

# منورة اسوسياتس

المستشارون الايدي العاملة للوراء البحار

رقم التسجيل الحكومة الهندية: ٤٢٢٢ / موم / پر / ٤ / ٣ / ٦٧٥٥ / ٢٠٠٤

سويدية معرف رقم: ١٠ / ١٠ / ٣٨٧

+٩١ ٢٢٤٠٠٢٦٨٨٤ / ٢٢٦٢٤٨٨٤ / ٦٥٢٥٤٨٣٨ :

+٩١ ٢٢ ٢٢٦٢٦٨٨٤ :

munavvara2001@yahoo.co.in :

munavvara2004@hotmail.com

www.munavvara.in

تلفون

فاكس

بريد الكتروني

رقم م ثبت ٢٠٣

١٣٨ مودي استريت،

شندن شيمبرس،

فورت، مومباي. ٤٠٠ ٠٠١ الهذ



Is  
always  
Trusted



SINCE 1993

**MUNAVVARA  
ASSOCIATES**

**Overseas Manpower Consultants**

GOVT. OF INDIA REGN. No. B-0661 / MUM / PER / 1000+ / 4 % / 6755 / 2004

SAUDI VAKALA ID No. 387 / 10 / 10

2nd Floor, Off. No. 203, 138, Mody Street, Chandan Chambers, Fort, Mumbai - 400 001.

Tel.: +91 22 4002 6884 / 2262 3884 / 2262 4884 Fax : +91 22 22 62 6884

Email : munavvara2001@yahoo.co.in / info@munavvara.in / munavvara2004@hotmail.com

Website : www.munavvara.in



SINCE 1993

**MUNAVVARA  
ASSOCIATES**

POISED TO LEAD.....

MANPOWER | VISA | EMIGRATION

OFFICES ALL OVER INDIA & OVERSEAS OFFICES IN : Bangladesh, Nepal & Srilanka





MUNAVVARA ASSOCIATES



MUNAVVARA ASSOCIATES

LICENSE

*R.C issued in lieu of previous R.C. No. 1422/10/1983 dated 14/12/2004. 2 pages see page 7*

**CERTIFICATE NO. B -**  
MH/18/32/1/2/157(2004)  
Form - V  
**GOVERNMENT OF INDIA**  
**MINISTRY OF OVERSEAS INDIAN AFFAIRS**  
**CERTIFICATE**  
[ See rule 10 (2) ]

With reference to the application dated 18.02.2004 for grant of a Certificate under Section 16 of the Emigration Act, 1963 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Munavvara 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 2nd Floor, office No. 203, 138, Nundy Street, Chhatrapati Chhatrapati Shivaji Maharaj, Mumbai - 400 001.

(ii) that this certificate is valid for a period of 02 years or till the completion of the recruitment of 1000 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 work done 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 RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER/JENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED THERE**

*Recd. R.C. No. B-66/NUMBER/1000/142/157/2004. Capacity of R.C. is enhanced from 200 to 1000 workers (Unskilled workers)*

Munavvara Associates  
18/2/2004  
**उपप्रधान सहायक**  
**Protector General of Emigrants**

(ii) having made the payment of stamp duty as per past.

(iii) such other records as may be required to be maintained by the registering authority;

(iv) that the holder of the certificate shall furnish return of the preceding month in Form IV by the 15th of the succeeding month;

(v) that copies of advertisements for recruitment of the emigrants shall be filed with the Protector of Emigrants, and

(vi) that recruiting agent shall not charge the registration expenses from the emigrant, as well as a commission of 5% on (i);

**PARTICULARS OF THE AGENCY**

- Registration Certificate Number: B-66/NUMBER/1000/142/157/2004
- Name of the Agency: M/s. Munavvara Associates
- Office Address of the Agency: 2nd Floor, office No. 203, 138, Nundy Street, Chhatrapati Chhatrapati Shivaji Maharaj, Fort, Mumbai - 400 001.
- Nature of Agency: Partnership Firm (Company/Partnership Firm/Partnership Firm)
- Name of RC Holder: Shri. Mahesh Naresh Prabhu
- Date of birth of the RC Holder: 05-09-1969
- Nationality of the RC Holder: Indian
- Position in the Agency: Proprietor
- Telephone Number of the Agency: 91-22-41002489/45259432

12. Date of issue of RC: 02.12.2004

13. Period of validity: 02 Years  
from 02.12.2004 To 02.12.2006

14. Date of expiry of validity: 02.12.2006

15. Limit of workers to be recruited: 1000 (thousand) (see page 7)

Munavvara Associates  
18/2/2004  
**उपप्रधान सहायक**  
**Protector General of Emigrants**

**SPACE FOR RECORDING GENERAL OF THE CERTIFICATE FROM THE TO TIME**

Authority of the Registering Authority: 18/2/2004

**उपप्रधान सहायक**  
**Protector General of Emigrants**

HOW WE DO

On receipt of the demand of Requirement, the exclusive HR coordinator is allotted to access the huge Database in order to find the right candidates. After scrutinizing the same, Our experts review & short list the candidates for the further approvals from our Client.

If the required & exclusive manpower is not available in our Database, We advertise the vacancies in leading newspapers with consent from our Client.

The resumes are then further examined & forwarded by our team for the final approvals.

We also arrange & co-ordinate the Interviewing using cutting edge technology. If the Client desires the personal Interviews, Our logistics team arrange the same at any location in India.

A list of final selected candidates is made who are subsequently informed for their deployment. The trade test if required is done with the mandatory Medical Tests for the Orientation round in which the Candidate is given the knowledge of his Job Profile & the responsibilities thereof. The Immigration, Visa Stamping & the Air ticketing formalities are followed for the Departure of the Worker's at the Destination.

At each & every stage of above, our esteemed Clients are regularly updated on the status. The above process takes 3-4 weeks but we are well equipped to deploy them in 10 working days, in case the need arise.



GOVERNMENT OF INDIA R.A. LICENCE



## OUR INFRASTRUCTURE

Being in the service Industry, We follow the time bound delivery of our services. Considering the same, We have :

Two huge Offices in the heart of Mumbai City near the CST Railway Terminus.

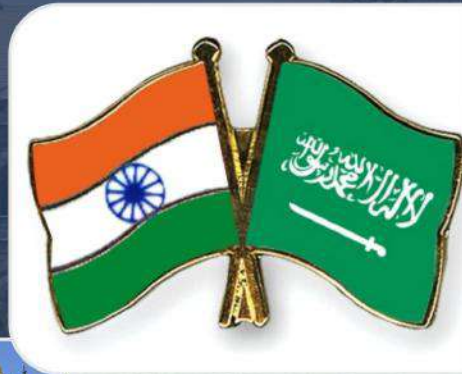
Two personalized cabins for conducting the Interviews.

Associates Offices in major cities of India.

Talented & Hard Working dedicated staff.

High Speed Communication Systems.

Direct Telephone lines to our Company's Managing Director.



## SECTORS WE SERVE

Oil Refineries & Petrochemical Industries

Engineering Companies

Transportation & Logistics Industries

Information & Technology Industries

Electrical & Mechanical Projects

Hotels & Catering Industries

Hospitals & Paramedical Sectors

Automobile Industries

Air Conditioning & Refrigeration Industries



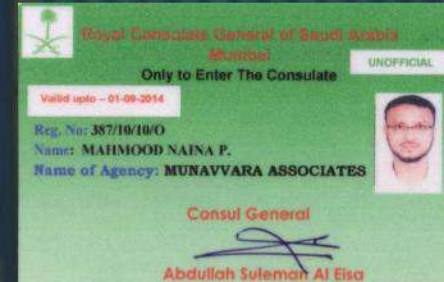


LICENSE

## IMMIGRATION CARD



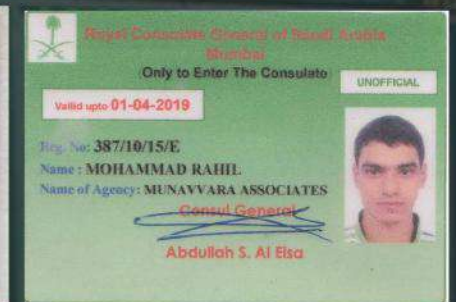
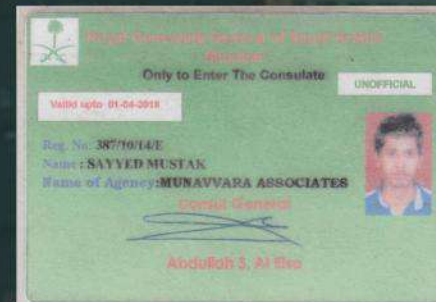
## SAUDI CONSULATE CARD



OWNER

## STAFFING SOLUTIONS IN CATEGORIES OF

- ELECTRICAL
- PAINTING
- PIPING
- FABRICATION
- RIGGING
- WELDING
- ENGINEERING
- TESTING
- ARCHITECTURE
- DRIVERS
- ACCOUNTING
- COMPANY ADMINISTRATION



EMPLOYEES







DEMAND LETTERS

**Khuwatem Al-Malki Trading Est.**  
SHIPS SUPPLIERS  
C. P. 2000220042

مؤسسة خواتيم المالكي التجارية  
تأسيساً بتاريخ 2004-11-15  
س. ٢٠٠٤٠١٤٠٤٠٢

01.12.2010

To: MUNAVVARA ASSOCIATES  
Overseas Manpower Consultants  
2<sup>nd</sup> Floor, Off No. 203, Chaudan Chambers,  
Fort, Mumbai - 400001.  
Tel: +91-22-492 4884 / 5332 6882  
Fax: +91-22-292 6886  
Email: munavvara203@rediffmail.com, munavvara203@yahoo.com  
REG No: 4223/MUM/PER/04/16/755/2004

Dear Madam/Sir:

**SUB-RECRUITMENT DEMAND LETTER**

We hereby place an order for the recruitment of Indian workforce from India in following categories:

Ser	Category	No of Person	Salary per Month	Period of contract	Working Days	Working Hours
1	GENERAL CLEANING LABOUR	03	SAR.900	2 YEARS	6 days/Week	10 hrs
2	SCHOCK VAN DRIVER	05	SAR.1500	2 YEARS	6 days/Week	10 hrs

**Other Terms and Condition**

- Free accommodation (teacher/Status)
- Free Medical, Insurance and transport
- Three Years renewable contract
- Free air passage up and down after completion of each contract

KHUWATEM AL MALKI TRADING EST.

Signature:

General Manager

Date: 05/11/10

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
رقم الطلب: 0827752/0999/00163

Please arrange to recruit the following personnel on the terms and conditions given below against the track:

Visa No: 210870214  
Date of issue: 14/10/11

Category	Qty	Salary	الراتب	العدد	المدة
Driver	3	800	1000	3	٢ سنوات
General	3	1000	1300	3	٢ سنوات
All activities	2	1300	1500	2	٢ سنوات

**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

General Manager

DEMAND LETTERS

التجارة العامة للمستهلكين  
MUNAVVARA ASSOCIATES  
2004/4755/16/04/00163

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
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**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

General Manager

M/S MUNAVVARA ASSOCIATES  
2004/4755/16/04/00163

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
رقم الطلب: 0827752/0999/00163

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**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

General Manager

**IDEAL LUXURY RESTAURANTS COMPANY**  
مؤسسة خواتيم المالكي التجارية

From: IDEAL LUXURY RESTAURANTS COMPANY  
To: MUNAVVARA ASSOCIATES  
LICENCE NO:4223/MUM/PER/3004/6/755/2004

Attention: Mr. Mohamed Haneen

**DEMAND OF MANPOWER**

We have pleasure to authorize you to recruit, recruit and send the following personnel for us as follows:

Visa No: LATER WE WILL PROVIDE YOUR ESTERED COMPANY WITH VISA NUMBER  
Dated On: MID-Of-May -2012.

Category	Number	Salary (\$)
Grid (Master)	2	\$2160-330 Food
Cooker	2	\$2580-330 Food
Restaurant Supervisor	1	\$4900-330 Food
Restaurant Front counter workers	10	\$2580-330 Food
Restaurant Back counter workers	4	\$2160-330 Food
Cheesman	3	\$3160-330 Food
Bar Counter	3	\$2160-330 Food
Sandwich Maker	3	\$2160-330 Food
Frying Worker	3	\$2160-330 Food
Bread Topping Machine Worker	2	\$2160-330 Food
Dish Washing	4	\$2160-330 Food
Kitchen workers	9	\$2080-398 Food
Others	3	\$2080-398 Food
Family Driver (age above 35)	1	\$2160-330 Food

**Terms and conditions:**

- Accommodation and medical facilities: Free
- Transportation: Free
- Food Allowance: Provided
- Other terms and conditions as per Saudi Labor Law.

Kindly arrange the recruitment of the above categories as soon

Best Regards,

Signature:

Executive Manager

**Jawahar For Trading & Industrial Co. Ltd.**  
C.A. 9008882, P.O. Box 20475

شركة جواهر للتجارة والصناعة المحدودة  
11777 رقم الترخيص

Date: 13/03/2012

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
رقم الطلب: 0827752/0999/00163

Please arrange to recruit the following personnel on the terms and conditions given below against the track:

Visa No: 138940324  
Date of issue: 13/03/2012

Category	Qty	Salary	الراتب	العدد	المدة
LABORER	11	1100	1100	11	٢ سنوات
LABORER	4	1200	1200	4	٢ سنوات

**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

GENERAL MANAGER

**Gulf Shield Enterprises**  
تروس الخليج للتجارة

M/S MUNAVVARA ASSOCIATES  
2004/4755/16/04/00163

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
رقم الطلب: 0827752/0999/00163

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**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

GENERAL MANAGER

M/S MUNAVVARA ASSOCIATES  
2004/4755/16/04/00163

**DEMAND LETTER**

مؤسسة خواتيم المالكي التجارية  
2004/4755/16/04/00163  
رقم الطلب: 0827752/0999/00163

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**Terms & Conditions**

Accommodation: Free  
Transportation and Medical: Free  
Air passage end of contract: Free  
Vacation Per Year: 15 Days  
Working hours per day: 8 hrs  
Period of contract: 2 Years

All other terms and conditions as per Track  
Labor Law, Threading Yes

GENERAL MANAGER



DEMAND LETTERS

**AL FATH AN COMPANY**  
 P.O. BOX 10000, RIYADH, SAUDI ARABIA  
 تليفون: 011 44410000  
 فاكس: 011 44410000  
 البريد الإلكتروني: info@al-fath.com.sa

**مطلوبون**

**DEMAND OF MANPOWER**

Category	Number	Salary (SAR)
1. Welder	1	3000
2. Electrician	1	3000

**Terms and conditions:**

- Accommodation: Free
- Transportation: Free
- Medical: Free
- Food: Free
- Contract: 2 years
- Working hours: 8 hours per day
- Period of contract: 2 years

General Manager

**شركة توحيه المتحدة (ممنوعة للتجارة)**  
 United Amerment Company (Trade (Prohibition))

**مطلوبون**

**DEMAND LETTER**

Date: 10/7/10

**مطلوبون**

Category	Qty	Salary	الراتب	التصنيف
1. Welder	1	3000	3000	3
2. Electrician	1	3000	3000	3

**Terms & Conditions**

Accommodation: Free  
 Transportation: Free  
 Medical: Free  
 Food: Free  
 Contract: 2 years  
 Working hours: 8 hours per day  
 Period of contract: 2 years

General Manager



**مجمع عيادات الدكتور عبد العزيز الوهيبي الطبي**  
**DR . Abdulaziz Alwehaibi Medical Complex**

**مطلوبون**

**DEMAND LETTER**

M/S Munawwara Associates  
 P.O. Box 10000, Riyadh, Saudi Arabia  
 تليفون: 011 44410000  
 فاكس: 011 44410000  
 البريد الإلكتروني: info@munawwara.com.sa

**مطلوبون**

Category	No.	Salary	الراتب	التصنيف
1. Electrician	1	3000	3000	3
2. Welder	1	3000	3000	3

**Terms and conditions:**

- Accommodation: Free
- Transportation: Free
- Medical: Free
- Food: Free
- Contract: 2 years
- Working hours: 8 hours per day
- Period of contract: 2 years

General Manager

**المياه والحياة للزراعة فريم**  
 Water & Life Agriculture Co. LLC

**مطلوبون**

**DEMAND LETTER**

M/S MUNAWWARA ASSOCIATES  
 2nd Floor, Office No. 102, 135, Lady Street  
 Dandan Chamber, Fort Munkab - 01

**مطلوبون**

Sr. No	Designation	Required	Salary RD
1	Electrician	3	2500
2	Driver Assistant	1	500
3	Labourer	20	1200
4	Packer	3	1300
5	Technician	1	2500
6	Farm Supervisor	2	4000
7	Production Supervisor	2	2500
8	Greenhouse Supervisor	2	3500
	<b>Total</b>	<b>38</b>	

**Other Terms and Benefits:**

- Free Accommodation
- Free medical treatment within the Sultanate of Oman
- leave and other terms and conditions as per Omani labour law

General Manager



- A/C Technicians & Supervisors
- Accounting & Admin. Manager
- Auto Electricians & Mechanics
- Auto Painters & Welders
- Brick & Block Masons
- Camp Boss
- Carpenters - Wood & Shuttering
- Catering - Helpers, Janitors & Supervisors
- Civil Constructions - Engineers & Supervisors
- Cooks, Chefs & Asst. Cooks
- Computers - Hardware Operators
- Crane - Operators & Mechanics
- Duct Insulation / Erection & Fabrication
- Doctors of All Specialties
- Documentation Controllers
- Draftsman - Architecture & Auto Cad Civil





- Construction
- Drivers - Company & House
- Doctors
- Executive Secretary
- Financial Controllers
- Fitters - Metal & Structural
- Forklift Operators
- Foreman - All Categories
- Furniture Carpenters
- Grader & Bulldozer Operators
- Graphic Designers & Web Developers
- Helpers - All Categories
- Heavy Vehicles Equipment Operators & Mechanics

- Hydraulic Specialists
- Heavy Vehicles Drivers & Cleaners
- Hospitality Sector
- Instrumentation - Fitting & Technicians
- Labours & Labour Supervisors
- Laundry Workers & Cleaners
- Machine Mechanics
- Nurses & Paramedical Staff
- Nurses
- Plaster & Pop Man
- Purchase & Cost Controller
- QA / QC Inspectors & Supervisors
- RCC Fitters & Supervisors

- Security Guards
- Storekeepers & Supervisors
- Structural Fitting & Fabrication
- Surveyors
- TIG, ARC, 6G & Plate Welders
- Tyre Man
- Waiters
- Restaurant & Catering
- Safety Officers & Coordinators
- Sales & Marketing Executives

