



License # OP&HRD/3746/RWP

# USJ RECRUITMENT AGENCY

Overseas Employment Promoter

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

شروع اللہ کے نام سے جو نہایت مہربان، بڑا رحم کرنے والا ہے

# CONTENTS

- About US
- Our Mission
- Our Vision
- Manpower we offer
- Methodology
- Other Services
- Chairman's Profile

## M/S USJ Recruitment Agency

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### **About US:**

**M/S USJ Recruitment Agency** is one of the most advanced, fast growing and emerging recruiting agencies having Head Office in the capital city of Pakistan provides us opportunity to deal with all governmental functionalities in a timely manner. We offer manpower, outsourcing, staffing solutions and HR services in multiple sectors of the industry. We are providing the best recruitment options and elite employment service in Pakistan from last many years. The company was established with the ultimate vision of serving Pakistan with most reliable overseas recruitment services and top the list of manpower recruitment agencies in Pakistan. Over the past few years, our sincere and dedicated services blended with highest standard and professionalism has earned global recognition. We are committed to understand the need of the employer carefully; then search and select the best employees from the local human resource market abiding by all the rules and regulations of both sides. If you are in the need of best manpower from Pakistan; let us be at your service. We can assure you a professional service package that will assist you closely from starting the paperwork till placing the workers at the site of your project. On today's demanding and highly competitive environment; our company is dedicated in providing the high quality, reliable, professional and excellent services. The secret of our growing image in this field lies with the fact that our services desk are always active and dedicated to serve the people. We are continuously endeavoring to achieve excellence in service.

**M/S USJ Recruitment Agency** is the most renowned company in Pakistan which is authorized by Ministry of Overseas Pakistanis and Human Resource Development, Islamabad, Pakistan to operate as Overseas Employment Promoter under Licence Number of OP&HRD/3746/RWP.

For our overseas clients, willing to hire manpower from Pakistan in their prestigious organizations; we offer especial HR services like interviewing, background check, and authenticity of the manpower upon request. After all the satisfactory manpower inquiry in terms of manpower placement to our overseas client companies, we recommend the manpower and supply as per demand. This is the ultimate vision of our manpower placement bureau to generate opportunities for manpower in Pakistan and grow our recruitment agency with the overseas clients through joint ventures to top the list of manpower recruitment agencies in Pakistan.

We look forward to professional participation in manpower placement and exceptional manpower recruitment options through our dedicated human resource team, in your growth and progress built by our distinguished selection of manpower by our experienced human resource consultants.

**Address:** Office No. 18, Rose-1 Plaza, 1<sup>st</sup> Floor, I-8 Markaz, Islamabad 44000, Pakistan

**Ph:** +92 (0) 51 4862362 **Cell:** +92 (0) 300 8373746 **Email:** usj3746@outlook.com

# M/S USJ Recruitment Agency

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## **Our Mission:**

"Providing Competent Man to Work" **M/S USJ Recruitment Agency** recognizes the global need for employment. We aim to become one of the most trusted and credible resource in the world through providing our clients services and opportunities to enhance individual employee development and work unit effectiveness. We want to provide our clients with world-class, personalized service and to provide Pakistanis the opportunity to work overseas specially in Middle East. To achieve this goal, we aim to:

- Constantly provide our clients with Pakistanis who are competent, reliable and dedicated;
- Help the Pakistanis enhance their competence thereby raising the competitiveness of the Pakistani workforce;
- Attain all the requirements of our clients in the shortest possible time;
- Constantly providing training to our workers to produce best and productive workforce.

## **Our VISION:**

"We are thinking for future" **M/S USJ Recruitment Agency** will be the undoubtedly leader in the country's Recruitment Industry by continually providing our clients with world-class service and competent workforce by constantly upgrading its facilities and systems as well as by strengthening ties with our clients. We believe that Pakistani workers are very talented, competent and reliable. We want to put them in the global market. We strive to achieve success through delivery, integrity, and service quality. Our mission is to provide a truly consultative and value added service that allows our clients to achieve their strategic staffing needs and supports our candidates in meeting their career goal.

## **Capacity:**

**M/S USJ Recruitment Agency** is provider of unparalleled services and prime supplier of quality manpower from Pakistan. We aim to provide the highest level of Customer Satisfaction by tailoring services to meet specific client requirements along with the use of cutting edge technologies.

We are dealing in various fields including Civil, Mechanical, Architectural, Agricultural, Medicine, Engineers, Technicians, Administration, Accounts, Security, Janitorial, Automobiles, Operators, Drivers and many more.

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### **RECRUITMENT METHODOLOGY:**

The Principal/ Employer will furnish **M/S USJ Recruitment Agency** with a Power of Attorney and Demand Letter duly authorizing it to handle all the formalities in Pakistan. The Power of Attorney and Demand Letter must be attested by the Embassy of Pakistan existing in the country of employment. A Demand Letter contains a statement of job categories, number of workers required, monthly salary, period of contract and other benefits offered to the candidates such as food, accommodation, medical treatments, leave and air tickets etc.

Our further process will be as under:

- ❖ On receipt of demand letter and power of attorney, we obtain permission from the Protector of Emigrants under Bureau of Emigration and Overseas Employment, Government of Pakistan.
- ❖ Initially, we search for the right candidates from the company maintained data bank to meet the exact job specification. In case suitable candidates are not available there then we advertise vacancies in the nationwide newspaper.
- ❖ After receiving the documents, we screen and select the CVs from large number of applications. Our experts conduct the interview for short listing and also hold practical and technical tests at the workshop of trade test center if necessary. We also make arrangement to hold final interviews by the principal or their authorized agent if needed.
- ❖ Candidates are asked to appear for the complete medical check-up. If they are medically fit then we send the documents for obtaining visas of selected candidates.
- ❖ Finally after the endorsement of visa; we complete all emigration formalities such as registration with the Protector of Emigrants and also arrange the Air Tickets/Departure Schedule as per agreement.

### **OUR FEATURE AND COMMITMENTS:**

**M/S USJ Recruitment Agency** has a team who has an extensive experience in the field of recruitment. Our commitments are to take the stress out of your hands to provide you the right person for the right job and saving your time and money. We can augment our competency and at the same time reduce your efforts. We constantly strive to surpass its expectations and evolve a reputation as a leading recruitment agency in Pakistan. Whatever staff you require, we can provide because we always run an extra mile to push our self to succeed whether as a client or candidate.

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### **OUR SERVICES:**

Our services are to provide you the best manpower with strong professionalism within a short period of time. **M/S USJ Recruitment Agency** is a professional agency that will respond you immediately with an effective and timely manners. We also provide consultation and advice on the matters relating to the current developments in manpower recruitment, policies/pronouncements issued by the government agencies, industries as well as the management concerns.

### **AMPLE FACILITIES:**

**M/S USJ Recruitment Agency** has a complete logistics support. In case our client decides to make the personal interviews and technical trade test to each short listed candidate; we have all the facilities in hand. However if the client does not have the time to make the necessary travel; we provide the latest state-of-the-art facilities wherein client can see and interview their potential candidates through latest technologies.

### **CUSTOMER SATISFACTION:**

**M/S USJ Recruitment Agency** briefs each and every outbound worker before deployment; instruct about their duties and their behaviors in the respective countries where they will be working. By nature our workers are honest, hard worker and gentle. But still we ask them to remember that they are to follow and obey strictly the rules and regulations set by the entire company and the country of employment. They are told to be obedient and give due respect to their superiors and put maximum devotion to their duties and not to forget the discipline which is most important. Sincerity and honesty are the most demanding elements for successful workers in accomplishment of their service and to achieve recognition for self and for their beloved motherland. We do not solicit for any worker who is accused of any wrong activity.

### **OTHER SERVICES:**

Generally, we process Work Visa Cases on turnkey basis but the partial solutions are also provided regarding submission of application for visa approval, permission from protector Office, arrangement of medical exams and Family Visa cases etc. These services are offered at a very reasonable price and that varies from case to case.

### **ADVANTAGES OF RECRUITING MANPOWER THROUGH US:**

- Our best and quick services with high productivity
- Trained and disciplined manpower
- Our guarantee
- Close cultural affinity
- Almost similar food habits
- Healthy energetic workers
- Knowledge of Arabic and English

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### **Your hand-in-hand partnership with our company in the search of quality manpower from Pakistan at any time with quick service.**

It is our pleasure and humble privilege by taking opportunity to share few words with you that the **M/S USJ Recruitment Agency** is a group of competent professionals, experts and executives drawn from different fields in cooperation with strong team of supporting staff.

The name of **M/S USJ Recruitment Agency** stands for trust, confidence and reliability. Our best commitment and the pursuit of the policy of transparency are the main pillars of success of the company. The untiring efforts of the dedicated staff members and work force of the company have been the key factor behind the success of the company.

**M/S USJ Recruitment Agency** is fully prepared to face the challenges of business in the new millennium to achieve our goals and objectives.

We thank you for your time in looking in to our company's profile. We hope that you have found it interesting, inciting and informative enough to answer all queries regarding the manpower recruitment from Pakistan through our company.



# M/S USJ Recruitment Agency

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## Chairman's Profile:

**MUHAMMAD USMAN ZAFAR**



18, Rose-1 Plaza, 1<sup>st</sup> Floor, I-8 Markaz, Islamabad 44000, Pakistan

29 Years Old | T: +92514862369 | M: +923008373746 | Email: [usj3746@Outlook.Com](mailto:usj3746@Outlook.Com)

Well trained in handling a tricky and complex process of recruitment; especially when various vacancies need to be filled at once. Expert for the hands-on search and selection activities, manage the recruitment team and work closely with clients to understand and satisfy their recruitment needs.

### SUMMARY OF SKILSS

- Progressive Experience of Six Years and counting.
- Man of focus, commitment, sheer will.
- Respected team leader; highly customer- focused with high proficiency in English.
- In-depth ability to initiate meetings/utilize systems to gather information and assess needs.
- Uncommon ability to apply good judgment in resolving day-to-day issues related to projects under management.
- Excellent ability to deal effectively with situations that are often ill-defined and where information is difficult to obtain.
- Strong ability to collect data, develop recommendations and facilitate decision-making for leadership.
- Uncommon ability to identify, prioritize and escalate issues in a pro-active manner.
- Huge experience with the strategic procurement process in a large, decentralized environment.
- Possess sound advanced process and project management skills.
- Strong team player and solid ability to work under tight time constraints.
- Possess advanced organizational and interpersonal skills, both oral and written.
- Sound ability to work independently, interact and build consensus among people.
- Single-minded in achieving goals.

### CAREER HIGHLIGHTS

#### 1) Operations Head (Recruitment)

January 2014 – October 2015

#### M/S Skilled Overseas Employment

Licence Number: 2481/LHR

20, Hockey Stadium, 1<sup>st</sup> Floor, Faisalabad

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## **Duties & Responsibilities:**

- Recruiting: Advertising and soliciting resumes from qualified candidates; coordinating and attending career fairs; screening resumes and applications for suitability; conducting initial screening interviews, both telephone and personal; making hiring recommendations based upon the eligibility criteria provided by Principal;
- Marketing/Advertising: Increasing company's profile to reach a broader and wider market of candidates;
- Designs, develops and maintain the recruitment process in the organization including its description, recruitment measurement definitions, regular measurement reporting, taking proper actions to close gaps;
- Designs the selection matrix for choosing the optimum recruitment channel and recruitment source;
- Explores the market's best practices in the recruitment and staffing and implement appropriate best practices in the organization;
- Builds a quality relationship with the internal customers and external recruitment agencies;
- Monitors and constantly reduces the costs of the recruitment process;
- Sets the social media communication strategy for different job profiles and functions;
- Conducts job interviews for any positions if acquired by the principal;
- Monitors the labor legislation and implements required changes to keep the process compliant;
- Manages and develops the team of Recruiters;
- Acts as a single point of contact for managers regarding recruitment topics;
- Designs training recruitment for HR Recruiters and line managers

### **2) General Manager**

July 2013 – December 2013

### **Javid Cheema Travel & Tours (Pvt) Ltd.**

18, Rose-One Plaza, 1<sup>st</sup> Floor, I-8 Markaz  
Islamabad 44000, Pakistan

### **3) Business Development Manager**

October 2010 – June 2013

### **Javid Cheema Consultants (Pvt) Ltd.**

4, Shahnawaz Plaza, 2<sup>nd</sup> Floor  
G-11 Markaz, Islamabad, Pakistan

### **4) Branch Manager**

February 2010 – September 2010

### **Javid Cheema Consultants (Pvt) Ltd.**

24, Hockey Stadium, 1<sup>st</sup> Floor  
Madina Town, Faisalabad, Pakistan

### **5) Case Worker**

September 2009 – January 2010

### **Javid Cheema Consultants (Pvt) Ltd.**

Office 10-D, Commercial Area, 2<sup>nd</sup> Floor  
D-Ground, Faisalabad, Pakistan

## **EDUCATION**

2009	Bachelor of Arts	University of the Punjab, Lahore, Pakistan
2007	Higher Secondary School Certificate	BISE, Rawalpindi, Pakistan
2005	Secondary School Certificate	BISE, Faisalabad, Pakistan

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## PROFESSIONAL ACHIEVEMENTS

### Representative

October 2010 – October 2015

### London School of Business & Finance

8/9 Holborn, London, EC1N 2LL  
United Kingdom

### Representative

July 2012 – October 2015

### University College Birmingham

Summer Row, Birmingham, B3 1JB  
United Kingdom

### Representative

August 2013 – October 2015

### Aoraki Polytechnic

Private Bag 902, 32 Arthur Street  
Timaru 7940  
New Zealand

### Representative

September 2014 – October 2015

### Hebei North University

Zhangjiakou, Hebei  
China

### Representative

August 2014 – October 2015

### Australian Standard Education

10/29 Howard Avenue, DY NSW2099  
Australia

### Representative

December 2014 – October 2015

### Global University Systems

Sceptre Court 40 Tower Hill  
London EC3N 4DX  
United Kingdom

For above all Organizations, I was responsible for Recruitment of Students from Pakistan.