

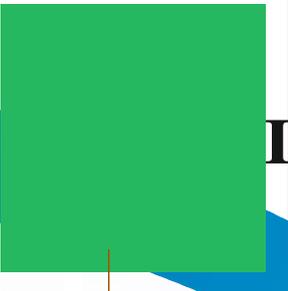
*Sharīq*

**ENTERPRISES**



**شارقة**

إنتربرايزز



# INDEX

- 01 ABOUT US**
- 02 WHY US**
- 03 OUR TEAM**
- 04 OUR SPECIALIZATION**
- 05 OUR VISIN MISSION**
- 06 OUR PRESENCE**
- 07 OUR CLIENTELE**
- 08 OUR RECRUITMENT PROCESS**
- 09 DOCUMENT REQUIRED**
- 10 OUR TEAM**
- 11 CERTIFICATE & CREDENTIALS**
- 12 INDUSRIES WE SERVE**
- 13 CORPORATE CONTACT DETAILS**



# ABOUT US



It gives us immense pleasure to introduce Shariq Enterprises that was envisioned and founded through relentless efforts of Mr. Suhail Ahmad Nizamuddin for providing capable manpower services to business organizations all over the Gulf States. We have a management system with a highly capable team of professionals and have acquired a consistent stability and growth in the wake of Human Resource demand of recent years.

Shariq Enterprises as an employment recruitment company situated in Mumbai is driven towards providing manpower to every job category in Asia and, Middle East. Shariq Enterprises is primarily concerned with marketing its services and organizing resources to instantaneously respond to needs and necessities of its clientele. We established strategies, systems and precede u res to identify h highly qualified employees to run your agency.

We have strived to change the conventional recruitment strategies in face of changing global requirements by organizations all over the Gulf States. We have kept up pace with the dynamic, technology-driven and transparent recruitment procedures as was expected by our prestigious clients through colossal changes in our procedural setup.

Over the years Shariq Enterprises has been the ideal choice of leading Middle East Companies who wish to recruit professional services exclusively GCC countries.

Our whole setup consists of personnel's who are at the helm of rendering the best present generation services, prompt responses and manpower of all categories accordance with the need of our clientele.

Assuring to provide the best manpower services and to give honest resource Further assistance at all times.

# WHY US?



## OUR LEGENCY

We serve amongst the earliest providers in this field. A lion's of our brand equity today can easily be attributed to our mentor's efforts, who had over 33-years of experience, he envisioned the initial systems and process for our organisations that led to laying the firm foundation of what we walk on today. Then came infusion of technology and upgrading of all the process under the guidance of our MD. This formidable reliance on fair and transparent practices is what us most experienced and hence the most respectable player in the industry today.

## TIMELINE

We provide on-time, recruitment solutions, we to work on a projects as soon as the details of the existing vacancies come in and have the proposed solutions ready in the shortest possible time frame. Our resource deployment is as prompt as our resource management as we have a huge data pool of suitable candidates to match and choose from, since we have in-house visa stamping, emigration process, and ticket booking process we provide one of the fastest service in the industry, each step in recruitment process has been given shortest time line and is the responsibility of the technical consultant team, hr team, visa stamping team, emigration team and departure team to meet this deadline, this helps us in fast deployment.

## HONEST PRICING

Even though we are amongst the most successful recruitment consultant, we believe in the principle of honest pricing for our services, we believe that as a market leader we have certain service advantages, for which we should not charge a premium. In fact, we are extremely transparent about our pricing strategy. Try us once and you will notice that our services are world-class and our prices very reasonable. We are still honestly priced because we believe in a long-term relationship rather than a short-term relationship.

## QUALITY CANDIDATES AND HUGE DATABASE

Since we had an early mover advantage in technology (ERP System), we have one of the largest database of candidates. Suitable for most of the clients' vacancies we are amongst the earliest ones to move online thereby retaining this vast data bank also our reputation in successfully closing positions and providing the right candidates to match client database in the industry, also we have our own data making our database one of the freshest in the industry, also we have our own data of more than 1 million candidates and we are tied up with popular job portals like naukri, naukri gulf, monster shine indeed and many others to continuously add suitable candidates to our growing database.

## WORLD-CLASS SERVICE

As we are time the pioneer in this field places a lot of responsibilities on us. Providing a world class service is one of them with the help of a motivated innovative and smart team Shariq Enterprises is at the forefront today of providing the best service when compared to our competition, our repeat clientele is the true reflection of the quality of our services. International clients and candidates prefer us over our competition because of this one aspect, candidates trust us with their careers and clients for the quality of service we provide.

## REPATRIATION

We have one of the best i.e. lowest repatriation record in the industry. Since we follow all due diligence in the selection, preparation of candidates and inform them in advance all the service expectations, deliverables from them at new workplace. We are able to ensure that the selected candidates are not able to abandon their positions abruptly, leaving our client in a lurch.

Before leaving the country, we explain the details job requirements company working standard client country culture and rules. Company rules and targets - what to expect from the new job and what are the deliverables in transparent and clear terms.

As an additional precaution we show orientation video take video consent from the candidates all necessary written documents and agreement for the above are signed and maintained a meticulous track record their relatives in India to ensure that they complete their contractual term with the employer and there is no business disruption caused to our client.





### **MANAGERS**

Each of the important functions at Shariq enterprises is headed by a competent manager. A manager is a person who understands the function the best an excellent track record of managing all their functions and team members. Each manager has vast experience in their respective field and have worked in overseas recruitment industry for years .

### **HR TEAMS**

Being an HR consultant ourselves, our HR team is designed in such a manner that they understand our organisations culture the best, knowing this, they help first to retain the best talent that is today available in the industry. secondly they help in creating a work culture that fosters innovation, encourages team work and help us retain and employ the right talent. each client is assigned a separate HR team, comprising of a teams to serve each client.

### **MARKETING & BUSINESS DEVELOPMENT TEAM**

This team helps us communicate with our existing clients and also with the new once. this team oversees the entire business development & marketing process after every client acquisition. they play a vital role in creating a long -lasting relationship with all our clients. this serves a dual purpose, they get regular business from old clients and also generate new business leads from various sources. they also co-ordinate with all our overseas representatives in different gulf countries.

### **TECHNICAL CONSULTANTS**

Ms. shariq enterprises is known for its accuracy in providing the right candidate matching to their clients job description. our technical consultants has experience matching to their clients job description. our technical consultants has an experience in the same industry of 20+yers. they understand the clients recruitment brief. run it preliminary check with them and then forward the shortlisted once to HR teams for their persual. only after our hr team verifies the candidates availability and suitability, then the details are shared with the clients for final selection.

## OUR SPECIALIZATION



Our ability to scout for the right talent from a pool of eligible candidates to match the specific requirements of our clients across the world is what sets us apart from our peers. At M. Shariq Enterprises, we not only value the importance of the right candidate, but also of achieving it in a time-bound manner. Our team is well-versed in understanding our clients' requirements and

Fulfilling it with suitable candidates through a unique and rigorous short-listing process, although we cater to the needs of more than 110 industries and we specialize mainly in the below sectors.

We specialize in providing recruitment services to the following sectors:

- Construction, Operations & Maintenance
- Oil & Gas
- Petrochemicals
- Healthcare
- Engineering, Project Management And Construction (EPC)
- Engineering Procurement Installation
- Power & Utility
- IT & Telecommunications
- Manufacturing
- Commercial & Retail
- Hospitality
- Teaching & Education Administration
- Transportation & Logistics

## OUR VISION & MISSION



**Our Vision is to become a top-ranked resource for Quality manpower from India, soon asia and southeast asia, equally admired by job aspirants and business establishments across the globe for promoting ethical, reliable and transparent recruitment process,**

### **OUR MISSION**

**Our mission is to build a platform where business establishments across the globe and job aspirants can connect with each other and achieve mutually beneficial results.**

**To Accomplish Our Mission, We Ensure The Following:**

**we deliver customized and cost-effective solutions to organizations across the globe and this gives them an edge over their competitors.**

**we identify the right talent after thoroughly understanding individual skills and goals and ultimately enable candidates secure the right jobs for them.**

## OUR PRESENCE



Our company's head office is located in Mumbai's prime location, Santacruz and branch office in Delhi. We provide easy access to the best mix of talents through a wide spread network of offices and recruiting associates operation in metros, two and three tier cities and small towns of India.

With our excellent interviewing facilities, trade test centers, test administering mechanism and qualified and trained staff, we conduct recruitment drives regularly in these locations. We are well equipped and have excellent infrastructure to conduct such recruitment campaigns required by our clients in any cities within India and any other countries where we have our strategic partners.

**International Strategic Partners**  
Bangladesh  
Nepal  
Sri Lanka  
Phillippines  
Other South Asian Countries

### **Pan-India Presence**

Delhi  
Kolkata  
Chennai  
Bengaluru  
Calicut  
Jaipur  
Sikar  
Ahmedabad  
Hydrabad  
Goa  
Bhubaneshwar  
Vadodara  
Patna  
Jamshedpur  
Cochin  
Punjab  
Visakhapatnam  
Gorakhpur  
Odisha

## OUR CLIENTELE



### **SAUDI ARABIA KSA COMPANY**

**Shirka ebtakar  
Shirka duruf  
Hk sadiq & sona on top  
Shrikah occ  
Abdullah a. Al-rashid est.  
Al areedh mohammad a. Est.  
Abdul raheman a. Al farhud trading est.  
Ali mansour abu-al-saud est.  
Al essa est.  
Naif saleh contractig  
Planer ground contractor  
Luster paint factoru interntional company  
Napkin shavi contracting  
Mohsin abdul aziz hamd contarcting  
Oyun Hijaz Tarding And Contractiong Co.ltd.  
Saad Al-zamil Contracting  
Al Rashed Wood Products Factory Co.  
A.s. alsayed & Partners Contracting Co. Ltd  
Arab Company For Heavy Machinery And Equipment  
Enaya Recruitment Co.  
Fortune Engineering & Energy Services  
KMR Logistics Services Company  
Nabras Gulf Est  
Saudi Union For Operation & Maintenance  
Shawarma House  
Talabat Food Delivery  
AL Rashid Tarnsport  
Zad Alsultan Restaurant**

**Fahad Awad Al Otaibistones General Contracting  
Musafir Afisan Yami Contracting  
Ozaiba Awad Ai-rashidi General Contracting  
Al Saadi Abdu Wahab Al Baqushi Foundation  
Abdul Aziz Naseem Momhammad Naem  
Company  
Abdul Latif And Partner Contractors Company  
Sugair Kgalf Foundation  
Zaki Foundation And Contruccion  
Husain Hadi Mehdi Al Haban Contracting  
Mustaba Ismail Albo General Contracting  
Al Kanefany Original Sweets Company  
Cham Elevators  
Md International Debs International Factory For  
Masterbatch Compund  
Creactive Recycling World Zal Al Shamri  
Natihat Aneeza Lal Maqawalat**



## UAE

**Zima Construction.**  
**China State Construction Engineering Corp.**  
**Middle East (llc)**  
**Saaed Employment Service**  
**Aasa Middle East Contracting Co. (l.l.c)**  
**Element 26 Engineering Dwc-llc**  
**Emirates National Facilities Management**  
**Lamia Garments Manufacturing Llc**  
**Naffco Company Passion To Protect**  
**Naf Construction Co. Llc**  
**Ugarit International Furniture Manufacturing Co**



## SULTANATE OF OMAN

**Abraj Dhanak Modern Trade**  
**Al Nahdha Overseas LLC**  
**Marabat Sohar Al-mothda-trad**  
**Rawabi Bainuna Trad & Cont. LLC**  
**Rabu'a Al-falujah Trad & Cont.**  
**Al-mansoor International Co. LLC.**  
**Technical Trading Co.**  
**Wood Master**



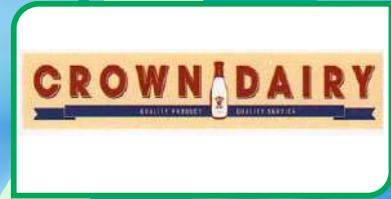
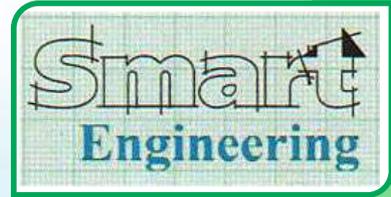
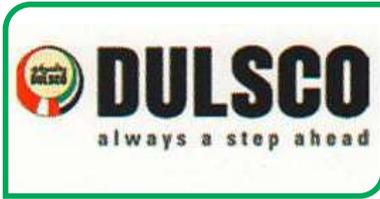
## KUWAIT

**FAWAZ TRADING & ENGINEERING SERVICES CO.WLL**  
**TAMDEEN REAL ESTATE**



## BAHRAIN

**NASSER S. AL – HAJRI CORP.**





## FLOW CHART

## OUR RECRUITMENT PROCESS

**Receipt of New Requirement**

**Creating Pool of Suitable Candidates**  
Collecting Suitable Candidates From Various Sources, Screening & Shortlisting The Candidates

**Interview Campaign & Selection Process**  
Clients Interview Campaign & Other Modes Of Selection

**After Selection Process**  
Signing Of Offer Letters Medical Documents Attestation (if Needed) Visa Stamping Emigration Ticket Booking Mobilization



**Conduct Background Checks And Verification Of References And Provide Detail To The Client Company, If Requested**

**Confirm Medical Clearance With The Medical Facility For Gamca Medical Centers.**

**We Also Arrange For Re-medical Tests As Per The Gamca Rules And Regulations**

**Arrange Visa Application And Obtain Visa**

**Carry Out Emigration Formalities And Formulate Insurance Policy**

**Support Candidates In Shipping Their Personal Effects As Required.**

**Ensure Travel Documents Are Complete.**

**Ticket Booking For The Candidates And Their Family Members,if They Are Rewarded With Family Status,**

**Give Flight Details Of One Day Pre-departure Orientation Training Organised By Ministry Of external Affair (government Of India)**

**Give Orientation To The Candidates And Explain In Detail about The Contractual Terms And Condition. Rules & Regulations Culture Working Environment Of The Clients Organization And Country They Are Travelling To make Details Video Recording About The Same For Each Candidate.**

**Assist New Recruits And Dependents At The Time Of Departure At The Airport . Our All-inclusive Approach To The Search Process Provides Us With An Intimate Knowledge Of Our clients And Candidates Need, Enduring Placements Which Are Mutually Beneficial In The Long Run.**

# PROCESS FLOWS OF RECRUITMENT

**SOURCING**

Pre-qualification  
Interview  
and selection

Process and  
Documentation

Accounting

Deployment



# DOCUMENTS REQUIRED



**Power Of Attorney (E-WAKALA)  
Through Enjaz Website**



**Power Of Attorney**



**Demand Letter**



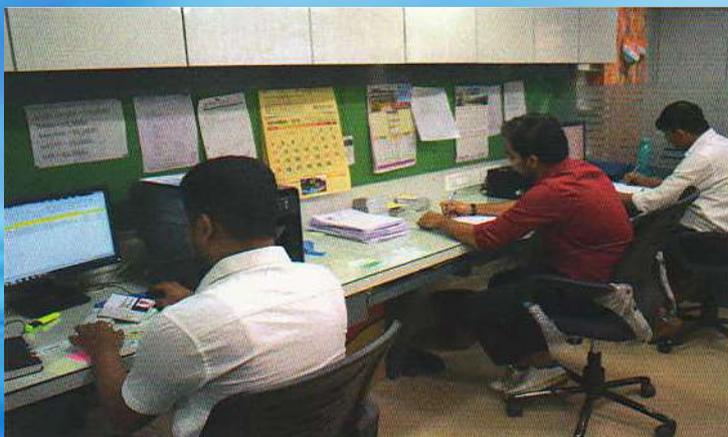
**Actual Demand Letter**



**Employment Agreement**



**Emigrate Registration.**





# CERTIFICATE AND CREDENTIALS

RC issued in lieu of papers for  
R.C. No. 001752/BOM/PER/1000+13  
3180/91

Block-CERTIFICATE NO. B-0020/MOM/  
PER/1000+15/3180/91

Form - V  
Min. New Delhi

**GOVERNMENT OF INDIA**  
**MINISTRY OF OVERSEAS INDIAN AFFAIRS**  
**CERTIFICATE**  
[See rule 10 (2)]

With reference to the application dated 30-10-1991  
for grant of a Certificate under Section 10 of the Emigration Act,  
1983 to commence or carry on the business of recruitment for  
deployment of Indian workers with foreign employers,  
Ms. Shang Enterprises  
is hereby granted the said certificate effective from the date of  
issue of this certificate, subject to the following terms and  
conditions, namely:

(i) that the business shall be conducted at: F-31  
Rizvi Park  
S.V. Road Santa Cruz (West)  
Mumbai - 400054

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM  
TIME TO TIME

Validity of the Registration  
Certificate extended upto  
09-04-2027

Protector General of Emigrants

9.6.22

उत्प्रवासो महामंत्रकी  
Protector General of Emigrants

**PARTICULARS OF THE AGENCY**

- Registration Certificate  
Number B-0020/MOM/PER/1000+15/3180/1991
- Name of the Agency M/s. Shang Enterprises
- Office Address of the Agency: F-31 Rizvi Park  
S.V. Road Santa Cruz (West)  
Mumbai - 400054
- Nature of Agency Proprietorship Firm  
(Company / Proprietorship firm/  
Partnership firm)
- Name of RC Holder Shri. Suhail Ahmed Hizamuddin
- Date of birth of the  
RC Holder 15-02-1957
- Nationality of the RC Holder Indian
- Position in the Agency Proprietor
- Telephone Number  
of the Agency 91-22-24614631

- Fax Number of the Agency 91-22-24614631
- Email address of the Agency shangentp@gmail.com
- Date of issue of RC 09-04-1992
- Period of validity 3 Years  
from 09-04-1992 To 09-04-2016
- Date of expiry of validity 09-04-2016
- Limit of workers  
to be recruited (more than thousand jobs)

SIGNATURE, NAME AND SEAL OF  
THE REGISTERING AUTHORITY  
Protector General of Emigrants  
Ministry of Overseas Indian Affairs  
Government of India,  
New Delhi

# INDUSTRIES WE SERVE

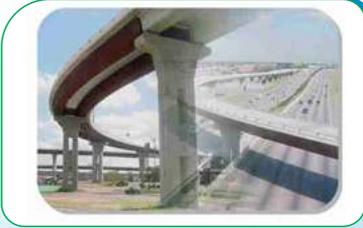


**Airtravel**



**Air-Conditioning & Refrigeration**

**Oil & Gas Industry**



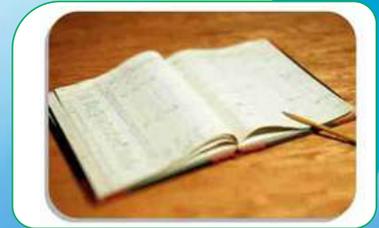
**Civil Construction**

**Consulting Firms**



**Engineering Companies**

**Account & Finance**



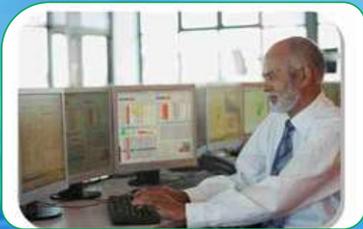
**Hospitals**

**Hotels / Catering Companies**



**Automobile**

**Maintenance Companies**



**Trading Companies**

**Marketing**



**Textile & Garments**

**Interiors**





**Sharig** ENTERPRISES



## **CORPORATE**

**SHARIQ ENTERPRISES**

**Manpower Consultants**

**Address : Office 915 9th floor Building 3 Navjeevan Society  
Lamington Road Mumbai Central Mumbai -400008**

**Address : 205 Ostwal Garden Kanakia Road Near Galaxy  
Hospital Mira Road East Thane 401107**

**Website - [www.universaljobs.in](http://www.universaljobs.in)**

**Mobile : 91 9702910645**

**Email Id : [kabeer@universalhr.in](mailto:kabeer@universalhr.in)**

**[universaljobs.in@gmail.com](mailto:universaljobs.in@gmail.com)**

**[shariq.enterprises01@gmail.com](mailto:shariq.enterprises01@gmail.com)**

**[linkedin.com/in/kabeer-sheikh-17b846185](https://www.linkedin.com/in/kabeer-sheikh-17b846185)**