



# Company Profile



**Manpower of Bangladesh**



**M/s. Al-Rafi Trade International**

**Recruiting Licence No. RL-722**

## Welcome to AL - Rafi Trade International



The **AL-Rafi Trade International** one of the leading Manpower agency of Bangladesh and well established is registered under the act of Ministry of Labor with the ambition of solving the unemployment problem as well as supporting the economy of the Nation. We supplies all categories - skilled, semiskilled, unskilled, technical and professional manpower based on the demand of our clients Due to our quality and genuine services we are still retaining ourselves among the 754 agencies in Bangladesh and has been supplying manpower through Abroad.

Bangladesh is a small country; Bangladesh encompasses an area of 56,977 square miles or 147,570 square kilometers. The physiographic characteristics are almost homogenous with the dominance of the low, flat alluvial soil spread over the country. The hilly regions lie only in the north-east and the south-east part of the country. The extensive network of the rivers that contribute considerably to the socio-economic life of the nation. Bangladesh enjoys six seasons in a year where winter, summer and monsoon are prominent. The capital city of Bangladesh is Dhaka.

- ◆ We source our manpower through advertisement and through our official channels for semi-skilled and unskilled manpower. We headhunt to meet the demand of highly technical and professional manpower. Today, a huge number of such manpower throng to our company for quality and prompt service.
- ◆ The main key to **AL-Rafi Trade international** rapid growth is a planned Manpower recruitment development strategy. AL-Rafi Trade International has always helped to deploy the skilled and unskilled manpower in companies, which supports the economy of the candidates as well as of the nation.
- ◆ The **AL-Rafi Trade International** believes in competency blended with quality. The company can provide a complete solution of the requirement of Bangladeshi manpower abroad.
- ◆ With a reputed quality service and its prompt working style, AL-Rafi Trade International is today a leading manpower recruiting agency in Bangladesh.


A handwritten signature in black ink, appearing to read 'Kamal Hossain'.

**Kamal Hossain**


Proprietor

**AL - Rafi Trade International**

# Recruiting License

 Specimen Signature "MD. KAMAL HOSSAIN" Vill. MOHADEBPUR, P.O. DALAL BAIRIA, P.O. & DIST. LAXMIPUR.	6 722 <b>RENEWAL</b> Proprietor/Managing Partner/Managing Director, Office address and Status has been changed as follows "Ministry order No-5-1/P-113 91/484/10 dt. 20.4.2000."	12 722 RL- 922 Business address has been changed vide Ministry's Memo No. ....SHA-3/A-98/ AL. RAE.1...722/2005/127 Dated. 15.02.2005.. as follows: 65, NAJAPALTAN (GROUND FLOOR) MOTIJHEEL, DHAKA-1000. Md. Monzur Rahman Director (Admin. Finance & Employment) Bureau of Manpower, Employment & Training Govt. of the People's Republic of Bangladesh
Mohammad Shafiqul Alam 24-4-2000 Director (Employment) Bureau of Manpower, Employment & Training Govt. of the People's Republic of Bangladesh.		

## Bangladesh Association of International Recruiting Agencies (BAIRA)

Sl. No. 8558  <b>BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES [BAIRA]</b> 82, Kakrail V.I.P. Road (2nd Floor), Dhaka-1000, Bangladesh.	
<b>MEMBERSHIP CERTIFICATE</b>	
Name of the Agency <i>M/S. H. Rafiq Trade International</i>	
Name of the Proprietor / Partner / Managing Partner / Director / Managing Director / Chairman <i>Mr. Md. Kamal Hossain</i>	
Address <i>14, Fakhrapur, Model Farm (2nd Floor), Motijheel, Dhaka-1000</i>	
R.L. No. <i>9722</i>	
 Secretary General	 President
January 01, 2001	

## Travel Agency License

	
<b>Certificate of Accreditation</b>	
Presented to:	
<b>BANGA RAJA TRAVELS SERVICE</b> DHAKA BANGLADESH 2009	
This is to certify that the above agent has met the professional standards of the <b>International Air Transport Association</b> to provide and sell international air passenger transportation.	
 Tom Murphy <small>Secretary General, IATA</small>	 Wong Hong <small>Regional Director, IATA</small>

# About AL - Rafi Trade International

## Our Mission

The **AI-Rafi Trade International** provides best solutions to meet the needs of manpower exporting Bangladesh and the manpower importing countries around the world.

- ◆ To explore market potential for a huge number of unemployed Bangladeshi youth.
- ◆ A To find better job opportunities for Skilled, semi-skilled, trained and professional Bangladeshi manpower.
- ◆ To enhance manpower industry for better opportunity for Bangladeshi workers.
- ◆ To provide best possible Bangladeshi manpower to the manpower sourcing countries.
- ◆ Supply of competent and disciplined youth as per the company demand.
- ◆ Negotiate for better positions for Bangladeshi workers in the country importing Bangladeshi workforce.
- ◆ To establish Bangladeshi workers as the most competent and honest workforce.
- ◆ Headhunting for professional manpower for outbound employment.
- ◆ To reduce the country's unemployment burden.

## Our Vision

**AI-Rafi Trade International** to be a recognized leader in the region for the provision of Manpower recruiting services to Foreign companies, which will help strengthen the financial condition of the Nation as well as of the candidates.

To achieve rapid profitable growth by ensuring that our clients needs are satisfied in an efficient and cost-effective manner.

# Company Profile

**Al-Rafi Tread International** has developed a market leadership position in meeting and exceeding our clients Workforce demands by matching, managing all their Labour needs. Our strength lies in our being cost effective, fast in execution of projects and maintaining a sizable computerized Data bank. All applicants are initially interviewed and technicians trade tested in their particular fields, to be accepted in the data-bank. Our database consist of the entire gamut of human resources extending from artisans, supervisors, engineers, IT professionals, administrative staff, medical & paramedical and specialist in various fields

## Our provide service:

- ◆ --Export Manpower (Skill and Unskilled)
- ◆ --Visa Processing
- ◆ --Passport
- ◆ --Ticketing

This agency who are work all are very much educate and experience science long. The agency employees are:



**Kamal Hossain**  
Managing Partner



**Yesmin Akter**  
Managing Partner



**M.A. Kashem Bhuiyan**  
Manager



**Md. Abul Khair**  
Overseas Representative Libya



**Md. Abul Kalam Azad**  
Overseas Representative Malaysia



**Mizanur Rahman**  
Overseas Representative Dubai



**Jahangir Alam**  
Overseas Representative Qatar



**Mohammed Anwar Hossain**  
Overseas Representative K.S.A



**N. K. Sarker**  
Executive Ticketing



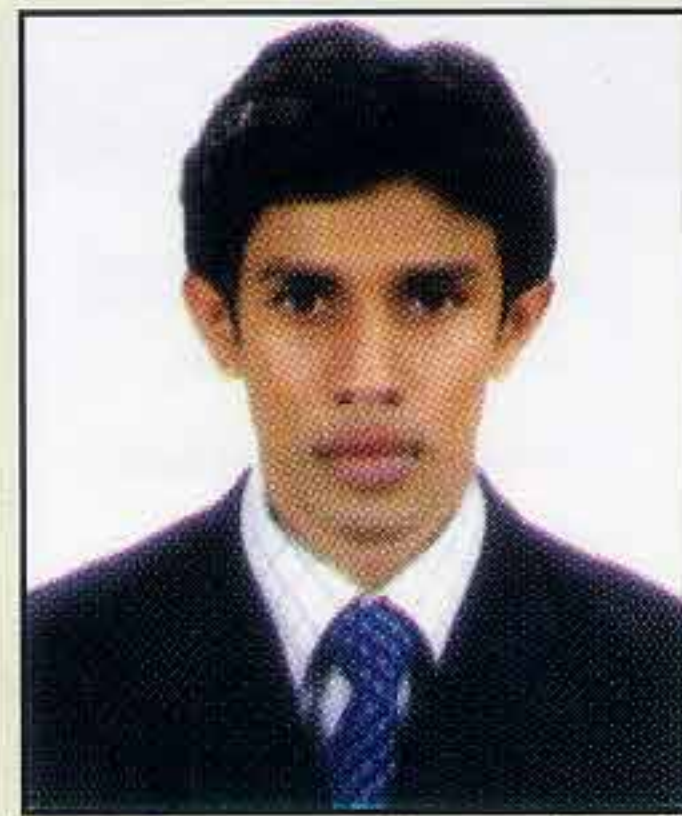
**Zulfiker Haider Chowdhury (Zuel)**  
Reservation & Ticketing



**Md. Rahamat**  
Manpower Representative



**Md. Mahabubur Rahman**  
Sales Manager



**Md. Manzurul Hasan (Tutul)**  
Sales Executive



**Azizur Rahman**  
Sales Executive



**Md. Khalilur Rahman**  
Office Asst.

# HR Management Services

Requirement of documents is vary from country to country depending on the particular laws of a particular country. Need of documents also depends on whether the embassy of manpower importing nation is in Bangladesh or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers

## *Recruitment Procedure*

1. Principal/sponsor faxes or writes to us giving details about his/her requirements.
2. We reply then confirming the supply of the personnel and terms advised or otherwise negotiate accordingly.
3. We must have all the details required in as below.
  - ◆ Demand Letter.
  - ◆ Power of Attorney.
  - ◆ Employment Contract,
4. The above mentioned documents enable us to advertise and process as per our recruitment order and according to the rules and regulations of Bangladesh Government - ministry of labour.
5. We, then advertise and evaluate applications and will either post the bio-data of the short listed candidates or hold the same for principal's or his/her authorized representative visiting for personal selection.
6. Following the selection of personal and satisfactorily completion of trade test. We do then arrange for medical tests and checking of certificates and other documents submitted by the applicants, we sent it to the principal by courier for visa processing.
7. Demand Letter and power of Attorney must be duly attested by Bangladesh embassy to the employer country.

# Offers & Services

We are one of the leading manpower agency based in Bangladesh, providing construction, energy, manufacturing, catering recruitment services.

Our infrastructure pool comprising of qualified engineers, doctors and management executives ensures that we deliver exactly what our clients require. Besides, our self motivated team possesses a flexible and adaptable attitude to unforeseen work demands and also exhibit a helpful and courteous attitude in any circumstance.

## Catering Recruitment Services

- ◆ We are a specialist agency offering only the highest caliber of hospitality staff investing the time to interview, reference check and wherever possible practically assess each individual, to ensure that the staff required will match your specific criteria.
- ◆ We are an independent agency which enables us to provide a direct and flexible service, achieving long term relationships with both clients and our candidates alike.
- ◆ We supply staff nationwide on a temporary and permanent basis. Long and short term assignments offered, both front of house and back of house.
- ◆ We are contactable 12 hrs a day, 6 days a week where a member of our team is always ready to assist you with your requirements.

### We conduct recruitment assignments for a full range of roles including:

- |                        |                       |                             |
|------------------------|-----------------------|-----------------------------|
| - Receptionist         | - Attendants          | - Heads of Departments      |
| - Housekeeping Staff   | - Cook                | - Finance & Accounts        |
| - Bar tenders          | - Restaurant Managers | - Travel Related services   |
| - Barman               | - Chef & Cooks        | - Hostesses                 |
| - Salesman             | - Captain & Stewards  | - Maintenance & Engineering |
| - Commis               | - Banquets            | - Event Managers            |
| - Chef-D Parties       | - Sales & Marketing   | - F & B managers            |
| - Supervisors          | - Front Office        | - Room boys                 |
| - Waiters / Waitresses | - Guest relations     | - House Keepers             |
| - Storekeeper          | - General Managers    |                             |

## Catering Recruitment Services

### Construction Industry

- ◆ Al Rafi Trade International is the world's leaders in recruiting for the construction industry.
- ◆ Our clients include:
  - Project Owners
  - EPCM Contractors
  - Construction Contractors
  - Consulting Engineers
- ◆ Al Rafi Trade International understand the construction industry and our network is extensive, both around Australia and internationally.

### **Some examples of assignments undertaken are:**

- Chief Executives
- General Managers
- Project Directors
- Construction Managers
- Project Managers
- Superintendents
- Commercial Managers
- Business Development Managers
- Estimators
- Contract Administrators
- Accountants
- Design Managers

## ***Manufacturing Recruitment Services***

### **Manufacturing Industry**

The manufacturing sector is a significant focus for AL RAFI TRADE INTERNATIONAL.

### **We service major clients in the following segments :**

- Automotive
- Petrochemical & Associated Products
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products
- Defence

### **Clients can be confident of utilising our recruitment services in all areas including :**

- General Management
- Engineering (all disciplines)
- Operations
- Supply Chain
- Information Technology
- Finance & Accounting
- Human Resources
- Sales & Marketing
- Health, Safety & Environment
- R&D
- Corporate Affairs

## ***Energy Recruitment Services***

### **Utilities - Power and Water**

- ◆ **AL RAFI TRADE INTERNATIONAL** is one of the leading recruitment consultancies within the power and water industries.
- ◆ Our client base includes electricity generators (renewable energy), transmission companies and retailers whilst in water our clients are government enterprises, consultancies and contractors. We are preferred suppliers to a number of these organizations ensuring our industry contacts are strong.

### **Clients and candidates can be confident when using our recruitment services in all areas including:**

- Corporate
- General Management
- Project Management
- Professional
- Engineering
- Wind energy
- Hydraulics
- Hydro and mini hydro
- Dam engineering & dam safety
- Transline
- Substation
- Electrical System Design
- Mechanical System Design
- Geotechnical
- Structural
- Construction Personnel



## Worldwide Manpower Supply

- ◆ Bangladeshis are the most sought after nationals across the world. Be it United States or Germany one will not just find scores of employed Bangladeshis but also people who have done extremely well in their respective vocations. Although the trend has got a boost in recent times, thanks to the fact that the world is a global community today, it has a traditional character to it. In other words the world truly has become an oyster for the young & ambitious Bangladeshis. We are global player in the field of Manpower Consultancy from Bangladesh.
- ◆ This service includes computerised dose tracking of our client's requirements, selection, mobilization and immediate project implementation.
- ◆ We are one of the best-known Manpower Recruiting Agencies in Bangladesh. Our success can be aptly described in terms of the credibility, we have established, with the candidates & the corporate alike.
- ◆ Our commendable performance -that of acting as a bridge between the employers & the aspirants-has been facilitated by three factors: methodology, huge data bank of candidates & reputed houses we provide placements in. Of all, our method of recruitment is worth a special mention. Modeled on the varying needs of the industries, the procedure largely aims at providing the companies with candidates matching their demands in exact terms & giving the candidates a better sense of direction & a major confidence boost.

## Retail Recruitment Services

### Retail Industry

- ◆ **AL RAFI TRADE INTERNATIONAL** has built a reputation of supplying high quality recruitment services to the retail industry for 23 years.
- ◆ Our success within the retail industry is attributable to the pooling of industry knowledge by reputable industry specialists. **AL RAFI TRADE INTERNATIONAL** has built a team of senior consultants and a support staff who has extensive experience with some of the country's largest retailers including department stores, discount and specialty store groups.

### We have conducted recruitment assignments for a full range of functional/ management roles including:

- |                           |                           |
|---------------------------|---------------------------|
| - Chief Executive Officer | - Chief Financial Officer |
| - Buying                  | - Store Operations        |
| - Supply Chain            | - Logistics               |
| - Information Technology  | - Sales/Marketing         |
| - Visual Merchandising    | - Property Management     |
| - Leasing                 | - Human Resources         |

## Retail Recruitment Services

- ◆ As a leading and growing specialist pharmaceutical and healthcare industry recruitment agency, **AL RAFI TRADE INTERNATIONAL** aims at managing reality with Innovation to produce:

- The highest quality outcomes in pharmaceutical and healthcare recruitment.
- Dedicated best practice attitude treating both candidate and client equally and fairly.
- The highest possible confidentiality.
- Competency-based interviewing & selection techniques.
- Trust, judgment, ethics, integrity and professionalism.
- Best service for the best results.
- Reduce recruitment costs and improve staff retention.

- ◆ **AL RAFI TRADE INTERNATIONAL** is an international recruitment agency with over 17 years of recruitment experience. Specializing in the healthcare sector we are able to provide a complete recruitment solution for all areas within healthcare and medical recruitment. Following a large hospital project we are now able to offer the following services across all areas.

### Free Agency Staff Scoping Service

- ◆ Assessment of existing agency usage, and reporting opportunities for cost savings
- ◆ Free of charge
- ◆ Comprehensive overview of agency spend
- ◆ Subsequent cost savings

### Project Management

**Short and long term partnership agreements to address specific HR issues. Recent assignments include:**

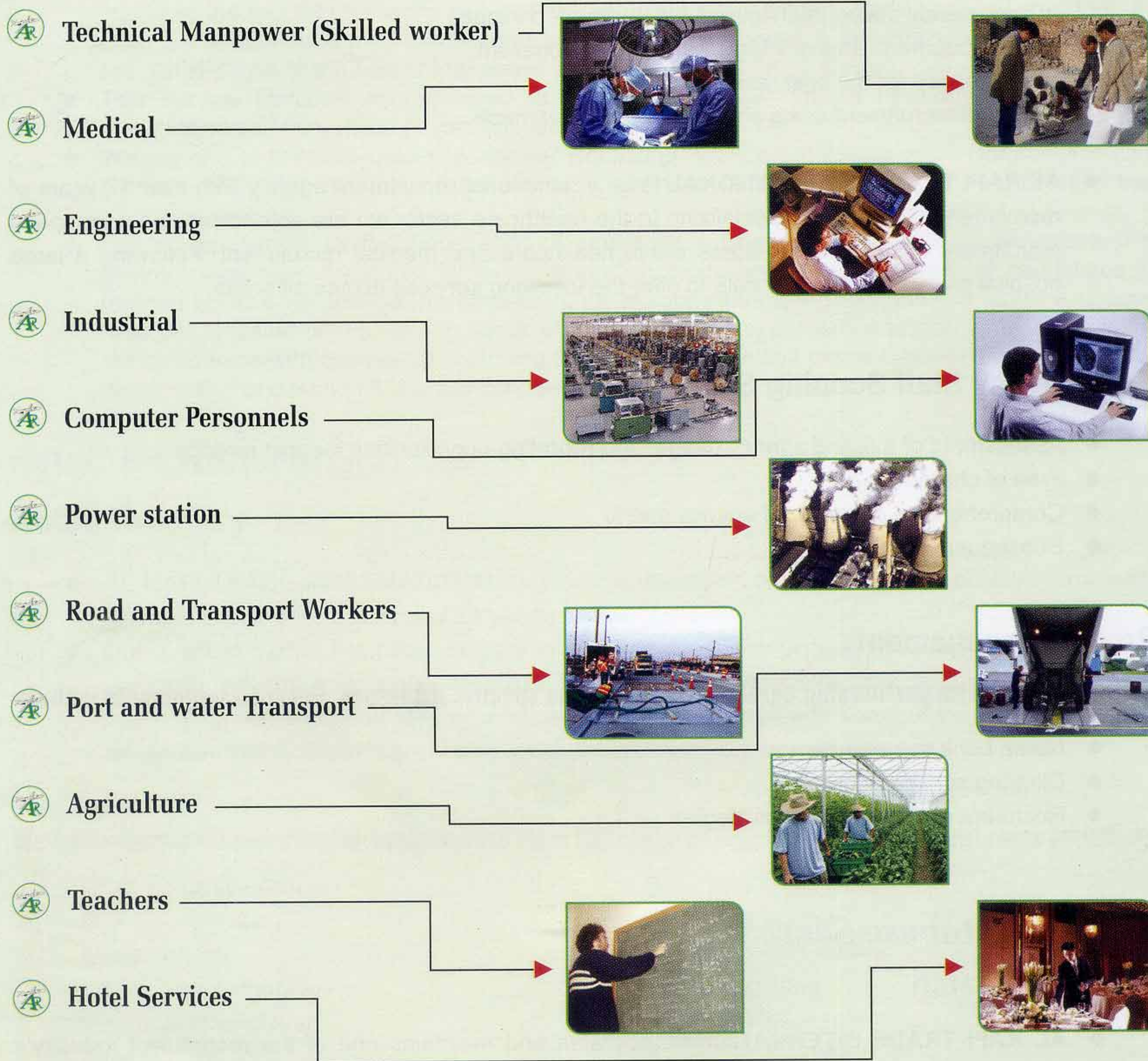
- ◆ Nurse bank management
- ◆ Clearing service backlogs
- ◆ Recruitment and retention strategies

### Resume Database Search

#### Database Search

- ◆ **AL RAFI TRADE INTERNATIONAL** operates and maintains one of the recruitment industry's most detailed, highest quality and systemized databases. This database is used extensively and for most of the assignments we undertake.
- ◆ While this database is useful for all industry categories, it is amongst the world's best for the construction industry and we believe it is unparalleled in the mining industry.
- ◆ The use of this database provides high quality candidates to clients, coupled with speed and efficiency. Candidates' confidentiality is protected and they have potential access to some of the world's major employers in a variety of industries.

# Resource of Manpower



## Miscellaneous Manpower

Qualified Photographer, Printer, Printing Technician, Musical Entertainer, Tailors, Sewing Operators, Hair Dresser, Shoe Maker, House Keeper, Cleaners and all Types of Semi-Skilled and un-Skilled workers are available for Employment abroad.

# *Training Academy*



# *Major Countries for Manpower Export from Bangladesh*

- ④ Kingdom of Saudi Arabia
- ④ Malaysia
- ④ South Korea
- ④ State of Kuwait
- ④ United Arab Emirates
- ④ Singapore
- ④ State of Qatar
- ④ Sultanate of Oman
- ④ State of Bahrain
- ④ Great Socialist Peoples Libyan Arab Jamahiri ya




## *Service Means*

 Quality

 Speciality

 Efficiency

and

 Promptness








## *We Believe and Committed*



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Recruiting Licence No. RL-722

## ***Our Sister Concern***

-  Banga Raja Money Exchange
-  Banga Raja Travels Services
-  Reliance Shipping Services
-  Bengal Leather Complex
-  Rangdhanu Fashion & Handicraft

## ***Contact***

### **M/s. Al-Rafi Trade International & BangaRaja Travel Agency**

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Mobile : 88-01711532140, 01916765704, Fax: 880-2-9347316

E-mail : [alrafiti@yahoo.com](mailto:alrafiti@yahoo.com), [info@alrafibd.com](mailto:info@alrafibd.com)

Website : [www.alrafibd.com](http://www.alrafibd.com)

# MAP OF BANGLADESH





# *Bangladesh in Brief*

*Official Name : The Peoples Republic of Bangladesh*

*Capital : Dhaka*

*Area : 1, 47, 570 Sq. km.*

*Population : 150 Million 2008*

*Religion : 88% (Muslim) 10% Hindu, Others 02%*

*Literacy : 65%*

*Languages : 95% Bangali, 5% Others Dialects, English is widely spoken*

*Currency : Taka ( 1 US\$ = 68.5)*

*Climate : Moderate*

*Main Export : Readymade Garments, Frozen food, Tea, Jute Products, Leather Products  
Handicrafts, Ceramics, Medicine etc.*

*Main Import : Wheat, Crude oil, Raw-Cotton, Edible oil, Steel, Capital Machinerries  
Computer, Automobile etc.*

*Life Expectancy: 70 years*





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