



HR SOLUTIONS

كونفر ٢ CONVER 2



**OVERSEAS EMPLOYMENT
SOLUTIONS**



From The Chairman's Desk

I am pleased to introduce Conver2 HR Solutions as a credible and reliable international recruitment provider in outsourcing Human resources. As an experienced foreign workforce provider, Conver2 HR Solutions rank as one of the leading human resources recruitment, who provide the best options between recruitment cost, timely service and workers reliability. This process of sourcing and executing these professional recruitment demands in the market has provided Conver2 HR Solutions with notable reputation.

We always try to best serve and satisfy our customers' demands as well as those searching for work. Our database includes dedicated personnel with relevant skills and experience to undertake all levels of work and challenges. Our dynamic and dedicated team has enabled thousands of job seekers from Pakistan to settle in suitable employment around the world. According to the requirements of our valuable clients around the global, we are fully dedicated to provide complete human resource.

We seek to distinguish ourselves by providing the most flexibility and reliability in client service & support. Our Agency networks enable clients to benefit from a recruitment package tailored to their individual company needs and time requirements for their human resources demand. As a well-established recruitment company and intermediary in your service, we can provide you with a professional & dedicated service.

Finally, on the behalf of the company I would like to assure you that our total dedication and commitment to our clients and thank you for all your support.

Imran Anjum

INTRODUCTION

CONVER2 HR SOLUTIONS (Licence #: OP & HRD/3510/LHR/2014) is authorised by the Government of Pakistan, under the Ministry of Overseas Pakistani and Human Resource Development, as one of the leading Manpower provider in UAE, Saudi Arabia and other Gulf countries. We are providing manpower to foreign principles in accordance with their requirements. We are dedicated to explore new contacts with a view to provide our clients with experienced and professional human resources. We are providing the best manpower services to our Foreign Principles with the motive that satisfaction of our client remains the hallmark of our priorities. It is pertinent to point out here that we have a team that consists of experienced and qualified staff who are in pursuit of achieving the service excellence. It is the duty of our experienced and professional field staff that have specialization in various fields to conduct the interviews according to the set parameters by our principles with regard to provision of manpower.

We are very flexible based on our business partners' needs, having a huge database of candidates from different fields and skills. With strategically located office, we can work around short time lines by our business partners without effecting the quality of the resources and procedure highlighted for the process by them.

We are centrally located in Lahore city with easy access via public transport. Our team of qualified and experienced professionals will be happy to provide guidance on any related matters. We consider all these as our strengths, which enable us to meet the needs of our business partners' efficiently.

Our focus is to assist the candidates as well as the Business Partners to provide the most suitable and compatible mix to all the stakeholders and to secure each party's interest in the entire process. We pride our self in efficiently linking the Business Partners' requirements with the candidates' skills and experiences.

OUR AIM:

It is the aim of our organization to provide our clients and candidates with excellent overseas Manpower Recruitment Employment Services based on mutual trust and the highest professional standards driven by quality and cost consciousness. Our Manpower Overseas Recruitment Employment Services division develop true partnerships with our clients in order to fully understand their business goals and needs. Conver 2 HR Solutions has been in the forefront for providing specialized Human Resources at all levels in the areas of Engineering, Medical, construction, information Technology, Telecommunications, healthcare, finance, Banking, Fast Moving Consumer Good, Oil & Gas Industry, Retailing and Hospitality besides a large section of services in commercial and Industry sectors.

The achievements & services that the organization has been rendering towards providing the manpower to the foreign principles are significant especially against the backdrop of available resources

RECRUITMENT EDUCATION

The organization endeavours to create awareness among the recruited person with regard to overseas law and regulation law experts. In collaborating with different legal institutions the organization has been providing necessary information about law awareness. Brochures are being distributed free of cost amongst the recruited person with regards to awareness of the Rules and law of the foreign country so that no person violate the law of the foreign country in any sense.

VISION:

To provide the well-educated, healthy and skilled manpower to our foreign principle in accordance with the Rules / Law of the foreign principles and also as per requirement. The organization is providing quality recruitment to all the foreign principles as per termed and condition settled and to the entire satisfaction of the foreign principle and the recruited person.

Mission:

Our aim is to provide our Business Partners and candidates with excellent overseas manpower recruitment services based on mutual trust and the highest professional standards driven by quality and cost consciousness. We develop true partnerships with our business partners in order to fully understand their business goals and needs. Conver 2 HR Solutions has been in the forefront for providing specialized Human Resources at all levels in the areas of engineering, medical, construction, information technology, telecommunications, healthcare, finance, banking, Fast Moving Consumer Goods (FMCG), Oil & Gas Industry, Retailing and Hospitality besides a large section of services in commercial and Industry sectors.

The achievements & services that the organization has been rendering towards providing the manpower to its Business Partners have been exemplary.

MANDATE

To improve quality of skilled and specialized person for providing healthy employment environment for the people,

MISSION STATEMENT:

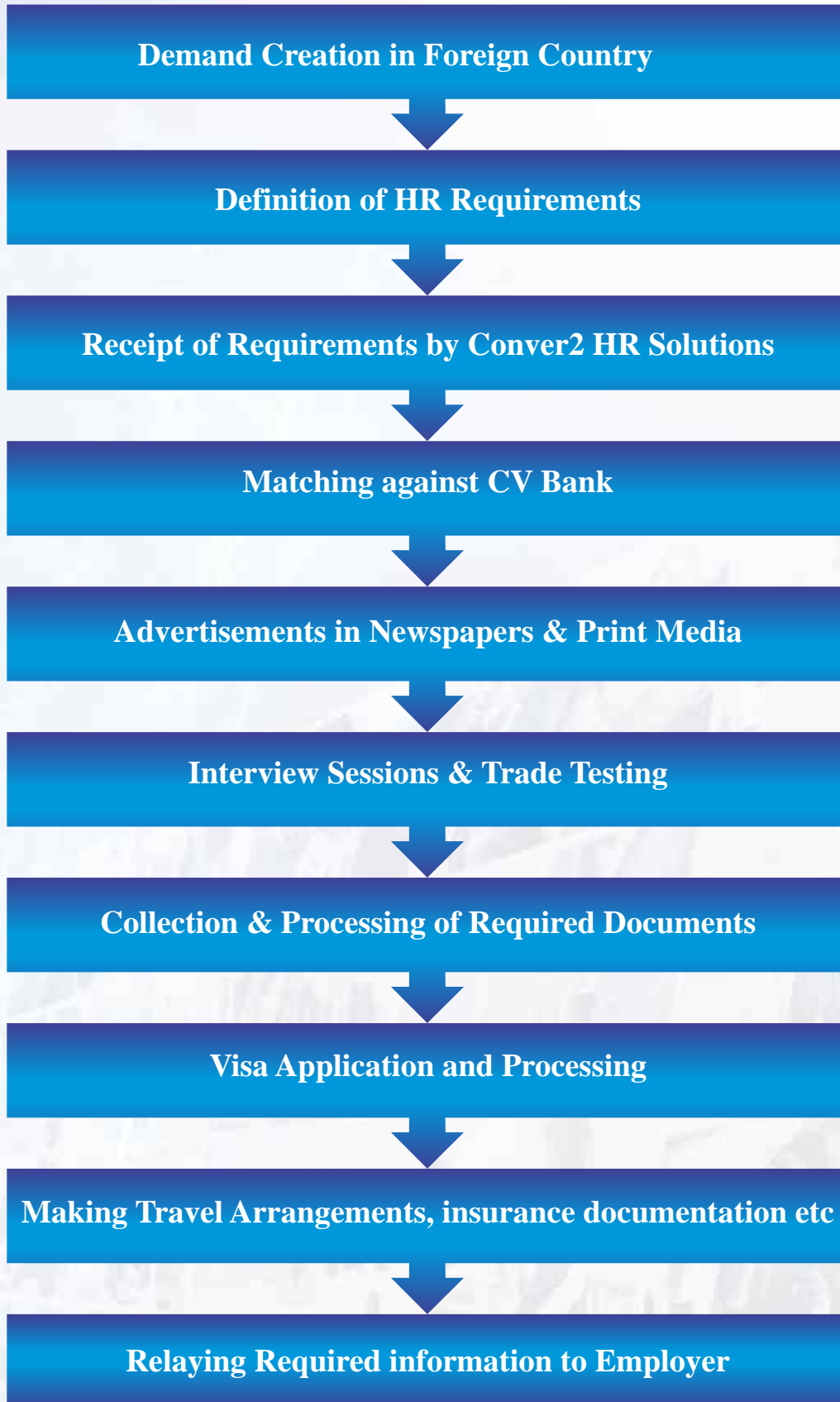
- ◆ To explore international job market and to provide highly professional, dedicated, hardworking, efficiently skilled and optimally mannered manpower as per requirement of our foreign principal companies.
- ◆ To create awareness among the general public for improvement of their working skill through professional education.
- ◆ To provide the foreign principal companies deserving and talented manpower for the betterment of future prospectus of the professions

Process Outline:

1. Demand creation in foreign country.
2. Definition of HR requirements.
3. Receipt of requirements by Conver2 HR Solutions.
4. Exploration of CV Bank to match job posts.
5. Advertisements in leading newspapers and print media if suitable candidates are not found in existing database.
6. Arranging and carrying out of interview sessions and trade testing by company representative or by Conver2 HR Solutions.
7. Collection and processing of relevant and required documents from candidates.
8. Visa Processing.
9. Preparations for travel arrangements, insurance documents and other required documents as per the rule and law of home and foreign countries.
10. Relaying all required and needed information to the employer.



Process Flow



CATEGORIES

ACCOUNTANCY



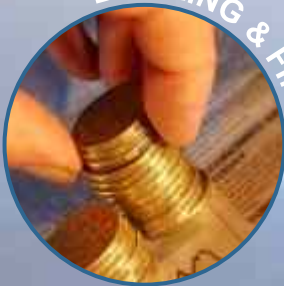
AUTO INDUSTRY



DOMESTIC



BANKING & FINANCE



DRIVING



SECURITY



EDUCATION



CATERING



ENGINEERING & TECHNICAL



HOSPITALITY



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CATEGORIES

INFORMATION TECHNOLOGY



MANAGERIAL & SUPERVISORY



DOMESTIC



MEDICAL



DRIVING



SALES & MARKETING



EDUCATION



SECRETARIAL & OFFICE



ENGINEERING & TECHNICAL




TAILORING



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CERTIFICATES

Ministry of Overseas Pakistanis and Human Resource Development



OVERSEAS EMPLOYMENT PROMOTER'S LICENCE

(Non-Transferable) [See rule 7 & 9 (1)]

LICENCE NO **OP & HRD/3510/LHR/2014**

Mr/Ms: **IMRAN ANJUM S/O MUHAMMAD ASLAM ANJUM**

Messar: **CONVER2 HR SOLUTIONS**

Whose photograph is affixed above, is hereby authorized 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.

This Licence expires on the thirty first day of **December, 2016**

Islamabad

Dated the **02 MAY 2014**


Joint Secretary
MUHAMMAD ISHAQUE MAHAR
JOINT SECRETARY
Ministry of Overseas Pakistanis & Human Resource Development
Government of Pakistan
Islamabad

Instructions and Conditions

1. The License shall carry this licence on his person whenever engaged in any work under the Emigration Ordinance, 1979, and the rules made thereunder and shall produce it on demand by a bonafide person including the emigrants employers in foreign countries and any official of the Government of Pakistan in Pakistan and abroad.
2. Any licensee who omits or assists in the emigration of any person in contravention of the provisions of the Emigration Ordinance, 1979, or the rules made thereunder, shall be punishable in accordance with the law.
3. Any violation by the licensee of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more of the following measures:
 - i) Suspension of licence;
 - ii) Cancellation of licence;
 - iii) Forfeiture of security money in part or full; and
 - iv) Prosecution in the court of law under the said Ordinance and the Rules.



CERTIFICATES

FBR
PAKISTAN

Revenue Division
Federal Board of Revenue
Government of Pakistan

TAXPAYER REGISTRATION CERTIFICATE

ORIGINAL

NTN 2538126-1

Category INDIVIDUAL

Status RESIDENT

CNIC / Passport No. 35302-0385516-1

Name IMFIAN ANJUM

Address HOUSE NO 8, MANBOOB COLONY, MULTAN ROAD, OKARA, DISTT. OKARA, PUNJAB

Birth Date: 24-OCT-1979

Principal Activity OTHER PERSONAL SERVICE ACTIVITIES N.E.C.

Other Activities 1) IMPORTER

Registered for Income Tax w.e.f 29-OCT-2015

Representative's (IMPORTER, SERVICES)

CNIC/ NTN 35302-0385516-1

Name IMFIAN ANJUM

Email Address zntaxian@yahoo.com


Tax Office RTO-II LAHORE


Business Name 1) I & U COMMUNICATIONS
MAIN G.T ROAD, RENALA KHURD, G.T ROAD, OKARA, OKARA, PUNJAB

2) CONVER2 HR SOLUTIONS
OFFICE NO 412 4TH, FLOOR KHALEEU TOWER, 38/A, JAIL
ROAD, LAHORE, LAHORE, PUNJAB

This Certificate shall be prominently displayed at a conspicuous place of the premises in which business or work for gain is carried on. NTN number is also required to be indicated on the signboard.

NOTE:- The NTN must be written on all invoices, payment receipts, cheques, bank drafts, demand notes and all correspondence made with the tax department.


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