



# Neelkamal

Human Resource Pvt. Ltd.  
Govt. Lic. No. 793/065/066



"Committed to provide Quality Service"



ISO 9001-2015 (Certified Organization)

“RIGHT PEOPLE  
TO RIGHT PLACE”



[www.neelkamalnepal.com](http://www.neelkamalnepal.com)

*Abide with Ethical Recruitment*

# Introduction

Founded in 2008 a group of young, dynamic and professional team Neelkamal Human Resource Pvt. Ltd., is one of the top ranking company in Nepal which caters Foreign Employment Service to Nepalese workers and to the Employers from around the globe Neelkamal Human Resource Company is dully authorized by the Nepal Government and possesses all the legitimate document and work permit to supply human resources to the different continent and region around the globe. With strong financial backup and solid team of professional whom are experienced, skillful and enthusiasm to serve, we the Neelkamal Human Resource team are looking forward to accept any challenges in the Manpower recruitment services for our valued Employers.

## Our Mission

Our mission is to generate technically strong, well-educated and experienced skill full human resources to the Employers". For the same we have our own training Institute which produces a quality and skilled human resources. This institute is specially established to train Nepalese workers whom are planning to migrate foreign countries for the jobs. Under this institution we provide training for scaffolds, masons, Shuttering Carpenters, Welders, Steel Fixtures, Plumbers, Building Painters, House Wiring Electricians, Carpenters, Spray Painters, Security Guards, General Cleaners, House Keeping, Construction Labors and an Agriculture Labors etc.

## Our Vision

Our vision is to provide an employment opportunity to Nepalese workers in overseas by their respective skills, knowledge and experience they gained and thus also to help the government of Nepal minimize the ever rising unemployment problem to an extent with our Endeavour we will be providing better earning opportunities to the people of our country. The company makes all efforts to keep in touch with its workers abroad and the valued Employers till the contract period is over and also ensures that workers are adequately insured for any unexpected injuries or death case.

We look forward from the Employers to join hand with us and built a strong cooperation where both the parties are in win-win position and shares the mutual benefits.

**20,000 +  
Successful  
Recruitment**

*"Right people to right place"*



## Company Profile

### Neelkamal Human Resource Pvt. Ltd.

<b>Year of Established</b>	:	2008
<b>No. of Employees</b>	:	32
<b>Board of Director</b>	:	5
<b>Primary Types of Business</b>	:	Human Resource Provider Popularly known as Manpower Agency
<b>Registration Authority</b>	:	Ministry of Industry, Government of Nepal Commerce and supplies Office of the Company Register Company Registration No: 54896/065/066, Ministry of Labour & Transport Management Department of Foreign Employment, Govt. License No: 793/065/066 Ministry of Finance Department of Internal Revenue, Pan No: 302788998
<b>Country Registered</b>	:	Nepal
<b>Contact Person</b>	:	Mr. Megha Nath Bhurtel (Chairman), Mobile No.: +977-9851070282
<b>International Division</b>	:	+977-9808252509, +977-9818400533
<b>Member</b>	:	Nepal Association of Foreign Employment Agencies
<b>Key Services</b>	:	Placement of Nepalese Human Resources in Overseas Countries and Conducting skilled development trainings in Nepal
<b>Countries We Serve</b>	:	The Government of Nepal has enlisted 100+ Countries where we can legally recruit Nepali Manpower. The major countries we serve are; <b><i>Qatar, Kingdom of Saudi Arabia, United Arab Emirates, Oman, Kuwait, Bahrain, Malaysia, Hong Kong, Singapore, Australia, Poland, Libya, Korea, Japan, Cyprus, Romania, etc.</i></b>
<b>Operated / Managed by</b>	:	Business Finance and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.
<b>Address</b>	:	Sambhu Marg Road No.: 4, Sinamangal-9, International Airport, Kathmandu, Nepal Tel : +977-1-5916713 Fax: +977-1-5916714 E-mail: info@neelkamalnepal.com Web: www.neelkamalnepal.com



# Board of Directors



**Mr. Megh Nath Bhurtel**  
*Chairman*



**Mr. Phalguni Pd. Bhurtel (Jayram)**  
*Managing Director*  
Int'l Marketing Division



**Mr. Ajay Thapa**  
*Executive Director*  
Int'l Marketing Division



**Mr. Chudamani Paudel (Sagar)**  
*Director*



**Mr. Jiv Nath Bhurtel (Balaram)**  
*Director*

*"Right people to right place"*

## License / Certificates



नेपाल सरकार  
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय  
कम्पनी रजिष्टारको कार्यालय  
**कम्पनी दर्ताको प्रमाण-पत्र**  
सुदूरपश्चिम, काठमाडौं

दर्ता नं: ५४८९६/०६५/०६६

श्री. नीलकमल ह्यूमन रिसोर्स ..... नामको  
प्राइभेट लिमिटेड कम्पनी संवत् २०६५ ..... साल. श्रावण ..... महिना ..... १६ ..... गते  
रोज. ५ ..... मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१)  
बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति : २०६५/४/१६

स. रजिष्टार

Government of Nepal

Ministry of Industry, Commerce and Supplies

Office of the Company Registrar

Registration No: 54896/065/066

### **CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to  
M/s. Neelkamal Human Resource

Private Limited having incorporated it on the 31 day of Jul 08 ..... pursuant  
to sub-section (1) of section 5 of the Companies Act 2006.

Date: 2008/7/31

Asst. Registrar

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नमानिने हुनाले कानून अनुसार लिनुपर्ने अनुमति सम्बन्धित निकायबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ।

# License / Certificates



नेपाल सरकार  
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय  
**वैदेशिक रोजगार विभाग**

## इजाजत पत्र

इजाजत पत्र नं. ७९३

मिति: २०७६/०९/१९

वैदेशिक रोजगार ऐन, २०६४ को बफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र ८ को प्रावधान बमोजिम विभागको मिति २०७६/०९/१९ को निर्णय अनुसार बेहायका संस्थाहरु एक आपसमा गाभिएँ ..... तिलकमल ह्युमन रिसोर्स प्रा. लि. ..... संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ ।

एक आपस गाभिएका संस्थाहरु

सि.न.	संस्थाको नाम	इजाजत पत्र नं.
१.	तिलकमल ह्युमन रिसोर्स प्रा. लि.	७९३
२.	जब जेन इन्टरनेशनल प्रा. लि.	१४१४
३.	/	/
४.	/	/
५.	/	/
६.	/	/

इजाजतपत्र जारी गर्ने अधिकारीको

दस्तखत:-

नाम, बर:- डा. श्रीकृष्णकुमार भुसाल

दर्जा:-

महानिर्देशक

नविकरण गरेको मिति	नविकरण बहाल रहने मिति	नविकरण दस्तुर	थप नविकरण दस्तुर	गर्ने नविकरण अधिकारीको सहि र मिति
-	२०७८ आषाढ महान्त	-	-	डा. श्रीकृष्णकुमार भुसाल
२०७८/३/३१	२०७९ आषाढ महान्त	३०,०००/-	-	डा. श्रीकृष्णकुमार भुसाल

### शर्तहरू:

- स्वीकृति नलिई शाखा कार्यालय खोली काम गर्न पाइने छैन ।
- इजाजत प्राप्त मुलुकमा बाहेक अन्य मुलुकमा कुनै पनि शर्तमा कामदारहरु पठाउन पाइने छैन ।
- प्रचलित ऐन नियममा भएको व्यवस्थाको अतिरिक्त नेपाल सरकार / विभागले समय समयमा दिएका निर्देशनहरुको पालना गर्नु पर्नेछ ।

# License / Certificates

Distributed by:  
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S.N. 358120

Nepali/English Translation  
Regd. No.20929

Government of Nepal  
Ministry of Labor, Employment and Social Security  
Department of Foreign Employment

Officer Seal Affixed

License No.: 793 Date: 6 January 2020 A.D.

### License

This license is hereby provided to **Neel Kamal Human Resource Pvt. Ltd.** to be eligible to conduct the foreign employment business as per the decision of this Department on 3 January 2020 A.D. merging each other mentioned below Institutions within the conditions mentioned in this license in pursuant to the Section 11 (2) 11 (a) 11 (b) Foreign Employment Act, 2007 A.D. and Rule 6 and 8 a. of Foreign Employment Regulation, 2008 A.D.

Institution Merged each other:-

S.No.	Name of Institution	License No.
1.	Neel Kamal Human Resource Pvt. Ltd.	793
2.	Job Zone Employment Pvt. Ltd.	1414

License Issuing Officer:  
Signature: Sd./ 6 January 2020 A.D.  
Name: Dr. Bhisma Kumar Bhusal  
Rank: Director General

Translated By: Advocate/Notary Public- Tika Ram Regmi  
Contact No. 9751089776, 9841089776, 9841089777, 9841089778, 9841089779, 9841089780, 9841089781, 9841089782, 9841089783, 9841089784, 9841089785, 9841089786, 9841089787, 9841089788, 9841089789, 9841089790, 9841089791, 9841089792, 9841089793, 9841089794, 9841089795, 9841089796, 9841089797, 9841089798, 9841089799, 9841089800, 9841089801, 9841089802, 9841089803, 9841089804, 9841089805, 9841089806, 9841089807, 9841089808, 9841089809, 9841089810, 9841089811, 9841089812, 9841089813, 9841089814, 9841089815, 9841089816, 9841089817, 9841089818, 9841089819, 9841089820, 9841089821, 9841089822, 9841089823, 9841089824, 9841089825, 9841089826, 9841089827, 9841089828, 9841089829, 9841089830, 9841089831, 9841089832, 9841089833, 9841089834, 9841089835, 9841089836, 9841089837, 9841089838, 9841089839, 9841089840, 9841089841, 9841089842, 9841089843, 9841089844, 9841089845, 9841089846, 9841089847, 9841089848, 9841089849, 9841089850, 9841089851, 9841089852, 9841089853, 9841089854, 9841089855, 9841089856, 9841089857, 9841089858, 9841089859, 9841089860, 9841089861, 9841089862, 9841089863, 9841089864, 9841089865, 9841089866, 9841089867, 9841089868, 9841089869, 9841089870, 9841089871, 9841089872, 9841089873, 9841089874, 9841089875, 9841089876, 9841089877, 9841089878, 9841089879, 9841089880, 9841089881, 9841089882, 9841089883, 9841089884, 9841089885, 9841089886, 9841089887, 9841089888, 9841089889, 9841089890, 9841089891, 9841089892, 9841089893, 9841089894, 9841089895, 9841089896, 9841089897, 9841089898, 9841089899, 9841089900, 9841089901, 9841089902, 9841089903, 9841089904, 9841089905, 9841089906, 9841089907, 9841089908, 9841089909, 9841089910, 9841089911, 9841089912, 9841089913, 9841089914, 9841089915, 9841089916, 9841089917, 9841089918, 9841089919, 9841089920, 9841089921, 9841089922, 9841089923, 9841089924, 9841089925, 9841089926, 9841089927, 9841089928, 9841089929, 9841089930, 9841089931, 9841089932, 9841089933, 9841089934, 9841089935, 9841089936, 9841089937, 9841089938, 9841089939, 9841089940, 9841089941, 9841089942, 9841089943, 9841089944, 9841089945, 9841089946, 9841089947, 9841089948, 9841089949, 9841089950, 9841089951, 9841089952, 9841089953, 9841089954, 9841089955, 9841089956, 9841089957, 9841089958, 9841089959, 9841089960, 9841089961, 9841089962, 9841089963, 9841089964, 9841089965, 9841089966, 9841089967, 9841089968, 9841089969, 9841089970, 9841089971, 9841089972, 9841089973, 9841089974, 9841089975, 9841089976, 9841089977, 9841089978, 9841089979, 9841089980, 9841089981, 9841089982, 9841089983, 9841089984, 9841089985, 9841089986, 9841089987, 9841089988, 9841089989, 9841089990, 9841089991, 9841089992, 9841089993, 9841089994, 9841089995, 9841089996, 9841089997, 9841089998, 9841089999, 9841090000

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S.N. 358121

Nepali/English Translation  
Regd. No.20929


Date of Renewal Done	Period of Renewal	Renewal Fees	Additional Renewal fees	Date and Signature of authority doing Renewal
-	15 July 2021 A.D.			S.... Office Seal Affixed
15 July 2021 A.D.	15 July 2024 A.D.	30,000.00		Sd. Section Officer Office Seal Affixed

**Terms:**


- No work shall be done without taking approval and shall not open branch
- No worker shall be sent in any conditions to any foreign country except approval taking country.
- Directives issued from time to time by Government of Nepal Shall be followed in addition of prevailing laws.

Translated By: Advocate/Notary Public- Tika Ram Regmi

# License / Certificates



नेपाल सरकार  
अर्थ मन्त्रालय  
आन्तरिक राजस्व विभाग



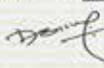

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र


इस्थानी लेखा नम्बर : १ ० २ ७ ८ ८ ९ ९ ८ ८  
 आन्तरिक राजस्व कार्यालय : आन्तरिक राजस्व कार्यालय काठमाडौं

दर्ता मिति : १७ ०४ २०७६  
 दिन महीना साल

कारोबारको नाम : निरुद्धमल हनुमान रिशीर्ष प्रा.लि  
 कार्यालयको पता : चण्डेश्वर सिटिस्ट  
 जिल्ला : काठमाडौं, विभागीय नगरपालिका: काठमाडौं, काठमाडौं

अवकाशकार कारोबारकर्ता : श्रीमती उषाका मण्डले राजेश्वरी किरणकारावत

कारोबारको दर्ताकर्ता :   कारोबारको दर्ताकर्ता

कारोबारको दर्ताकर्ताको हस्ताक्षर :  कारोबारको दर्ताकर्ता

**आन्तरिक राजस्व (VAT) दर्ता प्रमाणपत्रको शर्तहरू:**

- कारोबारको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।
- यसको नाम परिवर्तन गर्न सकिने छैन।

Gov. Nep. Translation  
 Cost of Dispatch No. 613-155  
 Government of Nepal  
 Ministry of Finance  
 Department of Inland Revenue

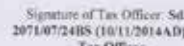
PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Date: 17 04 2006BS  
 01 08 2006AD  
 Day Month Year

Date of value added tax registration: 17 04 2006BS  
 01 08 2006AD  
 Day Month Year



Permanent Account No: 3 0 2 7 8 8 0 9 8  
 Inland Revenue Office: Bhatbhateni

Taxpayer's Name: Neelkamal Human Resource Pvt. Ltd.  
 Type of taxpayer: Private Limited  
 Address: Ward No. 01, Simamangal,  
 Metropolitan City: Kathmandu  
 Kathmandu

Business Activity: Foreign employment.  
 Tax payer's signature: Sd.   
 Signature of Tax Officer: Sd. 2071.07/24BS (10/11/2014AD)  
 Tax Officer

**Responsibilities of taxpayer**

- Tax invoice must be issued in business operation.
- Party, registered in VAT shall produce the VAT details and VAT amount within the 25 days of termination of the tax period (monthly, bi-monthly or quarterly).
- Party, involved in the transaction subjective to excise duty shall produce the monthly balance sheet and pay the excise duty amount within 25 days of the end of each month except otherwise provisioned.
- The income details shall be submitted within the end of the month Arwin for each fiscal year.
- It is subjective to be charged the interest, fees and penalty incase of the failure of submitting the income details and tax amount in time.
- This certificate shall be displayed in the main spot or office.
- Please contact to the office incase of any or confusions.



# License / Certificates

S.No: 320 अनुसूची-३



Government of Nepal  
**Ministry of Labour and Employment**  
 Department of Foreign Employment  
 Kathmandu, Nepal

**AUTHORITY CERTIFICATE FOR  
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that NEELKAMAL HUMAN RESOURCE PVT. LTD Company Licence No. 593/065/066 situated in SIDMANGAL, 9, KATHMANDU, NEPAL is authorized as being the sending agency under Industrial Training and Technical intern Training Program under JITCO. This Certificate holder must Comply with the foreign Employment Law, JIRCO directive and instructions issued by the Ministry.

This certificate is valid 7 DEC 2016 and should be renewed every year within 31 JULY its expiry.

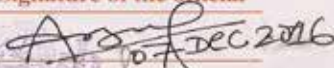
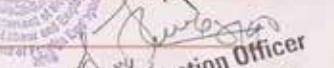
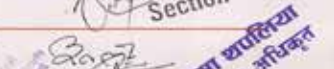
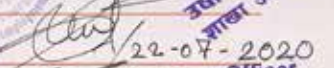
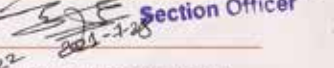
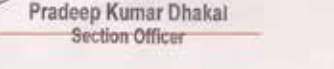



Name:- Megh Nath Bhurle  
Issue date:- 7 Dec 2016



Authorized Signature

**RENEWAL RECORD**

S.N.	Date	Renewed up to	Signature of the official
1.	7 Dec 2016	31 July 2017	 07 DEC 2016
2.	24 July 2017	31 July 2018	
3.	12 July 2018	16 July 2019	 Section Officer
4.	18 July 2019	31 July 2020	
5.	22 July 2020	21 July 2021	 22-07-2020 Section Officer
6.	28 July 2021	31 July 2022	
7.	7 August 2022	31 July 2023	 31 Jul 22 Pradeep Kumar Dhakal Section Officer
8.			
9.			
10.			

## License / Certificates

Govt. Lic. No.: 793/065/066



**Neelkamal Human Resource Pvt. Ltd.**

[www.neelkamalnepal.com](http://www.neelkamalnepal.com)

Kathmandu, Nepal  
Tel: +977-1- 4112713  
Email : info@neelkamalnepal.com

Name of the Owner of Agency : ..MEGHNATH BHURTEL.....

Agency Name : ..NEELKAMAL HUMAN RESOURCE PVT.LTD.....

License No : .....793/065/066.....

Date of Issue : ..22/04/2022.....

**CARD NO(543)**

Authorized Seal and Signature  
*Rami Saad Alasmari*

Govt. Lic. No.: 793/065/066



**Neelkamal Human Resource Pvt. Ltd.**

[www.neelkamalnepal.com](http://www.neelkamalnepal.com)

Kathmandu, Nepal  
Tel: +977-1- 4112713  
Email : info@neelkamalnepal.com

Name of the Representative of Agency : ..PHALGUNI PRASAD B.....

Agency Name : ..NEELKAMAL HUMAN RESOURCE PVT.LTD.....

License No : .....793/065/066.....

Date of Issue : ..22/04/2022.....

**CARD NO(543)**

Authorized Seal and Signature  
*Rami Saad Alasmari*

# License / Certificates

AL-THAQEB TRAD. CO.



شركة الثاقب التجارية

Date: 20-01-2019

To

Neelkamal Human Resource Nepal Gov recruiting  
Sinamangal-9, Kathmandu, Nepal.

Subject: Letter of Appreciation.

I would like to express my pleasure in regards to the quality service that I have consistently received from your company and would like to thank you for providing us staff recruitment services for Merchandisers, Storekeepers, Laborers, Cleaners and Office boys.

I have always appreciated the transparent and clean dealings, quick response that I got, and the manner in which you undertake your business is excellent.

I wish NeelKamal more success in their future endeavours

Sincerely,

Al-Thaqeb Trading Company  
General Manager



Tel: 24243000 Fax: 24763997 P.O.Box: 1628 Newbark 22268 Nepal www.al-thaqeb.com al-thaqeb@nepal.com



## Certificate of Registration

This certificate has been awarded to:

Neelkamal Human Resource Pvt. Ltd.

Sinamangal-9, International Airport, Kathmandu, Nepal

In recognition of the organization's Quality Management System which conforms with:

ISO 9001:2015

The scope of activities covered by this certificate is defined below:

Overseas Employment Consultancy

Date of Issue of Certificate	Issue Number	Expiry Date of Certificate	Classification Code
20 June 2019	2	23 April 2021	1
20 June 2019	3	23 April 2021	2

For detailed conditions for the date of issue refer to IAF's Terms and Conditions and Scope of registration.

Issued by: On behalf of the Institute, Nepal



Regd. No. : 388/048/049



## नेपाल बैदेशिक रोजगार व्यवसायी संघ Nepal Association of Foreign Employment Agencies

Tej Bhawan, Lazimpat, Kathmandu, Nepal

### Membership Certificate

NEEL KAMAL HUMAN RESOURCE PVT. LTD

Name of Agency : .....

793/065/66

Govt. License No. : .....

This is certify that the above agency has been granted membership of this Association. The membership number given is ..... 621

Gyan Prasad Gaire  
Secretary General



2065/09/21

Date of issued

Tilak Bahadur Ranabhat  
President





**Mr. Meghnath Bhurtel**  
*Chairman*

## Chairman's Message

Dear Valued Patrons.

It is my great pleasure to present you this brief introduction of my company Neelkamal Human Resource Pvt. Ltd. Please spare a few moments of your valuable time to go through this profile to know about us and our services.

Neelkamal is an innovative and highly motivated manpower recruitment agency of Nepal with a new vision. We have set about a task of doing things differently. Our company has a novel approach. Business with us will mean adherence to ethics and living up to the promises made. As we are in the service based business industry, it is an imperative that we must emphasize on producing high quality services to provide the optimum satisfaction to our valued business clients as well as to our candidates seeking job opportunity abroad.

We provide workers of all categories that include a large number of security personnel both armed and unarmed. Our well-experienced professional staff would carefully evaluate your requirement and serve you the exact personnel within the shortest period of time.

Hence, please consider Neelkamal as an authorized local recruiting agency for Nepal. At last but not least may I have the pleasure to offer you our services with quality assurance and be part of your organization as partner in progress. I assure you that we will take care of your needs very carefully and honor our contractual obligation in best ways in coming future.

Thanking you  
With best regards



## Workflow Chart

**1**

Receipt of complete set of Demand Documents from Employer

**2**

Demand Verification & Pre-Approval (Department of Foreign Employment)

**3**

Also release Advertisement in Leading Newspaper to Source Potential Candidates

**4**

Interview Assessment (Screening the Suitable Candidates)

**5**

Interview by Experts to Short-list

**6**

Practical Test if Required

**7**

Final Interview by Employers or Authorized Representative

**8**

Complete Medical Examination

**9**

Documentation & Check list (For Visa Processing)

**10**

Visa Processing

**11**

Visa Issuance

**12**

Orientation Class

**13**

Ticketing

**14**

Deployment

# Categories We Provide



## Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



## Security Sector

- Ex. Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Personal Body Guard
- Life Guard & Many More....



## Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronics Engineer
- Civil Engineer



## Garments and Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers



## Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners



*"Right people to right place"*

## Categories We Provide



### Vehicle/Heavy Equipments Operator / Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/Van/Mini-Bus Drivers
- Heavy Equipment Operators
- Truck//Trailer/Forklift Drivers
- Motor/Grader/Dozer/Roller Operators
- Bulldozer/Scraper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Wireless Technicians/Bar Benders



### Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steels Fixers & Pipe Filters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians - Painters(Spray Wall)
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters





## Categories We Provide



### Air Conditioning (Window Type, Split Level & Central Unit)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians



### Official Personnel Management Group

- Office Manager
- Assist Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys
- Tea Boys
- Bell Boys



### Nurse

- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynaecology) Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery - Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma



### Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain,
- Cooks, Waiters, Stewards
- Fast Food Crew, Food and Beverage Controllers
- Food and Beverage Manager, Bakers, Barmen
- Kitchen Helpers, Dishwasher men, Laundry Men, Pressman
- Janitors, House Keepers, Room Makers

# Required Legal Documents

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand following types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.



## Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Company & our Company
5. Guarantee Letter



## Demand Letter

Addressed to authorizing Neelkamal Human Resource Pvt. Ltd. (Lic. No. 793/065/066) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.



## Power of Attorney

Addressed to authorizing Neelkamal Human Resource Pvt. Ltd. (Lic. No. 793/065/066) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.



## Employment Contract

Employing Company should provide us service agreement between company and recruitment agency in Nepal.



## Service Agreement

One copy each signed and Sealed by the employer & employee.

## Guarantee Letter

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

## For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only. Authorization letter/counsellor letter company registration (cr) copy visa approval slip (bank slip)

**Note:** Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.



# Office Gallery



**Admin & Account**



**Our Reception**



**Documentation**



**Briefing Hall**



**Interview Room**

# Skill Test & Interview Glimpses



# Skill Test & Interview Glimpses



# Valued Clients



## Kuwait

- 1 Ahmadiyah Contracting & Trading Co. K.C.S.C
- 2 Abdul Aziz S. Al Babtain & Sons Gen. Trad. & Cont. Co. W.L.L
- 3 Adnok International Co. For Cleaning Building, Road & City WII
- 4 Agam Group Ltd Co WII
- 5 Ahlia Chemicals Company K.S.C.C
- 6 Al Hudebiya Engineering For Industrial Trading & Contracting Company W.L.L
- 7 Al Mesk Group Co General Trading & Contracting W. L.L
- 8 Al Thaqeb Trading Company
- 9 Al Thiqa Restaurant Company W.L.L
- 10 Al-aysh International Group For General Trading & Contracting Co. W.L.L.
- 11 Al-bahar Medical Services Co.
- 12 Albait Almutakamel Co For Gen Trad & Cont
- 13 Aldali International Co. For Gen.trad. & Cont.
- 14 Al-faisal Security Company
- 15 Al-hana United General Trading & Cont.co. W.L.
- 16 Alhasawi Factory For The Manufacture Of Refrigerators And Water Coolers
- 17 Al-khat Printing Press Co.
- 18 All Alghanim & Sons
- 19 Almekhial United Gen Trad & Cont Co.
- 20 Al-shaiji Furniture Company W.L.L.
- 21 Al-watania Paper Products Co.
- 22 Al-wataniya Catering Group Co.
- 23 Ansar Gulf General Tradg. & Contg. Co.
- 24 Azzad Trading Group
- 25 B&s Restaurant Management & Catering
- 26 Bader Al Mulla & Brothers Company S.P.C
- 27 Bin Dose Mill And Roaster Company / Jasem M J Alabwah & Partners
- 28 Bright Future For General Trading Co. WI
- 29 By Walk Salon & Spa For Men
- 30 Canteen Verona Pizzeria Company
- 31 Casa Spa Lounge Ladies Beauty Co.
- 32 Clean Line General Trading Company
- 33 Crepe Pistachio For Sweets Pastries Company
- 34 Element Spa Health Institute Co
- 35 Engineering Carpentry Factory
- 36 Entrepreneur Restaurant Management Company W
- 37 Etcj Restaurants Management Co
- 38 Fawaz Refrigeration & Air Conditioning Company
- 39 Four Salon Ladies Beauty Co.
- 40 Freshpoints Group Co.
- 41 Fuse Electrical Garage Company For Auto Repair
- 42 Gia Restaurant Company.
- 43 Global Technology Company For Communication Materials Systems And Equipments WII
- 44 Greenfields Agriculture Co
- 45 Gulf Excellence Factory For The Production Of Agricultural Soil Improvement
- 46 Gulf Shores Company For Sanitaryware & Building Materials WII
- 47 Hamad Mohammed Al Wazzan & sons For General Trading Co
- 48 Home Needs General Trading Co. W.L.L.
- 49 Intercontinental For General Trading & Contracting Co.
- 50 Jm General Contracting Company W.L.L
- 51 Kayan Real Estate Development Co.
- 52 Kayan Sweet Co For Sweets Pies & Pastries
- 53 Khalid Ali Al-kharafi & Bros. Co. Construction, Contracting (K.S.C.C)
- 54 Kuwait Automotive Imports Co.
- 55 Kuwait Gypsum Manufacturing & Trading Co.
- 56 Kuwait Packing Materials Manufacturing Co. K S C
- 57 Kuwait Resources House
- 58 Labaguette General Trading & Contracting C
- 59 Livup Restaurant & Cafe Co.
- 60 Mechanical Engineering & Contracting Co. W.L.L.
- 61 Mohammad Al-jarrallah Equipment & Petroleum Services Co.
- 62 Nail Talk Beauty Salon Company W.L.L.
- 63 Nasser Al-hamoud Group General Trading & Contracting
- 64 National Cleaning Co.
- 65 Nejoud Restaurant Management Company
- 66 Integrated Logistics Co .kcsc
- 67 O & G Engineering For General Trading & Contracting W.L.L
- 68 Perfect Air Conditioning And Refrigeration Contracting Company W.L.L.
- 69 Pet House For Birds & Animals Supply.
- 70 Q Design Automobile Garage Co. For Cars Repairing.
- 71 Ranya Foodstuff Co.w.w.I.
- 72 Refrigeration Industries And Storage Company
- 73 Sahraa Al-roala Co. General Trading & Contracting
- 74 Sai General Trading & Contracting Co. W.L.L
- 75 Seasons Perfumes Co
- 76 Segreto Restaurant Co
- 77 Seven Icons Restaurant Company
- 78 Shawarma Mishref Restaurant Company
- 79 Sizzle Restaurant Co.
- 80 Slice The First Donor Joyer Restaurant Co.building
- 81 Tagzia Group
- 82 Triangle Restaurant Co.
- 83 Umm Al Aish Restaurant Company For Kuwaiti Food
- 84 Unigroup International General Trading Company
- 85 United General Services
- 86 Venture Food Restaurants Management Co. WII
- 87 Wael Al- Nusif Trading & Co.wil.
- 88 Wataniya Integrated Kuwait Company For Project Management
- 89 Wooden House For Furniture & Decoration
- 90 World Spa Health Institute Co
- 91 Al Ruwad Environmental Services
- 92 Farm Greenfields Agriculture Co.
- 93 Kuwait Pritchard Co. Cleaning & Maintenance WII
- 94 Blanc Retail Company For Flowers
- 95 Arab Towers Co For Public Utilities Management
- 96 Tarwerny Social Consulting Co.
- 97 Delan Light Food Company WI
- 98 Malaam Company For Repair And Maintenance Of Light & Heavy Equipment For Non-vehicles, Repair Of
- 99 Marto Grocery Company
- 100 Seasons Perfumes Co.
- 101 Group Three For Building Construction Co.

# Valued Clients



## Malaysia

- 102 Bin Dose Mill And Roaster Company / Jasem M J Alabwah & Partners.
- 103 Raw Pops Company For Sweets And Pastries.
- 104 Triangle Restaurant Co.
- 105 Bab Al Kuwait Press Co
- 106 Aroumi And Just Group General Trading Company
- 107 Fast Connect Dof The Delivery Of Consumer Orders
- 108 Al-hana United General Trading & Cont.co. W.L.L
- 109 Roving Restaurant Company
- 110 EtcI Restaurants Management Co.
- 111 Junaidah Restaurant For Arabic & Indian Food
- 112 World Spa Health Institute Co.
- 113 Al-sayhad Company For Light & Heavy Equipment & Machinery
- 114 Gloss Salon For Ladies
- 115 Four Salon Company For Ladies Beauty
- 116 Home Needs General Trading Co.
- 117 Kuwait Gypsum Manufacturing & Trading Co
- 118 Afrah Al Khaleej Original Restaurant Company W.L.L
- 119 Abdul Aziz S. Al Babtain & Sons Gen. Trad.& Cont. Co. W.L.L
- 120 Bio Supermarket Company
- 121 Entrepreneur Restaurant Management Company WII
- 122 Abdulaziz Khaled Almonawer For General Trading Foodstuff Company.
- 123 Hababukhari Restaurant Co
- 124 Feels Catering Company
- 125 Pet House For Birds & Animals Supply
- 126 Divvan General Trading & Contracting Company
- 127 Silent Spa Health Institute Company
- 128 Master Meals Restaurant Company.
- 129 Island Integrated Leasing & Car Rental Llc
- 130 Sarda Restaurant Company.
- 131 The Sandwich Restaurant Company W.L.L.
- 132 Diamond Club Health Institute Company W.L.L
- 133 Al-elmam International Real Estate Co.
- 134 Lazul Restaurant & Cafe Company W.L.L.
- 135 B And B Private Nursery
- 136 Al Hatem Readymade Garments Production Factory (Al Hatem Factory For Producing Readymade) (Military
- 137 Ahmadi Gate Catering Company W.L.L.
- 138 Unigroup International General Trading Company.
- 139 Delish Restaurant Company. W.L.L.
- 140 Pirate Café Fast Food Co. W.L.L.
- 141 Al Joud For Catering Services Company W.L.L
- 142 Middle East Chemical Manufacturing Factory
- 143 Safir International Hotel
- 144 Universal Food Company
- 145 Italian Cucina
- 146 The Bridge Gen. Trad. & Cont. Co.
- 147 Al Mesk Group Co General Trading & Contracting W. L.L
- 148 Glare For Cleaning Contract For Buildings & Roads Company W.L.L.
- 149 Single Patty Restaurant Company. W.L.L.
- 150 Delta Real Estate Company W.L.L.
- 1 Peri - Dent Star Sdn Bhd
- 2 Jotun Paints (Malaysia) Sdn. Bhd.
- 3 High Ace Industries Sdn.bhd
- 4 Dns Security Sdn Bhd
- 5 Alpha Multi Force Sdn Bhd
- 6 The Famous Amos Chocolate Chip Cookie Corp. (M) Sb.
- 7 Zantat Sdn. Bhd.
- 8 Old Town White Coffee
- 9 Tele-paper (M) Sb
- 10 Angsana Hotel
- 11 Maica Laminates
- 12 J.S Aluminium Private Limited
- 13 Apex Air Compressor (M) Sdn.bhd.
- 14 Ding Charcoal Bbq & Steamboat Sdn. Bhd
- 15 Omi Alloy (M) Sdn Bhd
- 16 Tiong Huat Rubber Factory Sdn.bhd
- 17 Everlantern Trading Sdn.bhd.
- 18 Sjm Flex (M) Sdn. Bhd.
- 19 Ding Charcoal Bbq & Steamboat Sdn. Bhd
- 20 Ccb Medical Devices Sdn. Bhd.
- 21 Kampar Process Rubber Sb
- 22 Ritztech Industries
- 23 Wellplan Management & Consultant Sdn.bhd
- 24 Pg Lean Hwa Trading Sdn Bhd
- 25 Kin Kee Hardware Sdn Bhd
- 26 Ciasiang Foods Sdn Bhd
- 27 Positive Chemicals Sdn Bhd
- 28 At Precision Tooling Sdn Bhd
- 29 Frigotec Engineering & Refrigeration Sdn. Bhd
- 30 Zw Packaging Sdn Bhd
- 31 Lean Hwa Popultry Processing Sdn Bhd
- 32 Lek Sun Manufacturing Sdn. Bhd.
- 33 Astral Asia Plantation Sdn Bhd
- 34 Hopedale Beverage Sdn Bhd
- 35 Giat Hasrat Services Sdn.bhd.
- 36 Millenium Multi Services (M) Sdn Bhd (528948-x)
- 37 Standard Coating (M) Sdn Bhd
- 38 Infinite Zest Industrial Sdn Bhd
- 39 Smart Industries Sdn Bhd
- 40 Ccb Medical Devices Sdn. Bhd.
- 41 Four Lucky Electronic Co.
- 42 Cab Cakaran Southern Sdn Bhd
- 43 Kf Sticker & Label Sdn Bhd
- 44 Matomek Precision Die Sdn Bhd
- 45 Syarikat Sin Long Heng Breeding Farm Sdn Bhd
- 46 Mega Fortris (Malaysia) Sdn Bhd
- 47 Symphony World Sdn. Bhd
- 48 Bold Excel Services Sdn.bhd.
- 49 Quantum Total Packages Sdn Bhd
- 50 Kawalan Keselamatan Bumijaya (M) Sdn. Bhd.
- 51 Vbc Electro Heat Sdn.bhd
- 52 Unikota Paper Products Sdn.bhd.
- 53 F & B (Frozen Meat) Distributors Sdn Bhd
- 54 MTT Decoration Glass Trading Sdn. Bhd.



## Qatar

- 1 Alfarden
- 2 Danat Qatar Llc
- 3 Six Jewels
- 4 Al Rayyan Swimming Pools Al Million Taxi
- 5 Integrated Logistisc Co
- 6 Qatar Auto Paints
- 7 Jassim Bin Khalid Projects Group
- 8 Great Qatar Trading & Engineering
- 9 Al Muftah Group
- 10 Choice Food International
- 11 Ganty
- 12 Hy Way Rent A Car
- 13 Qadco
- 14 Innovative Trading & Contracting
- 15 Sea Star Engineering And Technical Services
- 16 Seamless Energy
- 17 Whyte Company
- 18 Technolista General Contracting
- 19 Aqua Pearl Laundry
- 20 Special Builders Contracting And Services
- 21 House Business Trading
- 22 Integrated Equipment Company
- 23 Uni Gulf For Trading And Contracting
- 24 Oryx Fire Protection
- 25 Daien Projects Management & Construction
- 26 Waves Trading And Contracting
- 27 Workshop Altaqlede Aljaded For Steel And Aluminium
- 28 New Classic Trading And Decoration
- 29 Black Stone Management
- 30 Al Rayes For Cleaning & Services
- 31 Soul Bowl Café
- 32 Al Amal Almonafes Contracting & Services Wll
- 33 Globistic Trading Contracting And Services Wll
- 34 Great Qatar Trading & Engineering Co. Wll
- 35 Radian Trading And Contracting W.L.L
- 36 White World Cleaning & Services



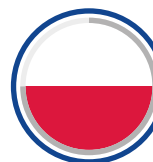
## Saudi Arabia

- 1 Manarah Al-jubail Cont. Co. Ltd
- 2 Integrated Logistics Company
- 3 Al-aber Global Industrial Co.
- 4 Abdulaziz H. Al-shebl Co. Partnership Mar Ice
- 5 Saudi Ethihad General Contracting & Operation
- 6 Cafe Bazza
- 7 Foundation Meeting Point For Carpentry
- 8 Abdulaziz Ibrahim Ali Aladhad Contracting Est.
- 9 Farm Hesham Mohammed Al-mansour
- 10 Abdalhadi Salih Alkhalidi Contracting Est.



## Bahrain

- 1 Al sulaiti Trading & Marine services w.l.l
- 2 Falcon Trading Co. W. L. L.
- 3 Phoenicia Decor



## Poland

- 1 Solono Agencja Zatrudnienia
- 2 My Work Mjd Sp Z.O.O.
- 3 Gp People



## Cyprus

- 1 Orthodoxou Employment Bureau Ltd.
- 2 H&r Employment Consultants Ltd
- 3 China Spice





# Valued Clients

## Kuwait



# Valued Clients



# Valued Clients



## Malaysia



# Valued Clients



# Valued Clients

## Qatar



## Saudi Arabia



## Bahrain



## Cyprus



# Term and Conditions

The terms and conditions are based on the Foreign Employment Act of Nepal and destination country . They mainly focus for benefit and rights of the migrant workers and our valued clients as well.

Final Interview of the selected workers would be carried out within 10 days after receiving the original legal documents (Demand Letter, Power of Attorney, Guarantee Letter, Employment Contract and Service agreement between Company and our agency).

Arrangement for deployment of worker would be made within 10 days after we receive visa copy except if the visa is not necessary to endorse in the passport (in case of Qatar with in 10 working days). If the visa endorsement is required it will take at least 45 days.

Free replacement would be made with new workers if any worker is found unqualified for the assigned work within 90 days after he assumes the job.

The company in contract should clearly mention the salary of a worker and other facilities .

As per the Nepalese government's directives, the employer company should offer following facilities to the workers in written contract.

- Salary
- Accommodation
- Food
- Transportation
- Medical facilities
- Insurance of worker
- 8 hours per day
- Six-days a week
- 15 days leave in a year
- Residence permit
- Over time (O.T.) if worked more than 8 hours a day (All the format will be send once clients request)



# Nepal at a Glance

Location	Southern Asia, Between China and India
Geographic Coordinates	28° N, 84° E
Map References	Asia
Area	Total : 147,181 sq Km Land : 143,181 sq Km Water : 4,000 sq Km
Area Comparative	Slightly larger than Arkansas
Land Boundaries	Total : 2,929 Km border countries : China 1,236 km, India 1,690 km
Coastline	0 km (Landlocked)
Maritime Claims	None (Landlocked)
Climate	Varies from cool summers and severe winters in north to subtropical summers and mild winters in south
Terrain	Terai or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north
Elevation Extremes	Lowest Point : Kechana Kalan 70 m, Highest point : Mount Everest 8,850 m
Natural Resources	Quartz, Water, Timber, Hydropower, Scenic Beauty, Small Deposits of Ignite, Copper, Cobalt, Iron Ore
Land Use	Arable Land : 21.68%, permanent crops : 0.64%, other: 77.68%(2001)
Irrigated Land	11,350 sq km (1998 est.)
Natural Hazards	Severe thunderstorms, flooding, landslides, drought and famine depending on the timing, intensity and duration of the summer monsoons
Environment	Deforestation (Overuse of wood for fuel and lack of alternatives)
Current Issues	Contaminated Water (with Human and animal wastes, agricultural runoff and industrial effluents); wildlife conservation; vehicular emissions.
Environment-party to	Bio-diversity, Climate Change, Desertification, Endangered Species, Hazardous Wastes, Law of the sea, Ozone Layer Protection,
International Agreements	Tropical Timber 83, Tropical Timber 94, Wetlands signed, but not ratified: Marine Life Conservation.
Geography Note	Landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest (the world's tallest) on the border with China.





**“** RESOURCE ARE HIRED  
**”** TO GIVE RESULT  
NOT REASON !



# Neelkamal Human Resource Pvt. Ltd.

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"Committed to provide Quality Service"



ISO 9001-2015 (Certified Organization)