



Human
Resources
Management AND
Consultant





since

1975

al rehman associates

ISO 9000 2008

Delhi • Rajasthan • Chennai

WE HELP YOU CAPITALIZE ON NEW
AND UNSEEN TALENT - DRIVEN
OPPORTUNITIES TO ACHIEVE MORE
THAN YOU IMAGINED.

Chairman's Message



Since 1975 Al Rehman Associates has been active in providing the human resource management and consultant to the overseas clients. During these years philosophies are:

CONTINUOUS PURSUIT OF PERFECTION

DAILY IMPROVEMENT

HUMAN LIFE ENHANCEMENT

SELF-IMPOSED COMMITMENTS TO CLIENTS

PROMPT SERVICES

QUALITY PERSONNEL

We decided, years back in 1975, to create a world-class organization to support professional companies in selecting this most important asset by employing best resources.

With gratitude, we deem that a company's success depends on the successes of its clients.

Thanks to our dedicated employees, the most valuable source of our company's pride, we are pacing our path toward global marketing and internationalization with a sound infrastructure.

Our vision is to create a global human resource. company and to realize the same, we require partners like you and we invite you to come and rest our capabilities in recruitment and job placement.



al rehman associates 



Building Relationships

We have solidified our position in the market due to our ability to program and fulfill the client's needs, Visions, and desires.



About Us

A L - REHMAN ASSOCIATES, established in the year 1975 is a provider of Human Resource Management & Recruitment Consultancy Services. The main objective of the firm is to provide efficient, competent and accomplished manpower services to its clients customized to their needs. Our experience allows us the ability to provide the manpower in all the fields as per the clients' requirements. We provide services to the clients with the assurance that their needs will be fulfilled in a very professional manner within the given time & cost schedule. Our unmatched quest for excellence has matured to perfection with the grant of ISO 9001-2008 Certification from UKAS.

Having fulfilled many administrative, technical and other formalities, including pledge of Bank Guarantee, we are one of India's leading and recognized Manpower Supplier and duly registered with the Ministry of Overseas Indian Affairs Govt. India vide Licence No. B-0206/RAJ/PART/1000+/5/2212/1987.

We are entitled to deploy limitless number of personnel. Since beginning, we have earned a good reputation among the leading Overseas Manpower Agencies of India and are being applauded by a number of overseas clients.



WHY Al Rehman Associates:

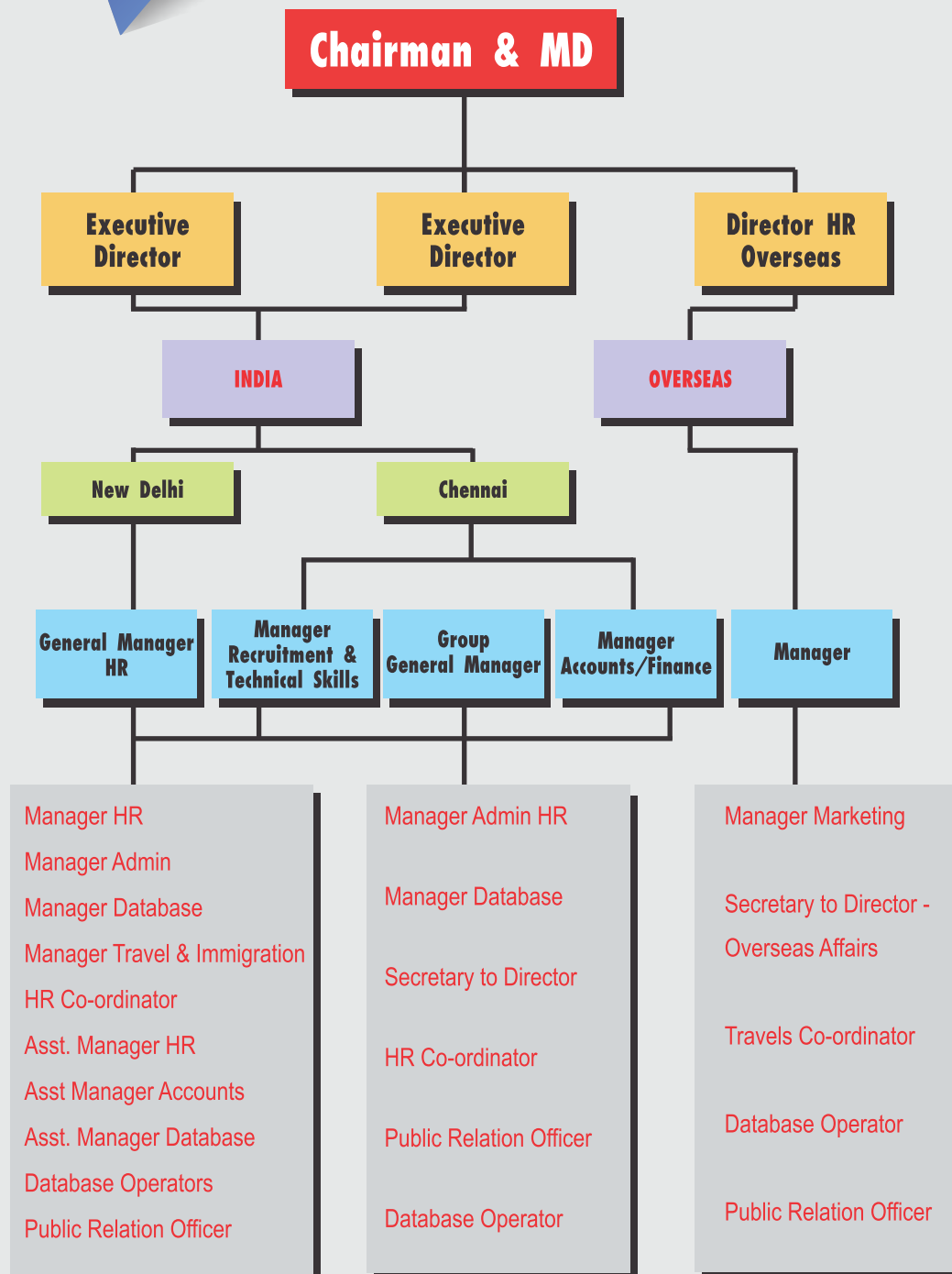
- Having more than 3 decades of the experience in Recruitment & Manpower consultation
- Having vast experience in selecting the right hand for the right job.
- Which can undertake to provide any category, any number to any country.
- Keep contacts and informs time to time the general changes, amendments and new wages to the Foreign Employers.
- Can arrange the large interview schedule through out India.
- We are backed with a team of professionals to assist in the selection of professionals.
- Our Offices is situated in the capital of India, where all the foreign embassies and airlines function.
- Having licensed by the Government of India to supply an unlimited number of skilled unskilled, semi-skilled personnel.

Maximise Your
BUSINESS
Potential with our
Talent Management
Solutions

QUALITY | TIMELY | COST EFFECTIVE



Organogram



Recruitment Process



FIRST STAGE

Generating of demand for workers by the employer company,

Discussion on salary , accommodation and other benefits for workers and related terms and condition.

Finalization and Signing of Agreement for recruitment and other respective terms.

Receipt of Original Documents like Demand Letter, Power of Attorney and Agreement to start the process for recruitment the document must be verified by chamber of commerce and Indian Embassy of respective countries.

Finalization of the Employment Terms, Recruitment Fees & Mobilization Structure for the particular Project of Recruitment.

SECOND STAGE

Search the Database for the availability of sufficient Cv's / Resumes.

If not found sufficient candidates in the Data Bank, advertise through proper news paper and media and head hunt until sufficient Cv's are procured.

Screening of candidates & lining up sufficient candidates as per the clients specification.

Prepare for final interview.

Client conducts practical Trade Testing.

Candidates undergoes Medical examination.

THIRD STAGE

Sign Employment Contract.

Prepares all documents required for visa Processing

Receive Visas.

Complete Immigration formalities

Complete Air Ticketing & Reservation

Collection of Local Fees & Forward bills to the client.

Pre-Departure Assistance & Orientation to the workers.

Departure of the Contract workers to the country of employment.

y o u r
GUIDE
to managing
PEOPLE





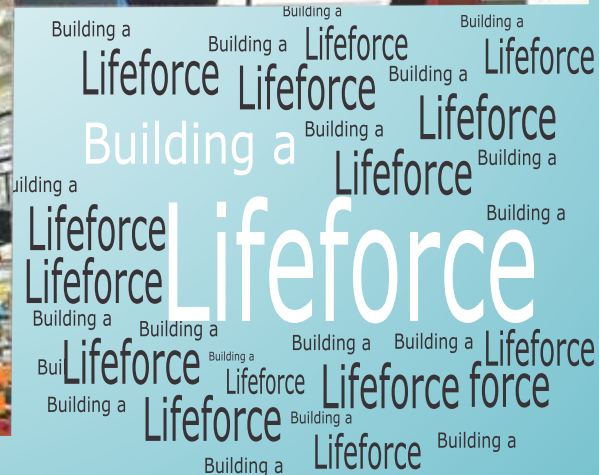
OPENING THE DOORS OF OPPORTUNITY TO TALENTED PROFESSIONALS



- Electrical
- Electronics
- Hotel and Catering
- Mechanical
- Marine
- Medical, Hospital, Training and Pharmaceutical

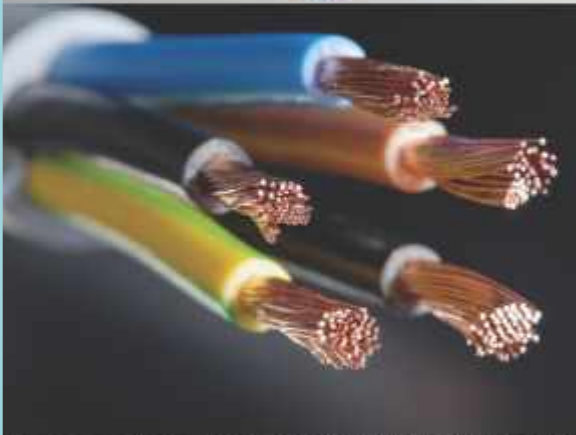


- Mining Quarry and
- Earthmoving
- Security
- Media & Communications





Categories of Recruitment



- Air Conditioning
- Agricultural and Landscape
- Automotive
- Architectural and CAD
- Aviation and Avionics
- Logistics
- Boilermakers, Fabricators,
- Millwrights,



- Piping, Turners and welders
- Camp Catering, Housekeeping,
- Janitorial, Laundry
- Construction
- Corrosion, Insulation and
- Painting

Clients

 Bechtel Linde (Al Jaber)	 Al Jaber الجابر	 ALEC UAE	 arabtec
 Al Rotamani Pegel L.L.C.	 Al Jaber Precision Engineering Est.	 BELHASA Group of Companies	 مجموعة بيت لادين السعودية SAUDI BINLADIN GROUP
 أكتكو Actco General Contracting Co. L.L.C.	 AL HABTOOR ENGINEERING الخبور للمشاريع الهندسية	 GRINKER LTA South Africa	 higgs & hill Group company of Royal BAM Group
 النابودة Al Naboodah	 Al Mulla General Contracting Est.	 Punj Lloyd	 ROTANA CONTRACTING (L.L.C.)
 Dubai Electricity & Water Authority U.A.E.	 TARGET Target Engineering Construction Company U.A.E.	 PILOG South Africa	 group 4 GROUP 4 SECURITAS EMIRATES LLC
 Salman Al-Terais & Partners Limited Construction Co	 Sun Engineering & Contracting Co. (L.L.C.)	 MIDMAC Contracting Company W.L.L. Doha, Qatar	 Al Badr Contracting Co. (L.L.C.)
 بيكون للإنشاءات BECON CONSTRUCTIONS	 BIN ZAYED GROUP مجموعة بن زايد	 TARGET Target Engineering Construction Company U.A.E.	 شاپورجي بالونجي ميدياست (ش.ذ.م.م.) Shapoorji Pallonji Mideast (L.L.C.)
 امانة AMANA	 GRINKER LTA South Africa	 الفراج القابضة AL FARAJ HOLDING	 SOLID General Construction
 Dutco Construction Company L.L.C.	 الشركة الهندسية للإنشاء والتعمير DRC	 BECCO	 YÜKSEL
 PEMCO	 ACC ARABIAN CONSTRUCTION CO.	 ارفال ARFAL	 gac General Agency for Contracting & Construction
 LojainNet Communication Networks LLC	 SHINSUNG Engineering & Construction Co., Ltd. Dubai Br.	 بي كي جلف ذ.م.م. BK Gulf LLC	 AL GHAFLY General Contracting W.L.L.
 التحذية للأنظمة تيسات ذ.م.م. CONSOLIDATED BUILDING SYSTEMS L.L.C.	 AL-ASHRAM CONTRACTING L.L.C. الاشرم للمقاولات ذ.م.م.	 شركة الرمال للمقاولات (ش.ذ.م.م.) Fanda Contracting Co. J.S.C.	 SAUDIALTERAIS
 Al Jaber Energy Services (U.A.E.)	 شركة الشعفار للمقاولات العامة (ذ.م.م.) AL SHAFAR GENERAL CONTRACTING CO. (L.L.C.)	 شركة الزجاج الغني والالمنيوم ذ.م.م. TECHNICAL GLASS & ALUMINIUM CO. LLC	 AL OBOOR FOR DEVELOPMENT & CONSTRUCTION - EMIRATES L.L.C.
 RASLAN GENERAL CONTRACTING EST.	 RANYA GENERAL CONSTRUCTION CO. L.L.C. شركة رانية للإنشاءات العامة ذ.م.م.	 ONYX	 NAC GROUP NAC EMIRATES CONTRACTING (L.L.C.)

List of Other prestigious Clients

→ QATAR

MIDMAC,
SAK TRADING & CONTRACTING
ADLER PROJECT-QATAR
CONSTRUCTION & RECONSTRUCTION
ENGINEERING CO WLL
AL HABOOR ENGINEERING
MOUAWADEDDE CONTRACTING CO WLL
AL JABER ENERGY SERVICES
RAMCO
REDCO
AL MUFTHA GROUP
YUKSEL CONSTRUCTION Co. Inc.
ZAD HOLDING (Qatar Flour Mill)
AMANA STEEL & BUILDING, U.A.E. QATAR
GOLDEN GYSUM AND DECORATION Co.W.L.L.
AL FAISAL HOLDING GROUP - AAMAL SERVICES.
SOLID CONSTRUCTIONS.
NEW DOHA INTERNATIONAL AIRPORT (Fairgreen)
SALAM TECHNICAL SERVICE.
CONTRACO CONTRACTING EST. DOHA QATAR

→ KUWAIT

AL HAJERY COMMERCIAL BUREAU KUWAIT

→ K.S.A.

A.R. NAMLAH HEIRS CONTRACTING CO. LTD.
AL SUWEILMY FOR GENERAL CONTRACTING &
TRADING CO. LTD.
BINATEK CONTRACTING EST.
GENERAL AGENCIES & CONTRACTING
MADAD LAMINATING & FIBER CO. LTD.
MANAR AL OMRAN
MARWAN ALYONES CO. & PARTNERS
PEMCO POWER EQUIPMENT & MATERIALS CO. LTD.
SAUDI CANADIAN STARCO GOLD CO. LTD.
ABDULAH GIBARAH AL SIREHY EST TRANSPORT
CARGO.
SALMAN AL TERAIS & PARTNERS LIMITED
CONSTRUCTION CO.
ATTIEH STEEL COMPANY LTD.
EWM ELECTRICAL WORK & MAINTENANCE

→ U.A.E.

CONSTRUCTION & BUILDING ENGINEERING (L.L.C.)
U.A.E.
SHARJAH AIRPORT INTERNATIONAL U.A.E.
TEST CONTRACTING U.A.E.
WEST COAST U.A.E.
BEN HARB U.A.E./K.S.A.
SQUARE GENERAL CONT. CO. L.L.C. U.A.E.
FUTURE INTERNATIONAL GROUP U.A.E.
AYOUBCO GENERAL CONTRACTING L.L.C. U.A.E.
NEMR GULF CONTRACTING WLL U.A.E.
BIN BOOTI U.A.E.
UNCO U.A.E.
DHAFRA INTERNATIONAL PROJECTS GROUP U.A.E.
MAXICANA U.A.E.
NATIONAL CATERING CO. U.A.E.
ENGINEERING CONTRACTING COMPANY L.I.C.
U.A.E.
MABANI GROUP U.A.E.
AL HAMID GROUP U.A.E.
AL MAGHREI CLEANING SERVICES CO L.L.C.
U.A.E.
ABU DHABI ENG. EST. U.A.E.
GULF SAIL GALVANIZING FACTORY U.A.E. NATIONAL
TRANSPORT & CONT. U.A.E.
CONSTRUCTION AND BUILDING ENGG. U.A.E.
GROUPING CONSTRUCTION U.A.E.
EMECO U.A.E.
SEIDCO GENERAL CONT. CO. U.A.E.
EAL GEEM & PARTNERS CONTRACTING COMPANY
W.L.L. U.A.E.
AL RUKN CONT. & GEN. MAINT. U.A.E.
STARBAG U.A.E.
BIN FALAH U.A.E.
UNIQUE GYPSUM & DECOR U.A.E.
REDCON CONSTRUCTION LTD. U.A.E.
BECON CONSTRUCTION U.A.E.
RUSHDI AND PARTNERS U.A.E.
MAYSOON CONSTRUCTION & BUILDING EST.
U.A.E.
ORIGINAL MARBLE, SHARJAH U.A.E.
MAAR ENGINEERING CONSTRUCTION U.A.E.
CONTRACO U.A.E.
EMCC EST U.A.E.
ORIGINAL MARBLE U.A.E.
MAZRUT TECH. CONST. U.A.E.
ABU DHABI GEN. TRANSPORT CO. U.A.E.
AL ESLAH GEN. CONT. COM. U.A.E.
BENYAN DEVELOPMENT COMPANY L.L.C.
U.A.E.



THERE ARE VARIOUS OTHER
ESTEEMED CLIENTS
WITH THEM WE HAVE
ASSOCIATED SINCE
YEARS AND SERVING THEM
REGULARLY

Certificate of Registration

RC issued in lieu of paper
RC No. 00114/RAT/PART/10004/5/2212/1987

0206/RAT
Form - V
GOVERNMENT OF INDIA
MINISTRY OF OVERSEAS INDIAN AFFAIRS
CERTIFICATE
(See rule 10 (2))

With reference to the application dated 25-03-1987 for grant of a Certificate under Section 10 of the Emigration Act, 1943 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. al-Rehman Associates 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: Dindur
Dindur Nagar
Rajasthan

(ii) that this certificate is valid for a period of three years or till the completion of the recruitment of less than workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub rule (2) of Rule 8;

(iii) that the holder of the certificate shall conduct business under signature and seal of the director/partner/proprietor and the certificate shall not be transferable;

(iv) that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/enforcing authorities and employers;

(v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS / BRANCH OFFICE / RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC. / ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

Branch office at: 13 2nd floor Commercial Complex, Shaikh Sarai - II, New Delhi.
Change of Branch office at: 24/63 Canal Bank Road, Gandhi Nagar, Adyar, Chennai - 20.

Udaya Singh
उद्यवासी महासंरक्षी
Protector General of Emigrants

Modified RC No: B-0206/RAT/PART
0004/5/2212/1987.

उद्यवासी महासंरक्षी
Protector General of Emigrants

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

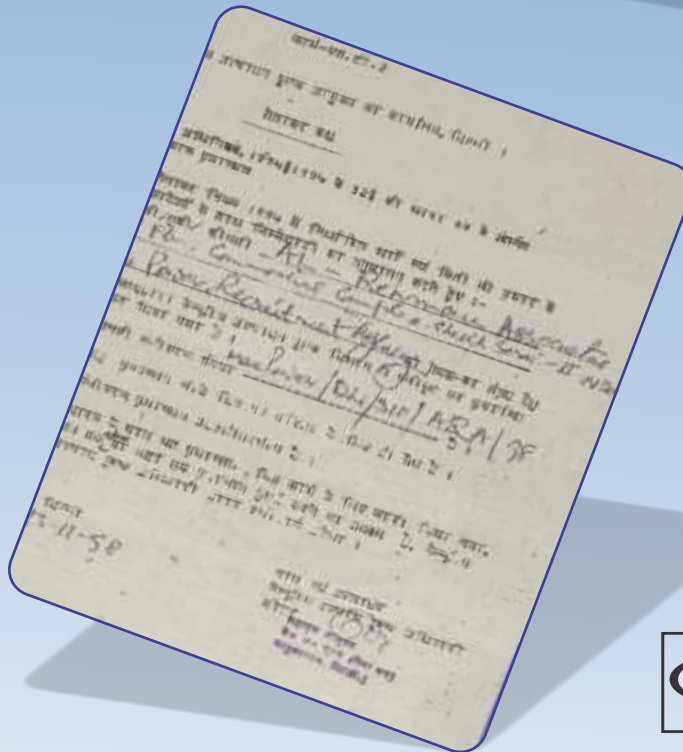
Validity of the Registration
Certificate extended upto
15-03-2018

Udaya Singh
उद्यवासी महासंरक्षी
Protector General of Emigrants

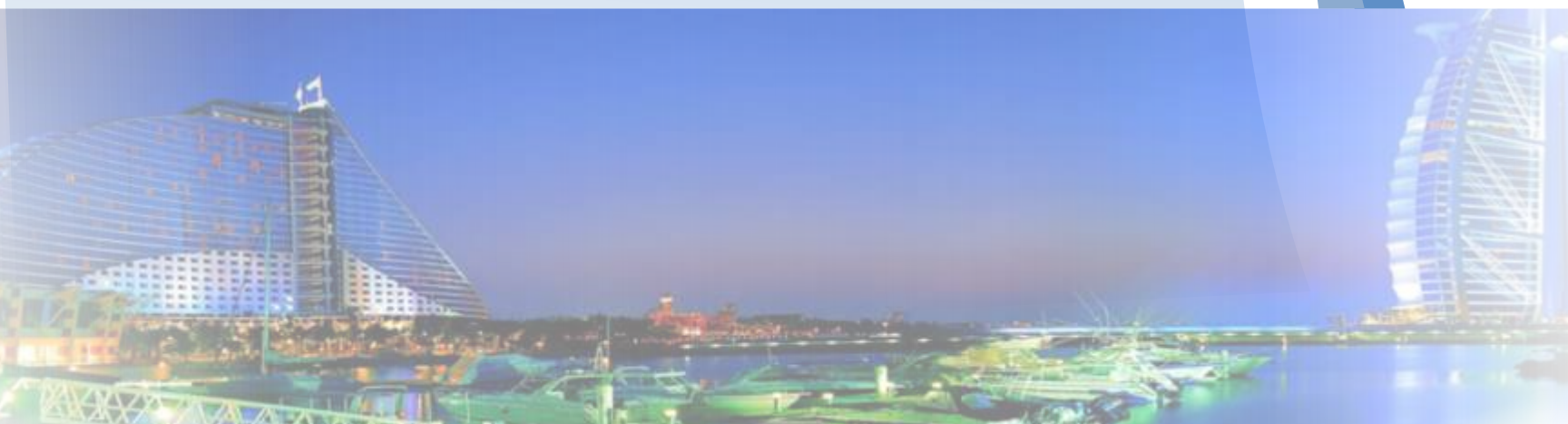


प्रवासी भारतीय कार्य मंत्रालय
Ministry of Overseas Indian Affairs
www.moia.gov.in

Recognized by:
Ministry of Overseas Indian Affairs
www.moia.gov.in



Certificate of Registration





al rehman associates

Details

CONTACT DETAIL:

Name of Company	:	Al Rehman Associates
Address	:	13, IInd Floor Commercial Complex Sheikh Sarai-II New Delhi – 110017 India
Telephone	:	+91-11-29254786 29255786
Mobile	:	+91-9810556786 +91-9811118786 +91-9999959999
Fax	:	+91-11-29256786 29259786
Email	:	zainul@alrehman.in
Website	:	www.alrehman.in

CREDIBILITY FACTORS AND AFFILIATION:

Year of Establishment	:	1975
Council Membership(s)	:	Ministry of Overseas Indian Affairs, Govt. India
License Number	:	B-0206/RAJ/PART/1000+/5/2212/1987
ISO 9001:2008 Accreditation	:	URS: UKAS: Since 2005

STATUTORY APPROVALS:

Legal Status of Firm	:	Partnership Firm Since 1987
Income Tax Registration	:	PAN NO. : AABFA1836B
Service Tax Reg. Number	:	MAN POWER/DLI/310/ARA/98 Date 13.11.1998

BANK DETAILS:

Bank Name	:	Oriental Bank of Commerce New Delhi India
Account Since	:	1987



Documents Required



- On the Employers letterhead, a Demand Letter addressed to us, indicating the number & categories is required. Salary and other benefits like accommodation, medical assistance, food, other Allowance etc.
- Power of Attorney in our favour on the Employer's Letterhead.
- Employment agreement for the working terms and conditions
- Required a copy of C.R. (Applicable for Saudi Arabia only)
- Required Visa slip. (Applicable for Saudi Arabia only)
- Wakala or e-Wakala
- In Arabic and English Agreement of Employment in case of Saudi Arabia.
- These original documents must be attested by Chamber of Commerce and Indian Embassy of Respective Countries.

INFORMATION REQUIRED FROM THE CLIENT

- It is essential that "Al Rehman Associates" receives a brief on the company's objectives and aims.
- The Client has to provide Al Rehman Associates detailed job description, qualification, salary guidelines & experience required, age group etc.
- Benefits package.
- All other necessary information required as per Indian Immigration Rules.





al rehman associates 

POWERING THE WORLD OF WORK
IS HUMANLY **POSSIBLE**



• QATAR • ABU DHABI • DUBAI • SAUDI ARABIA • KUWAIT

Al Rehman Associates

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New Delhi – 110017 | INDIA

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