

a prospectus for
an employment services



WESTLINE

OVERSEAS

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Message from CEO

Dear valued clients,

Warm greetings,

We take this opportunity to introduce ourselves as one of the leading manpower agencies, which is involved in the recruiting of hard working and assiduous Bangladesh manpower all over the world.

Westline Overseas Bangladesh Focuses on delivering high-quality services across the world almost all the sector ensuring that the recruitment process is as smooth and effective as possible and making us your first point of contact for recruitment requirements.

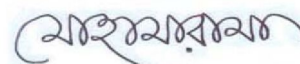
We offer unrivalled levels of expertise with our management team having over 10 year's recruitment experience, finding you the right candidate at the right times.

We appreciate that recruitment can be a time-consuming and daunting task for both clients and candidates. With our teams of specially trained consultants we make recruitment a stress-free, efficient and cost-effective exercise, with minimum disruption to your working day, taking the leg work out of recruitment.

We provide a full life cycle recruitment solution across the world. As a premier and dynamic organization, we keep abreast of new technologies and trends in the marketplace to ensure that our clients receive the highest level of service.

If you have any queries, please do not hesitate to contact us. We assure you of utmost satisfaction.

Thanking you
Truly,



Md Masud Rana
CEO





About Us

We “Westline Overseas” are a professional Human Resource solutions Company having Bangladesh government approved License no. RL-1392 with reference to the Foreign Employment Act 1985 (Bangladesh) offering a full suite of recruitment & HR related services aimed at effectively assisting organizations, manage their investment in people since a decade.

Our head office is Dhaka, the capital city of Bangladesh and we are associated with experienced personnel all over the country. Our mission has always been to offer quality service to our valuable clients.

With due respect we would like to propose you to provide a regular and dependable service men in terms of Unskilled, Semiskilled, Highly –Skilled

workers, Security personals and various other categories. We assure you to provide quality manpower with experience, efficiency, education, health, honesty and hard working ability as and when required. At **WO** our reputation for quality stems from our commitment to personalized service, confidentiality and maintaining the most ethical standards within the industry.

We are dedicated to building strategic long term relationships whilst providing our clients and professional approach aimed at helping people grow in their careers and assisting businesses gain a more competitive advantage in their respective markets. As the name **WO** denotes we believe in friendly and cheerful behavior and dealings with our foreign parties & appreciated clients all the times



Mission & Goal

Westlin Overseas Bangladesh provides pre-screened profiles based on your specific requirements for all type of professionals within a short time frame. Our elaborate selection process ensures a high hit ratio.



methodology



We take efforts to understand the company, its vision, goals and culture.

Requirements are understood in great detail in terms of qualification, years of experience, Essential skills, preferred skills, compensation and job profile.

Shortlist candidates with the relevant skills either through our vast database or networking with the help of our technical recruiting staff.

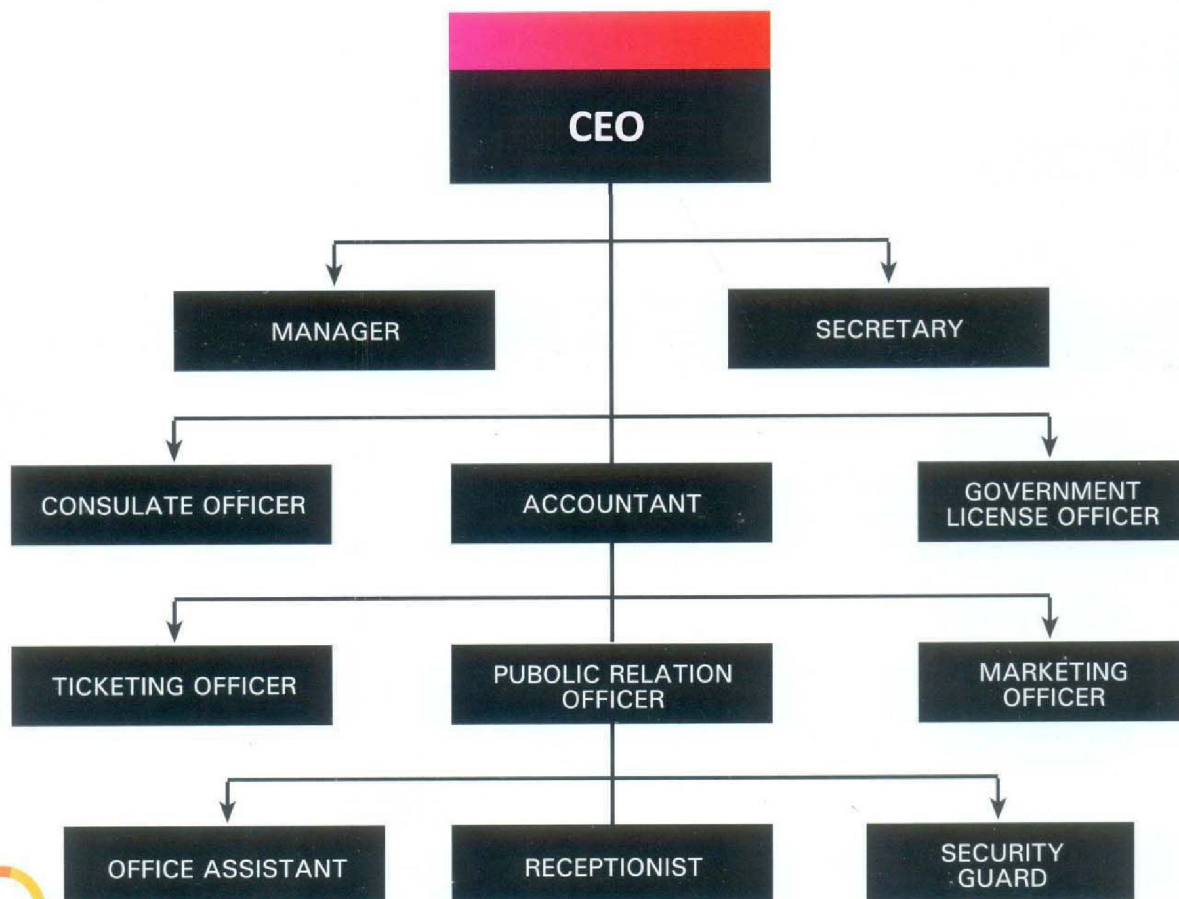
Speak to the candidate about the company and job profile.

Facilitate meetings and orientation with the selected candidates.

Co-ordination from candidate counseling, offer letters, negotiations, till the candidate joins.



ORGANIZATION STRUCTURE



Job Categories

Engineering Sector

- ❑ Project Manager
- ❑ Civil Engineer
- ❑ Electrical Engineer
- ❑ Mechanical Engineer
- ❑ computer Engineer
- ❑ Draft-Man

Sales Sector

- ❑ Sales Manager
- ❑ Sales Executive
- ❑ Sales Supervisor
- ❑ Cashier/Sales Man
- ❑ Fork Lift Operator
- ❑ Helper

Work Shop

- ❑ Hydraulic Mechanic
- ❑ Diesel Mechanic
- ❑ Petrol Mechanic
- ❑ Welder/Denter/Painter
- ❑ Auto Electrician

Manufacturing Sector

- ❑ Factory Worker
- ❑ Production Operator

Office Staff

- ❑ Chartered Accountant
- ❑ Accountant
- ❑ Assistant Accountant
- ❑ Computer Operator
- ❑ Office Boy
- ❑ Receptionist
- ❑ Store Keeper

Technician

- ❑ Plant Technician
- ❑ Chiller Plant Technician
- ❑ A/C Technician
- ❑ Materials & Concrete
- ❑ Technician
- ❑ Duct Technician

Medical Sector

- ❑ Medical Doctor
- ❑ Nurse
- ❑ Ophthalmologist
- ❑ Ophthalmic Assistant
- ❑ Optician
- ❑ Pathologist
- ❑ Lab Technician
- ❑ Radiologist





Construction Sector

- ❑ Engineers Civil/Electrical/Mechanical
- ❑ Supervisor
- ❑ Quantity Surveyor
- ❑ Safety Officer
- ❑ Fore-man : Civil/Electrical/Plumbing/ Carpentry/Masonry/Scaffolding/Steel Fixing
- ❑ Charge Hand
- ❑ Time Keeper
- ❑ Heavy Equipment Operator - Excavator/ Loader/Dozer/Crane/Grader/Roller
- ❑ Heavy Driver
- ❑ Light Driver
- ❑ Plant/Road Operator
- ❑ Concrete Pump Operator
- ❑ Scaffolder
- ❑ Electrician
- ❑ Plumber/Pipe Fitter
- ❑ Carpenter
- ❑ Mason : Tile/Block/Marble
- ❑ Steel Fixer
- ❑ Painter : Spray/Roller
- ❑ Helper

Agriculture Sector

- ❑ Veterinary Doctor
- ❑ Junior Technician [J.T.]
- ❑ Junior Technician Assistant [J.T.A.]
- ❑ Farm Worker - Livestock/Fruit/Poultry

Garment/Tailoring

- ❑ Tailor Master : Cutting/Sewing
- ❑ Tailor

Driving Sector

- ❑ Driver Light/Heavy
- ❑ Fork Lift Driver

Service Sector

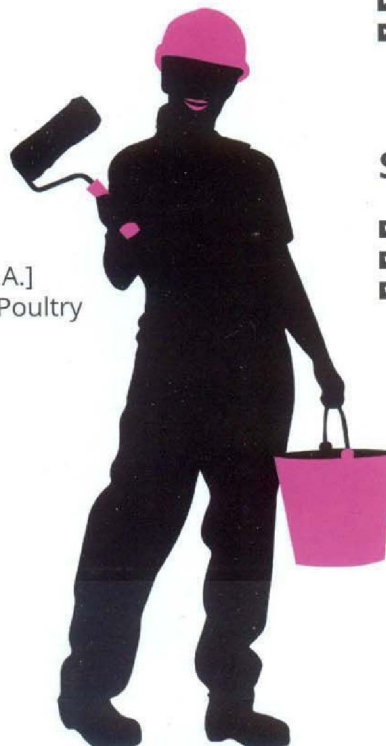
- ❑ Teacher
- ❑ Barber/Beautician
- ❑ Massage Boy/Girls
- ❑ Care Giver/House Maid
- ❑ Sweeper/Cleaner

Hotel & Restaurant

- ❑ Chef
- ❑ Cook/Assistant Cook
- ❑ Waiter/Waitress
- ❑ Room Boy/Laundry Man
- ❑ Cleaner/Gardener
- ❑ Gardener

Security Sector

- ❑ Security Officer
- ❑ Security Supervisor
- ❑ Security Guard





Required Documents

The required documents vary from country to country but all documents are required to meet the formality of the government of Bangladesh.

Demand Letter

Addressed to Westline Overseas, mentioning numbers of workers required in each categories with monthly salaries, period of contract, duty hours, food, accommodation, medical facilities, insurance, air passage and all other benefits to the workers.

Power of Attorney

Authorizing Westline Overseas to carry on the recruitment of Bangladeshi manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test sign all necessary documents and employment contracts required by the laws of Bangladesh to arrange for passports and visa endorsement from the respective embassies and to make arrangement for the workers passage to the country of employment.

Letter of Authority

Addressed to the consulate general of the concerned embassies, intimating them that the Westline Overseas is their appointed and bona fide manpower recruiting agent fully authorized to deal with all visa matters, submission and delivery, with the said embassy, mentioning the visa number and the date of issue etc, in the letter.

Inter Party Agreement

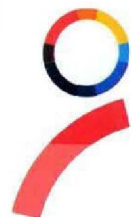
Inter party agreement between employer and Westline Overseas.

Employment Agreement

Address to Westline Overseas, should execute an employment agreement between themselves stating fully and precisely the terms and conditions regarding demand and supply of manpower from Nepal. This agreement must be signed by both parties towards acceptance of attested terms to execution of the recruitment procedure.

Guarantee Letter

Guarantee on behalf the employer company stating that the worker will be working in the employing country only. This letter must be attested by the embassy of Bangladesh.



RL- 1392 5896 4 1875

The licence is valid upto
15 JAN 2020

Dr. M. Tazul Islam
17/1/17

Md. Tazul Islam
(Joint Secretary)
Director (Employment)
Bureau of Manpower, Employment & Training
Govt. of the People's Republic of Bangladesh

RL-1392 5896 5 1875

RENEWAL
31.12.2022

Licence Renewed up to 31.12.2022

Dr. M. Atiqur Rahman
05.01.2020

D M Atiqur Rahman
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training
Govt. of the Peoples Republic of Bangladesh

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Our Valuable **Clients**

KINGDOM OF SAUDI ARABIA

1. Naft Services Company Limited
2. Al Dhahry Group of Companies
3. Initial Workforce Company
4. Al Jameel Plastic Factory
5. Al Wasail Industrial Company
6. Al Howail Furniture Factory
7. Moghol Mahal Restaurant
8. Blue Berry Ready Mix Company
9. Noon E-Commerce Company
10. Bena Construcion
11. Irongate Factory
12. Naseer Bin Ibrahim Agricultural
13. Al Qasim Date Factory
14. Saraya Al Khayel Restaurant
15. Al Barka Tawai Cont.
16. Al Anzi Restaurant.
17. Al Qasir Metal Factory
18. Al Gidhya Market
19. Al Arab Car Wash
20. Global Construction Company
21. Al Huwail Aluminum & Glass Factory
22. National Rubber Factory
23. RAMZ Alata Ducting Company
24. Al Qattan Contracting
25. OTC Compnay
26. Al Salam Transport
27. Gulf Construction
28. Al Ghanim Contracting
29. Copper Chandi Restaurent
30. United Food Factory
31. Jovian Glass Factory
32. Remal Cables Company
33. Al Dira Catering Company
34. Anas Catering Company
35. Kawal Contracting
36. Masab Plastic Factory
37. Executive Home Contracting
38. Abdullah Subai Contracting
39. GH Transport
40. Jasico Trading Contarcting Co. WLL
41. Moahmmad Ali Jaber Trading and Cont.
42. Hossain Al Sami Cont.
43. Oasis Services Company
44. Rico Al Mari Cont
45. Sal Al Mena Cont
46. Hidah Transport WLL
47. Novo General Cont.
48. Palma Plastic Factory
49. Riba Al Dakhil Bakery Company
50. PAK Al Arab Cont. Est.
51. Al Tahi Restaurant
52. Anan Holding Ltd.
53. Sadaa Establishment
54. Wavia Water Factory
55. Al Mayas Catering Solutions
56. Al Elbawi Transport Ltd.
57. Al Shamari Metal Company
58. Areej Corporation Ltd.
59. Natioanl Pollyethylene Company
60. Al Yahiya Transport Company
61. Al Sobi Transport
62. Al Mashri Contracting Company



Our Valuable **Clients**

STATE OF QATAR

- | | |
|--|---|
| 01. AL Nakheel Agriculture and Trading WLL | 29. International Development Group |
| 02. Medgulf Contracting | 30. The Qatari Modern Maintenance |
| 03. Al Sraiya Security Services WLL. | 31. Bin Ajayyan Cont. |
| 04. BO Jamhoo Trading Contracting Co WLL | 32. Qatar Security Services |
| 05. Abdullah Al Muftah Trading and Cont | 33. AL Wahab Trading and Cont. |
| 06. Qtech Engineering WLL | 34. Chukwuma Ckonjo Cleaning and Hospitality Services |
| 07. Aamal Services WLL | 35. Rara Skill Contrtracing WLL |
| 08. Pioneer Laboratories WLL | 36. Unique Associate Services |
| 09. SBA Constructions WLL | 37. Reliable Contracting and Services |
| 10. Gulf Aluminium WLL | 38. AL Faras Al Arabi Trading and Cont |
| 11. Benya Marble and Granite WLL | 39. Al Hitmi Trading and Cont. |
| 12. Dohaextraco WLL | 40. Pink Box Laundry WLL |
| 13. Diwaniya Group WLL | 41. Irish Trading and Cont WLL |
| 14. Golden Restaurent WLL | 42. Daibal Contracting WLL |
| 15. Intertech Group Qatar | 43. Al Rais Trading and Cont WLL |
| 16. Modern Cleaning WLL | 44. AG Middle Est WLL |
| 17. Sidra Agriculture Company WLL | 45. Al Ghuwair Transport WLL |
| 18. Tayseer Cont | 46. March Cont. |
| 19. Bin Arbaid Cont. | 47. Al Safa Mineral Water WLL |
| 20. China Unicorn Cont WLL | 48. Jewel Trading and Cont |
| 21. Shaqab Abela Catering WLL | 49. Generosity Construction and Contracting WLL |
| 22. Le Montagne Trading and Cont | 50. Katara Beach Club WLL |
| 23. Bauma Heavy Equipments WLL | 51. MIT Construction WLL |
| 24. Trags Cont. WLL | 52. Allion Interior WLL |
| 25. Qatar Express Transport Company | 53. Gulf Transports Company WLL |
| 26. Alostoora General Services | 54. Ammico Cont WLL |
| 27. Al Wassim Cleaning WLL | 55. Shoosh Marble & Granite WLL |
| 28. International Rod Manufacturing | 56. Sport Centre Qatar |



Our Valuable **Clients**

United Arab Emirates

01. Arabian Construction LLC
02. SBMTC Contraction LLC
03. System Cont LLC
04. BK Gulf WLL
05. Thermo LLC
06. Rasco Cont LLC
07. Ginco Cont LLC
08. RAMCO Contracting LLC
09. NCC Constructions WLL
10. Dipa Interior LLC
11. Manico Cleaning LLC
12. Sasco Trading and Cont LLC
13. Cebarco Bahrain WLL
14. Gunal Construction LLC
15. Tusker Cont



Our Valuable **Clients**

Sultanate of Oman:

01. Sogex General Cont
02. Gulf Oasis Cont
03. Limaco Enterprise LLC
04. Bukshi Trading Contracting Co
05. Al Hawajez General Cont
06. Mango Talat Restaurent LLC
05. Al Meera Super Shop LLC

Kingdom of Bahrain:

01. Al Tarabi Restaurent LLC
02. Hasna Al Tarek Cont

Republic of Iraq:

01. Mawal Al Arab Cont
02. Manial General Services

State of Kuwait:

01. Lead Construction Comapny
02. Haana Al Markhi General Services
03. International Finance Company
04. China State Construction LLC
05. Lacker General Services WLL

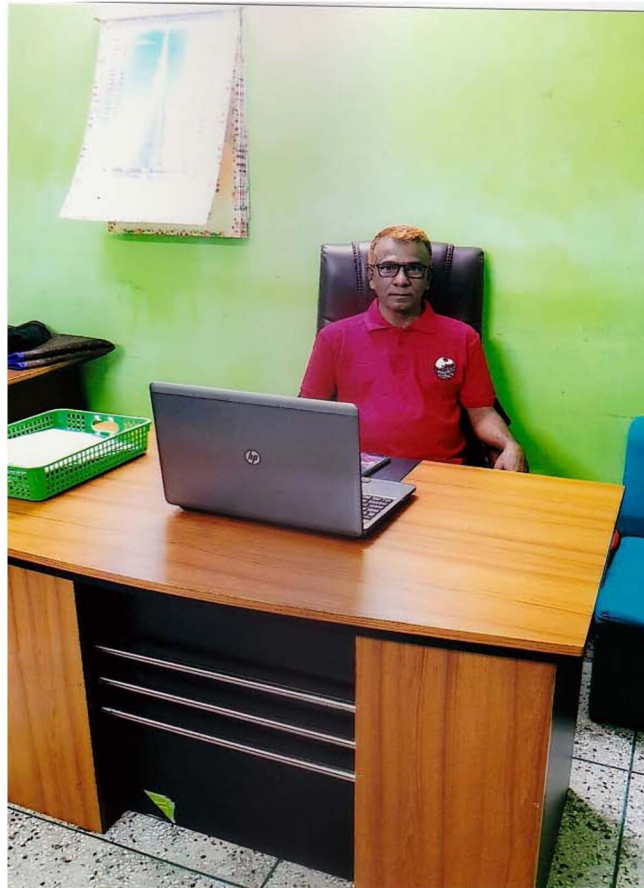


Md Masud Rana

Proprietor



Office Staff Photos



Office Staff Photos

