



"Connect Quality  
To Quality"



**Muskan Overseas Pvt. Ltd.**

Government Licence No. 1342/074/075

# Introduction

When it comes about Employment, recruitment is an universal and mandatory process and Foreign Recruitment is part of this. To get or achieve more than what they have is Human nature. So he or she wants to reach wherever they find their career and future more bright and more safe no matter it is about the people of developed, underdeveloped or undeveloped countries. We believe that every business must hold a sustainable vision. The same principle applies in context of nepal and nepalese people. However the purpose and reason can be different, there is a long history of Foreign Employment and recruitment from nepal in overseas destinations.

In order to deliver quality service to both domestic and overseas clients by maintaining optimum mutual relation between all the associated bodies. It defines the scope and the direction of your business and also determines your goals and objectives. Further more we are even highly focused in transparency of business. And for this we are always prepared to maintain the top level of consciousness on handling all of our duties and responsibilities in regard to all our belonging business partners.



# Managing Directors's Message

We are pleased to present Muskan Overseas on this company brochure, mainly designed to provide you with most up-to-date information about our organization, experiences, capabilities and technicalities comprehensively. In consideration of the current trend in the world industry, the more complicated and sophisticated a nation's structure becomes, the more extensive and innovative technological pursuit shall be necessitated. In this context Muskan Overseas has been formulating short and long term plans which will contribute to development and progression of nation's key industries, particularly in the field of Human Resource Management.

Organizations are created with the building blocks of hard work, persistence, an obsession for quality and a never say die attitude assures you for maximum satisfaction at reasonable price. Muskan Overseas in its path of development had always led to all that and have continuously increasing graph in both sales and profit.

We bring to our clients much wanted human values, integrity, trust and an assurance of responsibility all coupled with our expertise in outsourced HR Services. Our biggest assets have always been our small but highly trained team of professional managers and engineers who are backed by a very able team of administrators. We have a clear vision about building on our strengths and our achievements while holding dear to us our basic principles.

As we move ahead to the next frontier of growth and integrated excellence, I seek the support and encouragement of all our stakeholders who made our journey since inception smooth and rewarding. We are pleased to enclose here with our profile as a ready reference for your kind perusal. We look forward to be associated with you and bring you under our esteemed clientele to experience our services.

**Sajid Khan**

Managing Director

Cell: +977 9851141056





# Why MUSKAN

At Muskan Overseas the client's satisfaction comes first in priority simply because we firmly believe in strong long-term business which bounds the short term gains. Our highly efficient and dedicated teams of Muskan Overseas are consistently prepared to fulfill all your work requirements.

We all know time is precious and many of us believe time is money. We can help you save money and time based on hiring requirements whether the hiring is permanent or contract basis. We provide highly productive, cost-effective staffing solutions to the clients. Hence, We suggest you to try us and our assurance is not to let you regret your decision.

## At MUSKAN

- Experienced consultants who dedicate their time to understand your company's needs & vision,
- Specialized divisions for your staffing requirements,
- Our trained consultants who offer exceptional knowledge in sourcing, assessing, interviewing and placing top talents,
- Competitive guarantee period to minimize the risk of hiring new talents,
- Competitive, flexible service fees depending on volume, duration and candidate availability,
- Your company is able outsource certain HR functions while retaining operations control,
- Access to one of the largest candidate database in the industry.

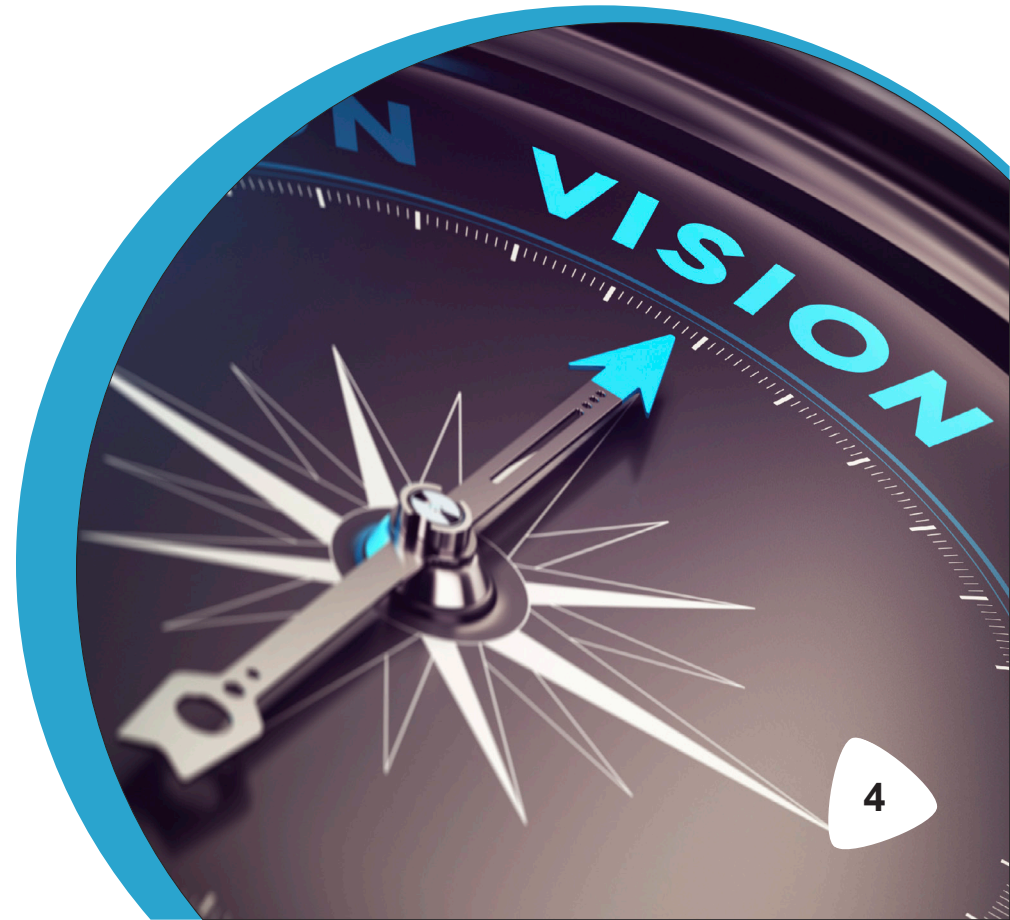
# WE CONNECT QUALITY TO QUALITY

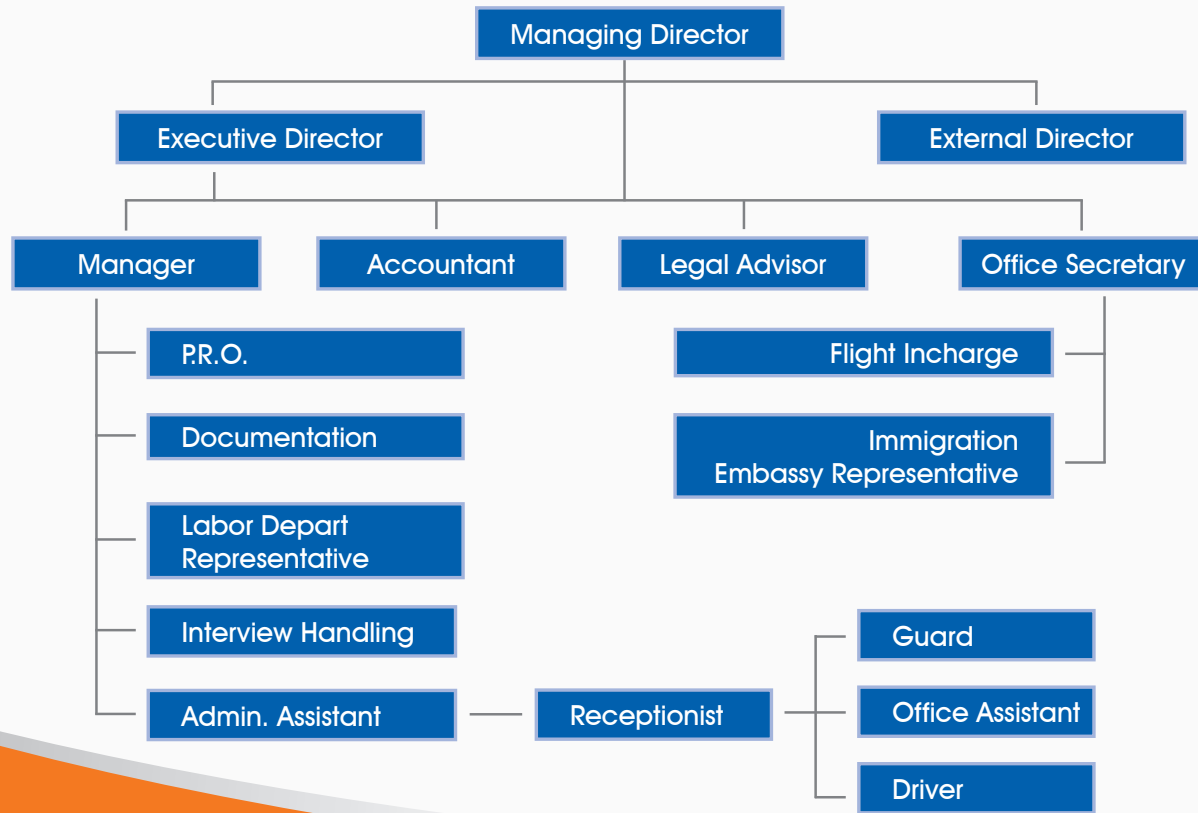
Muskan Overseas has been pursuing a rewarding business to both candidates as well as to the client since its origin. Our organization is dedicated to work in cooperation with you to become an essential part of your company's growth, development and success. We always consider the fact that the human potentiality should be utilized to the maximum extent for the betterment of the world. Hence, the priority is always to bridge up the " Connect Quality to Quality"

## MISSION, VISION AND VALUES

Our Mission is to provide the best resourcing solutions through fully understanding, communicating and meeting the needs of our clients, candidates and colleagues.

- To continue to be a caring employer striving to provide a secure future in return for full commitment,
- To create an environment where professionalism, friendliness, openness, honesty and mutual support flourish,
- To contribute in a positive manner to the Human Resources and Recruitment Industry,
- To ensure that the fit between client and candidate meets the requirements of both stakeholders,
- Respect and value the input of individuals whether they be employees, candidates or clients,
- Respect and understand the cultural values of our clients and candidates,
- To contribute, support and be part of our community

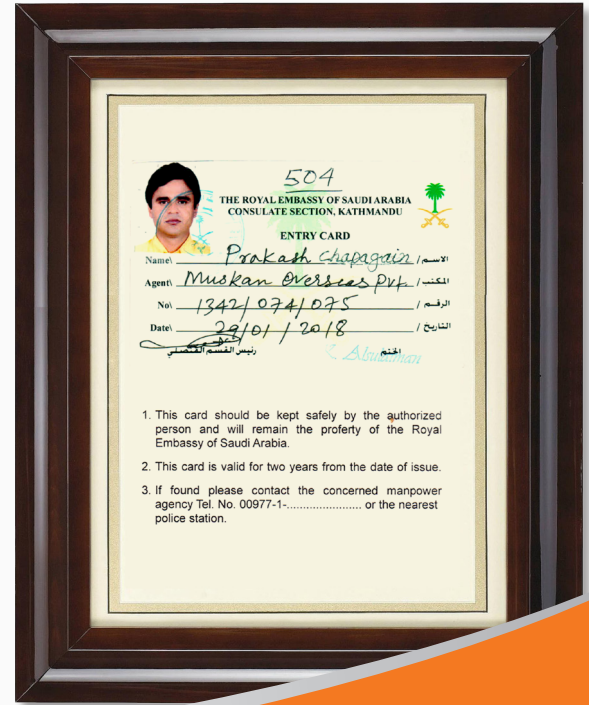
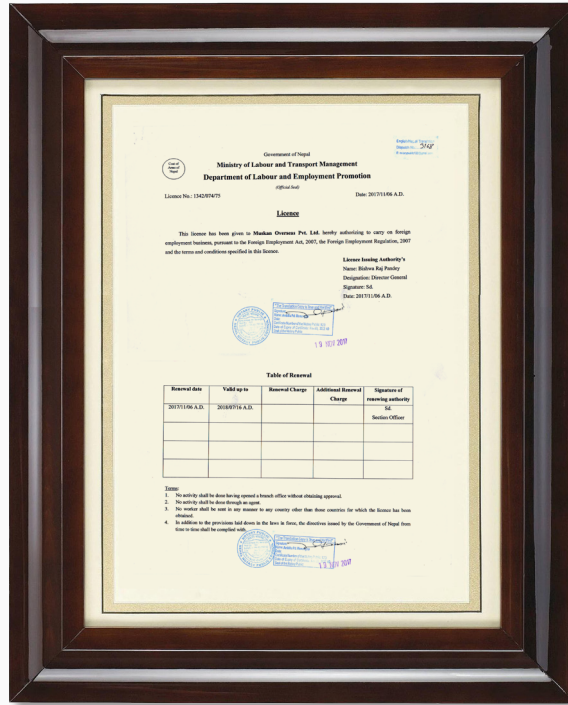




## OUR TEAM

Our organization believes there is no "I" in "TEAMWORK". Teamwork is an ability to work together towards a common vision. The ability to direct individual accomplishments towards organizational objectives. The word team is the fuel that allows common people to attain uncommon successful results.

You can find different individuals with different characters and responsibilities in our team but, we work together for the same goal and i.e. our client's satisfaction. We believe in hard work and integrity which has always been our Success mantra.



# COMPANY'S LEGALITY

# REQUIRED DOCUMENTS



The employer should provide these necessary documents for recruitment in Nepal.

## DEMAND LETTER

A formal letter issued by the employer addressing Muskan Overseas Pvt. Ltd. with full details of

- The job categories and number of workers.
- Monthly salary.
- Contract period.
- Working hours.
- Description of other facilities like Board and Lodging, food, medical and air passage.

## GUARANTEE LETTER

A formal letter addressing to direct general, Department of Foreign Employment, Nepal, that concerned workers will be working in the country as well as guarantee statement of mentioned subject matter in the demand letter and will not be sent to any other country for work.

## POWER OF ATTORNEY

A letter issued by the employer authorizing Muskan Overseas Pvt. Ltd. to act on your behalf in recruiting the special number of workers and carry out necessary formalities related with the respective embassies and the Government of Nepal.

## AGENCY/SERVICE AGREEMENT

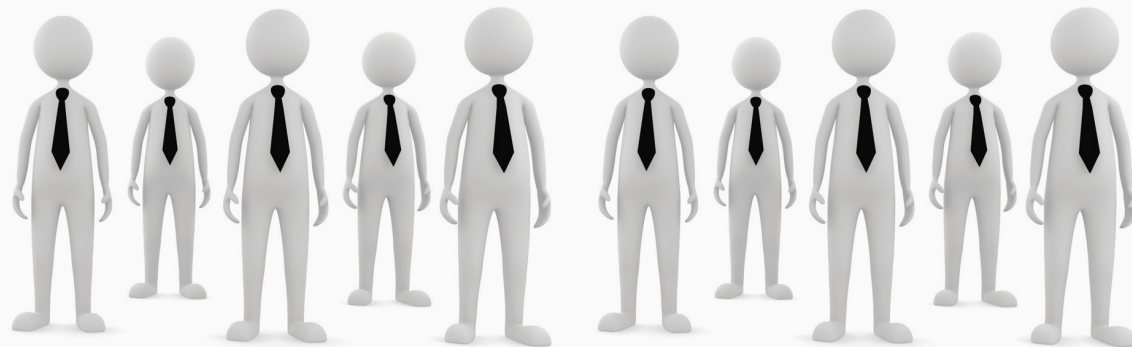
This agreement will be made between employer and Muskan Overseas Pvt. Ltd. stating clear and precise terms and conditions regarding manpower supply from Nepal. This is to ensure the transparency between two parties.

## EMPLOYMENT CONTRACT

This contract will be duly signed by the employer and the employee that includes Terms & Conditions, manpower supply, salary and other facilities (lodging, food, medical & insurance etc).

**Note:** Original document from the company should be signed by the authorized person & certified by the chamber of commerce & industry, with the seal of the Ministry of Foreign Affairs of the concerned country. For some categories should be authenticated from the concerned Nepal Embassy.





## REQRUITMENT PROCESS

- 1 Client Requirement
- 2 Labor Pre-Approval
- 3 Advertisement Publishing
- 4 Screening & Short Listing
- 5 Candidate Interview
- 6 Practical Trade Testing
- 7 Medical Examination
- 8 Immigration & Visa Process
- 9 Labor Final Approval
- 10 Travel Arrangement
- 11 Candidate Departure

# WE CONNECT QUALITY TO QUALITY

## PROFESSIONAL

We hunt & deliver highly professional employee who have extra-ordinary degree and good supervisor aptitude.



## SKILLED

We give priority to those who is capable of working independently and efficiently and turning out accurate working.



# WE CONNECT QUALITY TO QUALITY

## SEMISKILLED

We try find out the worker who are trained & who has sufficient knowledge of the particular job or able to do job with normal orientation & instructions.



## UNSKILLED

We target to recruit fast learner who are physically strong & mentally fit.





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