment projects.



Director Marketing (Amjad Hussain)

He served as a Human Resource Manager in Albayan Holding Group of Companies Saudi Arabia for 15 years. He also served as a Quality Lead Auditor and conducted many surveillance audits for various companies in Saudi Arabia. He is fluent in Arabic, English and Urdu language. He graduated in business studies from Punjab University of Pakistan in 1994.

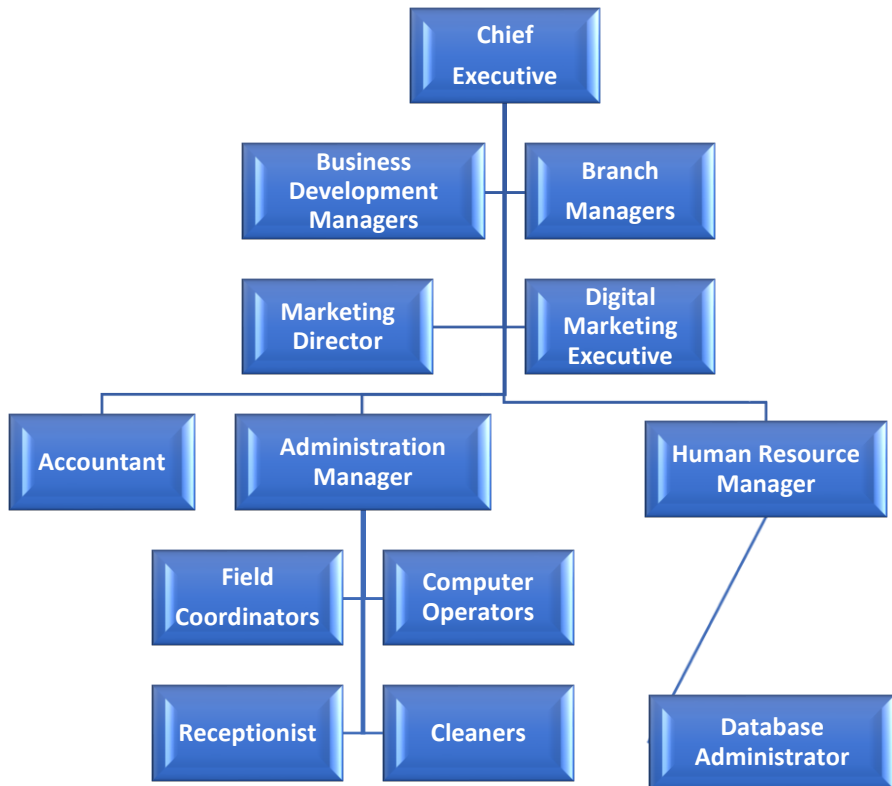


Manager Overseas Relation (Waqas Awan)

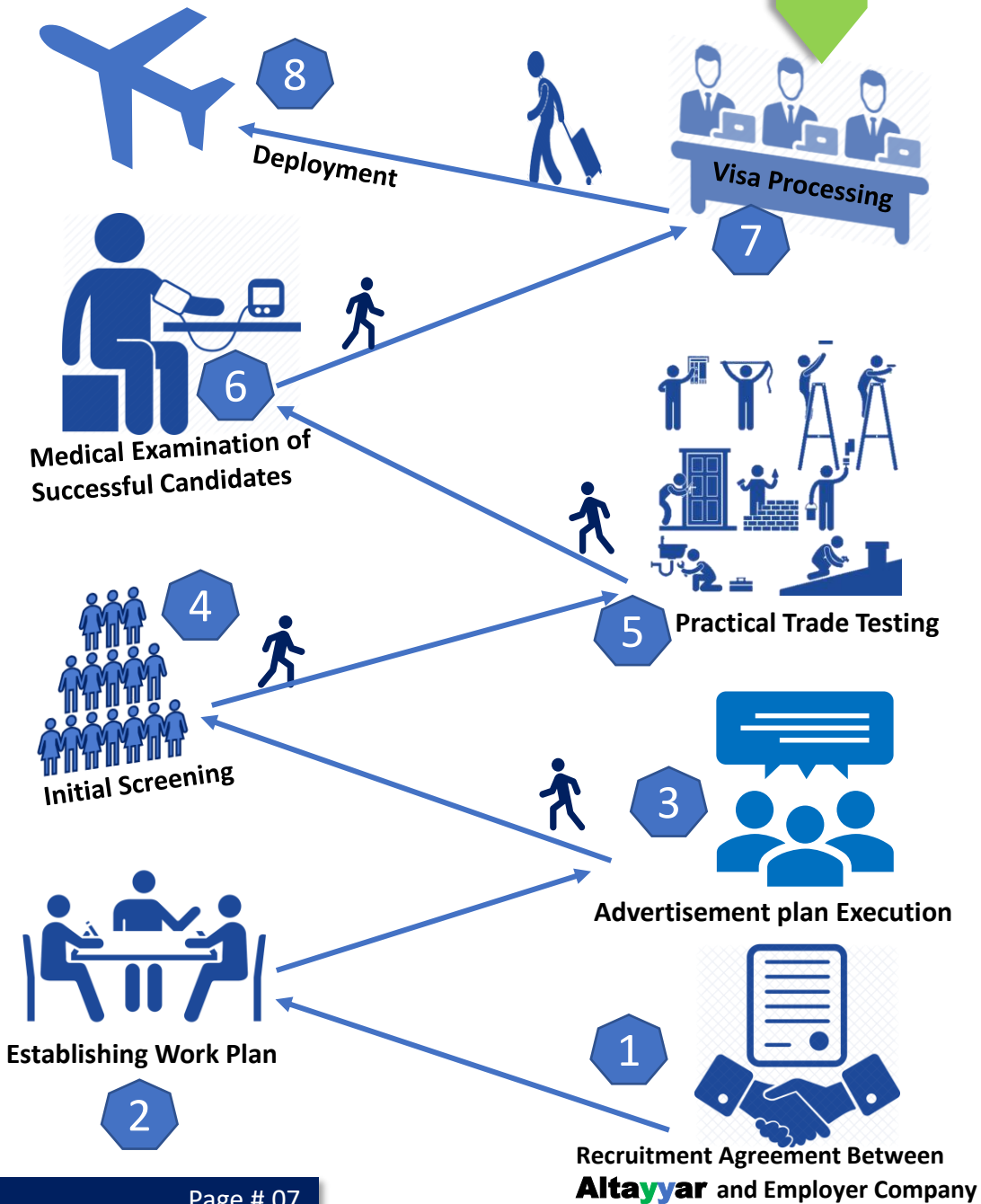
Holding Bachelor's degree in Chemical from Karachi University, And 05 years of vast experience in managing overseas client relationships heading Altayyar Overseas. He is being humble, soft-spoken, easy approachable and friendly yet professional. Because of his knowledge, hard work and direction, the company has grown from a small to a leading agency in Pakistan.



ORGANIZATIONAL CHART



PROCESS FLOW DIAGRAM





Recruitment:

We are pioneer business consultant and market leader for providing recruitment services to overseas clients throughout the whole world. We are associated with potential recruitment agencies and corporate companies since long time for Head Hunting & Mega recruitment campaigns. We take care and arrange centralized Venues for Client interviews. Our Dedicated team primarily focus on sourcing qualified manpower, cross checking and verifying them, processing and prompt deployments.

Following are the 06 stages of our recruitment process from start of documentation to the successful deployment of candidate.



Each stage is a complete task as elaborated ahead:

1) Manpower Request

1st stage is to inform us about your manpower requirement. You can send email at faheem@altayyar.pk where you include all the detail of required workers including their quantity and salary etc. We shall acknowledge your email and our representative will quickly contact you for more clarification regarding time frame and job descriptions. An agreement will also be signed by both parties for mutually agreed term and conditions.

2) Demand Letter (Legal Documentation)

Following two documents i.e. Demand Letter and Power of Attorney will be required to get permission from Bureau of Emigration Govt of Pakistan for the recruitment of workers. Click on country to view the sample documents:

[Saudi Arabia](#) | [UAE](#) | [Qatar](#) | [Bahrain](#) | [Oman](#) | [Romania](#)

Both documents must be attested from Chamber of Commerce, Ministry of Foreign Affairs and Pakistan Embassy of concerned country. However attestations from Pakistan Embassy is not required in case of Saudi Arabia. Original attested documents will have to be dispatched at our Head office address in Pakistan.

3) Permission

We apply for permission of recruitment after receiving original demand letter and Power of Attorney. Bureaus of Emigration / Protectorate Office takes approximately 02 to 10 days for granting permission depends upon Employer's Country.

4) Advertisement Campaign

We are legally safe now to advertise the positions in any platform. We have an opportunity to source candidates from print and social media network. Usually we advertise our vacancies at our website, facebook page, facebook groups, Google page and in leading newspapers to grab relevant candidates. We also have our database of more than 30000 job applicants who are approached by email, whatsapp and text messages and these candidates further share our job posts to their friend and families. We have plenty of advertising mediums which can be used to grab manpower in bulk. We design our advertising strategy as per quantity and nature of jobs.

5) Recruitment

Our home work is complete before recruitment starts. We have gathered sufficient manpower at this stage for further screening and practical trade testing. Now selection method is merely depends upon client's will. Following are the three options:

- a) You can send your delegation for practical trade testing of candidates. We shall inform you the time, venue and number of days required for successful recruitment right after we receive attested demand letter. We shall arrange and fill all your requirements which are required for practical trade testing of candidates.
- b) You can take online live interviews of candidates as per your convenience. We are equipped with high speed fibreoptic internet connection. We can arrange live video interviews at Skype, Zoom, IMO, Whatsapp or at any other application which is convenient for you.
- c) We have our association with professional trade test centres if you allow us to conduct trade testing of candidates on your behalf.

We shall practically evaluate candidate as per your provided job description and criteria of selection. We shall provide you the detail of all applicant including fail and pass candidates based on their percentages. You will provide us offer letters of successful candidates or you can send an email for the list of successful candidates along with their approved salaries in order to proceed their medical

6) Visa Stamping

Approved candidates will be contacted to come office for signing offer letters. And then they will be proceed for medical examination. Visa stamping process is different for each country. Saudi Arabian visa is stamped at passport whereas Qatar visa is not. Therefore click below the name of country to view the process of visa stamping:

Saudi Arabia | UAE | Qatar | Bahrain | Oman | Romania
Or logon to <https://altayyar.pk/>

After the visa is stamped. There is a documentation which is required before the deployment of candidate. Its take approximately 05 working days to get ready the protector stamp over passport of candidate. We pay Govt fee and meet all legal formalities within these 05 days.

7) Deployment

Candidate is ready after the protector is stamped at his passport. We also inform employer company to arrange air-ticket by keeping safe distance right after when visa is issued. Candidate is also informed about his anticipated deployment date so that he can be mentally prepared. Complete documents included passport and air ticket is handover to candidate after a short briefing about employment's terms and conditions.



Training of Skilled Workers

ALTAYYAR is optimizing human potential. We offer our clients a grooming of skilled workers as per their requirements. We have training and testing facility to evaluate the candidate as per job description which is being provided by the overseas employer. We offer training programme for the following categories:

- 1- Construction Workers
- 2- Road Equipment Operators
- 3- Furniture industry workers
- 4- Drivers
- 5- Welding and Mechanical Technicians



ALTAYYAR - A Manpower Bank

Reputation of the employment agency and the employer's company plays a very important role in collection of skilled manpower. We have a huge database of manpower, who are waiting for the overseas job placement only by ALTAYYAR because they believe on our fair dealing and services. We are capable to arrange a huge quantity of the desired manpower with a short notice. We have already arranged a good quantity of the following category of manpower for our prestigious overseas clients:

Building Construction Workers	Heavy Road Machinery Operators	Heavy Road Machinery Mechanics	Furnishing and Décor Workers	Digging, Sewerage, Pipeline workers
MEP Technicians	Drivers	Hospital Staff	Hospitality Staff	Industry Workers
Accounts & Administration	HR, Sale & Marketing	Automobile Mechanics	Mechanical Fitters	Supervisor & Engineers
Security and Safety Staff	Factory Workers	Barbers	Petrochemical Staff	Cleaners
Restaurant Worker	Agriculture Workers	Bankers	Laboratory Technicians	IT and Telecommunication Staff
Education Sector	Pharmaceutical Staff	FMCG	Oil & Gas Technical Staff	Power Generation Sector

PORTFOLIO

1- Clients of Saudi Arabia

 <p>مجموعة البيان القابضة Al Bayan Holding Group</p>	 <p>Zamil Operations & Maintenance</p>
 <p>Yousef Abdul Latif & Sons AGRICULTURE</p>	 <p>AlBusaili Electrical Mechanical Works Co. Leader in Advance Technical Services</p>
 <p>شركة الخرج للحديد Alkharaj Steel Company</p>	 <p>شركة سعودي اوجيه المحدودة SAUDI OGER LTD.</p>
 <p>شركة دونجو السعودية للمقاولات DNGO CONTRACTING SAUDI COMPANY</p>	 <p>SCC Specialized Consulting Company</p>
 <p>AL RAMOOZ GROUP</p>	 <p>TRADER VIC'S</p>
 <p>AL OTAIBA GENERAL TRANSPORT</p>	 <p>النافورة AL NAFOURA</p>
 <p>نهضة الإعمار NAHDAT AL EMAAR</p>	 <p>New Job Company</p>
 <p>JAZIRAT S'MAA FASHION</p>	 <p>SASAT LOGISTICS</p>

PORTFOLIO

2- Clients of Qatar

 VENTURE GULF ENGINEERING WLL فنشر جلف للهندسة ذ.م.م.	
	
	
	
	
	
	
	

PORTFOLIO

2- Clients From Other Countries

 <p>مزارع أسترا ASTRA FARMS</p>	
 <p>Al Shirawi Contracting Company [L.L.C.]</p>	
	
 <p>Golden Grass INC. Agriculture and Contracting</p>	 
	
<p>دليل للنفط ش.م.م. DALEEL PETROLEUM L.L.C.</p>	
	<p>أراسكو ARASCO</p>
 <p>سيرفتك SERVTECH Weights & Measurements Lab</p>	

CONTACT US

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Overseas Employment Promoter
License No: 3622 / RWP

الطيار

لتوظيف لأيدئ العامة بالخارج
رقم ترخيص ٣٦٢٢ / راولپنڈی-پاکستان

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