

Commitment for
excellence

Company
Profile

ISO:9001-2015
CERTIFIED

A Platform for Employment & HR solutions



ANCHOR MANPOWER SERVICES (PRIVATE) LIMITED

**A vista of job opportunities for professionals
A hub of Skilled Workforce for every Industry**



CREATE YOUR FUTURE...



“Nothing is impossible to achieve, Determination makes dreams come true, The harder you work for your dreams, The greater you will feel when you achieve it.”

“Dream Bigger”



ANCHOR MANPOWER SERVICES (PRIVATE) LIMITED



AN OVERVIEW

The essential element in the planning and implementation of projects in an organization is the provision of human resource. It is the diversity and quality of manpower, which plays a vital role to make things happen at all levels from conception to completion. While management can formulate the policies required to meet the specific objective within specific financial parameters to complete the project on time.

Anchor Manpower Services (Private) Limited is proud of the fact that; we are a professional company dedicated to export quality workforce from Pakistan to anywhere in the world. Our team of management and human resource experts fully utilize their experience and expertise to execute the recruitment, staffing, HR development and HR solutions to our clients. We take it as a great pride that our services has been widely appreciated and recognized by our clientele and their feedback undeniably inspire us to do even more better in our field of specialization.

THE SKY'S THE LIMIT...



CEO MESSAGE

All praises to ALLAH ALMIGHTY, our GOD, Creator of the heaven and the earth, the most merciful and the most powerful. I am delighted to introduce Anchor Manpower Services (Private) Limited a trust worthy and reliable name in the field of recruitment, overseas employment, HR development and solutions provider. We work diligently with the focus to make ourselves the leading recruitment agency of Pakistan.

We at Anchor Manpower Services (Private) Limited are highly conscious of the fact that our success and growth is directly linked to the satisfaction of our clients. We believe in having a deep understanding of the needs and business objectives of our clients to facilitate them in productivity and improve bottom line profitability. In fact; we have always maintained best and long lasting relations with our clients for the mutual interest and coordination.

It gives me immense pleasure and self satisfaction to lead a team of highly talented and specialist recruitment professionals who passionately love what they do and are experts in providing timely and accurate services to our clients. Our staff works hard to provide quality and cost effective services to our clients. We promise to transparency and established quality service standards has earned us great amount of respect in our community and amongst our valuable clients.

We assure all of our stakeholders with quality and timely services at Anchor Manpower Services (Private) Limited, and hope to form long lasting relationship.

Naseer Ahmed
Chief Executive Officer





INTRODUCTION



Anchor Manpower Services (Private) Limited (AMS) is a company registered under the laws of Pakistan with Securities & Exchange Commission of Pakistan under registration No. 0096894. Anchor Manpower is an authorized company to recruit and supply Pakistani workforce worldwide under License No.4019/LHR, issued by Bureau of Emigration and Overseas Employment, Ministry of Overseas Pakistanis and Human Resource Development, Government of Pakistan. Anchor Manpower has its corporate office in Islamabad along with a chain of associate offices covering almost all major cities of Pakistan to run its smooth operation.

AMS is the only quality manpower supplier in Pakistan intervene in training activities carried out at its associate state of the art Vocational, Technical & Professional Training Institute. We also source quality workforce from associated technical and vocational institutes after carefully examining the curriculum being taught at those institutes including the duration of training, theory & practical ratio, internship, emphasizing safety and above all the faculty itself. We arrange special ethical in-house training and awareness sessions for cultural harmony of the host country before mobilizing the workforce.

Anchor Manpower Services (Private) Limited believe in developing true partnership with our clients in order to fully understand their goals and needs. We believe in one overarching dream to provide the best return on our client's investment in human capital. We strictly follow this statement: Choose the right person for the right job. Our business is based on mutual trust, respect and transparency and this helps us to build long lasting relationships with our clients.



An organization backed by result-driven expertise in recruitment solutions

OUR TEAM



Anchor Man power, has highly motivated, confident and professional team, capable of handling matters related to manpower mobilization. The management and team members are fully aware of delicacies involved in the workforce export process including medical, immigration, ticketing and above all providing awareness to the workforce of the culture and legal formalities of the employer's country. The management is confident that we shall satisfactorily meet the employer's demand in minimum possible time without compromising on the quality and competency of workforce.

Vision



Be a leader amongst various workforce, HR development and solutions providers with firm commitment for excellence by serving all stakeholders.

Mission



Our mission is to provide Industry-specific highly skilled workforce, serving stakeholders prosperity, satisfying the needs of our Clients and career advancement of Pakistani workforce to make their own destiny by maintaining the highest standards of self-respect and integrity.

Our Values





COMPANY OPERATION

Anchor Manpower Services (Private) Limited offers complete recruitment and HR development solutions to the companies using the most proven methods and techniques to hire quality manpower for successful execution of their projects. In order to be performance driven and accelerate the recruitment process, we customize recruitment strategy by utilizing multiple sourcing channels and validated cultural assessments. We deliver a diverse workforce that meet organizations specific cultural and strategic requirements. We pride ourselves on our professionalism, efficiency, attention to detail and ability to deliver on time.

OUR STRENGTH

Anchor Manpower Services (Private) Limited boasts a reputation of the highest achievement, empowering its client's growth through capacity building, staffing and recruitment of highly motivated and result oriented team. We have the privilege of serving many of the leading multinationals.

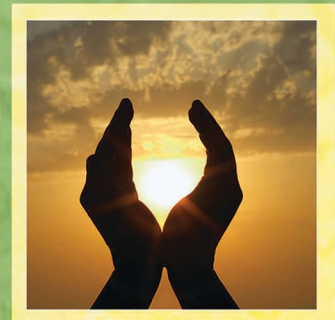
We utilize the most comprehensive sourcing and selection tools when undertaking an assignment to select suitable workforce for our clients. Irrespective of our client's recruitment need and the brand with which they engage to satisfy their workforce requirements, we have access to the tools and resources to ensure the very best fit between company culture and individual talent every time.

We pride ourselves for our operational transparency, real time updates and formation of weekly activities reports outlining the undertaking assignment's status for each client. We develop work flow-driven talent acquisition strategies for organization. By analyzing internal human recourses, we develop a co-sourcing platform to have shared responsibility of the recruitment process. We adhere to clearly preset timelines to deliver high volume hiring with no compromise in terms of quality.

Corporate Social Responsibility (CSR)

Anchor Manpower Services (Private) Limited believes in development of mutual trust, respect, transparency and equal opportunity to build wider community and ensure we operate as an ethically sound and responsible organization.

We see CSR as a way for us to help those who wish for a respectful livelihood but lack of resources to change their lives. We provide them ample opportunities to change their lives. As part of our CSR policy, we dedicate ourselves for development of society's general masses for a better prospect by providing equal opportunities through intervening in associate training institute to encourage participation from unprotected and neglected segments of the society and sponsor their training and employment expenses.



Diversity & Inclusion

Having a diverse workforce is a key to success. We've seen that maintaining a diverse team is good both for business and the right thing to do as a productive citizen of an increasingly global, multi-ethnic, and competitive business environment. At Anchor Manpower Services (Pvt) Limited; we place diversity and inclusion at the heart of everything we do.

We consider the four types of diversity:

Occupation

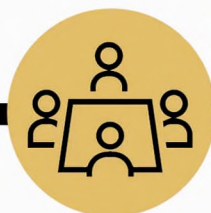
Difference in Skills and Abilities

Personality Traits

Value and Attitude



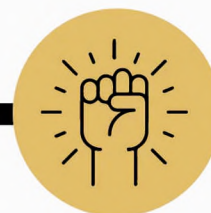
Fairness and
respect



Valued and
belonging



Safe and open



Empowered and
growing



AREAS OF SERVICES

We focus to provide complete recruitment, HR development and solutions to our clients. We ensure to meet the client's needs by providing an excellent service backed by a highly experienced and professional team to support. We offer specialized workforce at all levels in following industries:



Construction

We provide quality workforce for Civil Engineering and Infrastructure Projects of our Clients. These Projects range from Roads, Bridges, High Rise Buildings, Dams, etc. We have extensive experience in the Construction and Infrastructure Recruitment Fields and have the capability to locate the most suitable resources for the specific needs of our Clients.



Oil, Gas, Petrochemicals and Chemicals

The Oil and Gas, Petrochemical and Chemical Industries have been one of our Core Service Areas. We are recognized as one of the leading providers of workforce at different levels in this industry comprising Engineers, Supervisors, Foremen, Technicians and Technologist. We have recruited workforce for many Projects for Government and Private Companies and Contractors across the Middle East.





Energy

We have been providing workforce for Power Plants, Grid Stations, Transmission Lines etc. at different levels in this industry comprising Engineers, Supervisors, Fitters, Welders, Operators, Technicians etc.



Automobile

We have been providing workforce at different levels in this industry comprising Engineers, Supervisors, Assembly Technicians, Welding Technicians, Denting & Painting Line Technicians, Quality Control, Sales Workforce, Service Men, Auto-Electrician, Mechanics and Maintenance Technicians etc.



Metals, Minerals and Mining

We have been providing workforce at different levels in this industry comprising Engineers, Foremen, Supervisors, Surveyors, Equipment Operators, Machine Operators, Drillers, Blasters, Fitters, Welders, Mechanics, Miners, and Safety Personnel etc.



IT & Telecom Sector

We have a dedicated team specializing in IT & Telecom sector to meet the requirements of our valued clients. We have been providing workforce at different levels in this industry comprising Engineers, Developers, Programmers, Supervisor, Technicians, Cable jointers etc.

AREAS OF SERVICES



Hospitality & Facility Management

We have expertise in providing Hospitality and Facility Management workforce and Training Services to our Clients within the Hospitality and Facility management domain. We have been providing workforce at different levels in this industry comprising Managers, Front Office Staff, Sous Chefs, Continental Cooks, Line Cooks, Commis, Kitchen Staff, Housekeeping, Captains & Stewards, Waiters, Gardeners, Administrative & Maintenance, Event management etc.



Logistics

We have a team of experts who have extensive experience and in-depth knowledge of the Logistics and supply chain talent landscape. We value each of our client's unique needs and preferences and help them by identifying the right talent based on their requirements. We have expertise in providing workforce at different levels in this industry comprising Transport Manager, Scheduler, Operations Manager, Warehouse Manager, Heavy Duty Drivers etc.



Healthcare and Pharmaceuticals

We are specialized in the recruitment of Health care professionals, such as Specialist & G.P. Doctors, Nurses, Laboratory Technicians, Para-Medical Staff and other Allied Technicians from Hospitals and Clinics to our Clients. The Hospitals that we cater to come under the Ministry of Health as well as under Private Management across various Countries of the World.





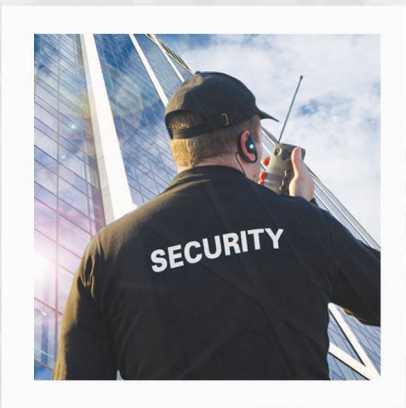
Industrial

We are specialized in the recruitment of quality workforce at different levels of various industries comprising Managers, Engineers, Supervisors, Foremen, Fitters, Electricians, Welders, Plumbers, Machine Operators for Industries such as Textiles, Garments, Fertilizers, Iron & Steel, Plastic processing, Waste and Water Treatment, Paints, Cement, Paper & Packaging etc.



Education

We are also very well poised to provide well-qualified & trained Teachers for all subjects, for Junior School, Middle School and Senior School. Also, Lecturers and Professors for Colleges and Universities. Further to the above Sports Teachers / Coaches and Teachers for the Specially abled Children are also Available.



Security

In the Security Sector we are poised to provide workforce at different levels in this sector comprising Trained Security Guards, Security Officers, Security Supervisors, Armed Guards, Armoured Car Guards, Dog Handlers, Personal Bodyguards, Guards for Hospitals, Industrial Units, Corporate Office etc.



Other Areas

Other than above categorized sectors/Industries, we also provide professional workforce for below sectors/Departments:

■ Office Administration	■ Agriculture	■ Airlines & Aviation
■ Sales & Marketing	■ Food	■ Airports & Seaports
■ Banking, Finance & Accounts	■ FMCG	■ Shipping
■ Media & Advertisement	■ Dairy	■ Heavy Equipment
■ Printing & Publishing	■ Poultry	■ Fuel Stations
	■ Hypermarkets	■ General Services



WHY PAKISTANI MANPOWER PREFERRED?

Recent report by UNDP on Pakistan's future states that currently, 64% of the nation is younger than 30 years (an age group that we define as the youth).

People in this age are healthiest, best learners and most effective. Pakistan now has more young people than it has ever had, and it is forecasted to continue to increase until at least 2050.

Pakistani Workforce having outstanding characteristics of hardworking, creative, willing to learn and can work well in any fields and environment.

It is well-known and established fact that Pakistani skilled / semi-skilled technicians and workforce, though not expensive, are amongst the world's best effective and efficient personnel in their areas of specialties.

Pakistan has the most talented and educated class of professionals covering almost every sector. Our vibrant and enthusiastic younger generation has always impressed the organizations with their deep insight and technical proficiency.

Furthermore, Pakistan Government also has endeavoured to improve skill and knowledge for human resources; there are hundreds of vocational training institutes and vocational colleges





WHY CHOOSE US?

- Our ability to conduct the process in time, accurate and in complete manner.
- Our flexibility to provide services specially tailored for our client’s individual needs.
- We are committed to keep everything transparent between our clients and workforce.
- Our experience in the field and knowhow of our locality.
- We perform an in-depth pre-screening process to assess performance, skills, interests and abilities of the workforce.
- We document, verify and evaluate each candidates experience and references to select the most suitable.
- We are able to provide personalized recruitment solutions to meet our clients unique needs and according to nature of business; in short we provide better value for money.
- We strategize our approach in finding the desired workforce for our clients even if it means adopting non-conventional ways, By this we approach those people who are too busy to respond to traditional ways of advertisements.
- Despite all the technicalities and documentations, we like to keep things simple for our clients and stakeholders.

How We Work?

After vibrant knocking at the market for excellent workforce, we are in the process of identifying them. We conduct comprehensive interviews with every individual thereafter and acquire detailed information on their educational background, experience, job history, career goals, personality traits, compensation and so on. We handle the mobilization of successful candidates and arrange Visas, Medicals, emigration and Airline tickets along with a wide range of additional services.





BELIEVING IN HARD WORK

AMS CONTRIBUTES TO THE EMPLOYERS

Our selection process is based on a structured and systematic approach, which is proactive, detailed and target oriented. This process begins with understanding the clients needs and goes all the way to follow-up with both clients and deployed workforce post recruitment.

- Serve as a representative/agent after having legally approved power of attorney on behalf of client/employer to supply quality manpower as per the requirement.
- Arrangements for conducting interview/trade testing, short listing, selection on behalf of the clients.
- Dealing with all Government departments needed to complete the recruitment procedure.
- Facilitating for visa process and with Protectorate of Emigration, Government of Pakistan.
- Arranging ethical training and trade knowledge session vary from 2-8 weeks.
- Arranging pre and post departure process training to cater challenges for new migrants that gives a comfort level to employers in receiving the migrants.
- Facilitating in ticketing and departure, and give information to employer.

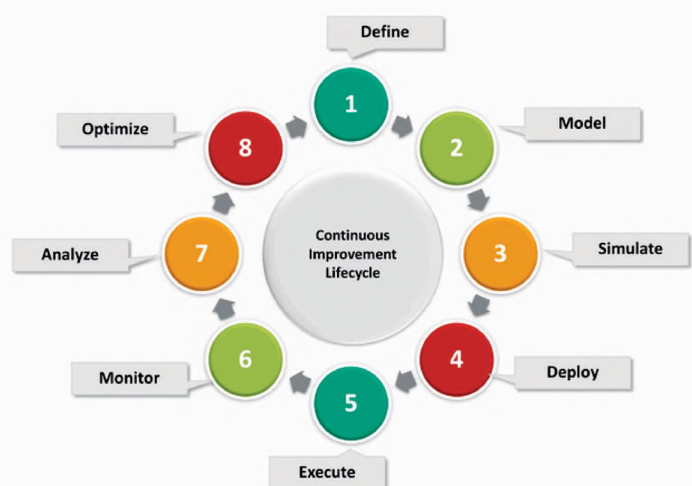
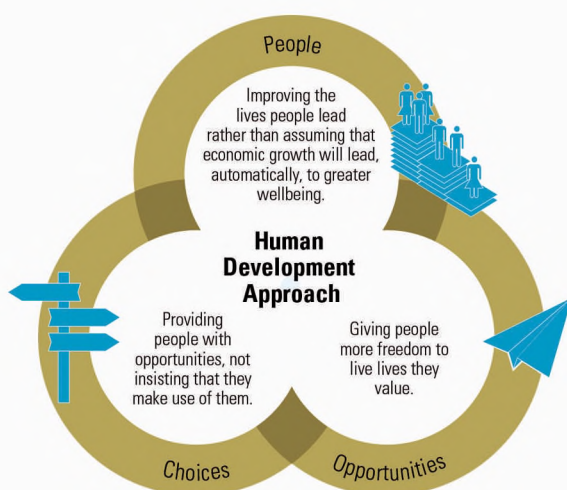


AMS FACILITATES TO THE WORKFORCE

- Negotiate the salary packages, terms, and conditions for employees to get a good income and respect.
- Briefing the candidates about their legal rights, terms and conditions of the employers.
- Serve with knowledge about overseas journey, and provide orientation about the culture, language, food and customs of the host country.
- Provide services to the migrants in completing the required documents like identity cards, passport and all government requirements, to obtain visa from the concerned Embassy / Consulate and keep abreast the employers informed about the progress at every stage.

Arrange pre-departure sessions for:

- Trade knowledge
- Skills upgradation and capacity building
- Life Skills Training:
 - Ethics & Behaviour
 - Health, Safety & Environment
 - Discipline & Inter-Personal Skills
 - Communication Skills
- Migration process and issues
- Helping by facilitating for job searching, conducting interview/test, medical, embassy processes, visa protectorate, ticketing and to overcome the departure challenges.





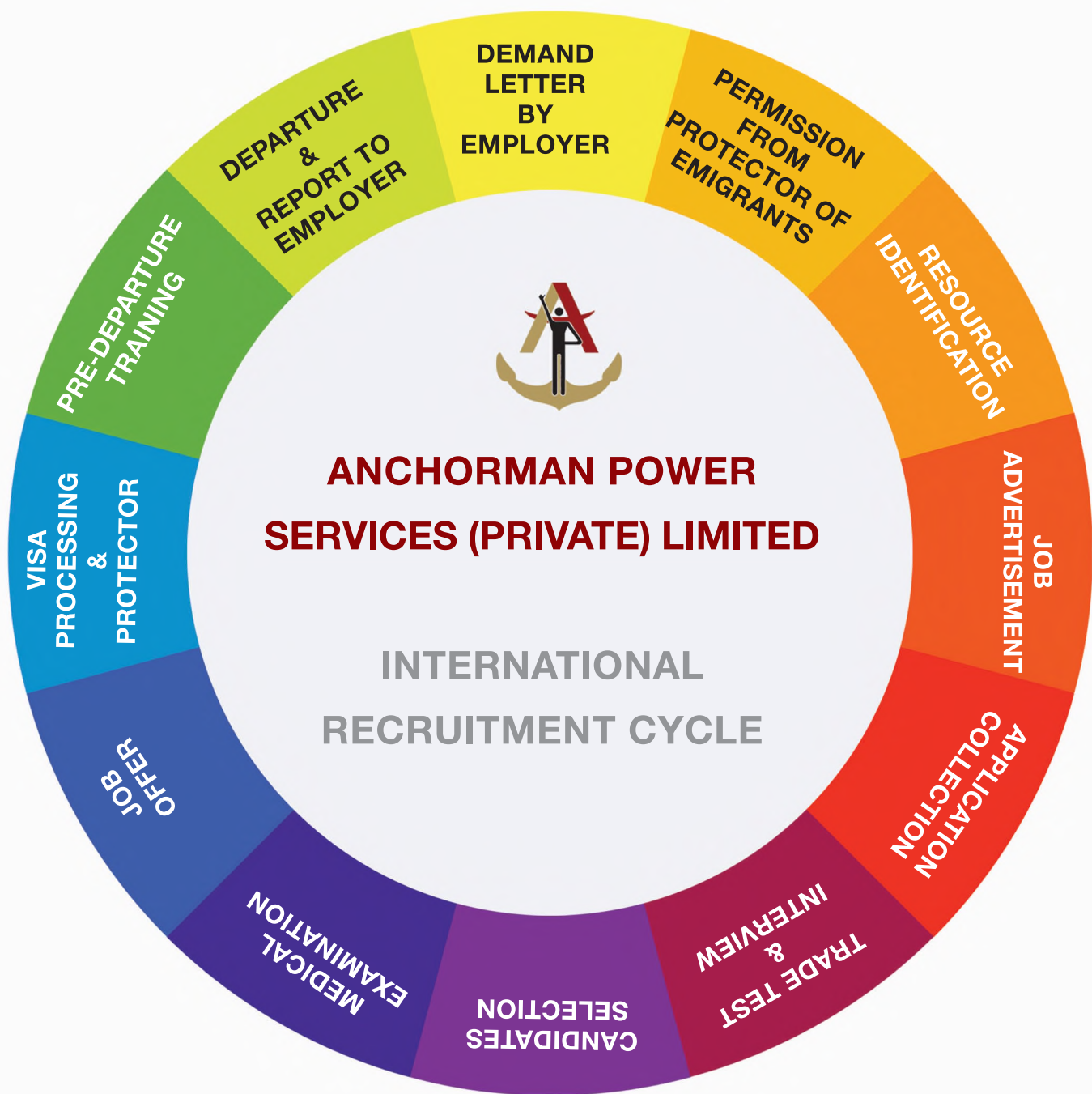
CONTRACT TERMS

FOREIGN SERVICE AGREEMENT GUIDELINES

- Period of Contract: How many days/months/years?
- Probation Period: YES/NO, if YES then how many days/months
(According to labor laws of the host country)?
- Wage/salary: Currency and amount per month?
- Daily working hours: 08 hours per day to maximum 12 hours per day
with 04 hours paid overtime.
- Overtime rate: Rate per hour?
- Weekly Working Days: 5-6 days per week.
- Weekly Rest Day: 1-2 per week paid holiday.
- Accommodation free: YES / NO
- Type of accommodation: Single/Shared
- Food Facilities: YES/NO
- Medical Facilities: To be provided free by the employer
- Transportation: Free transport from residence to work sites will be provided
by the Employer
- Air Ticket: Economy class ticket by air from place of hiring to
employment place and back on expiry of contract to be
provided by employer
- Vacation/ Leave per year: As per contract/Labor Laws of host country?
- Social Security and Old Age: As per the laws of host country Benefits
- Renewal of contract: Is contract renewable or not? If renewable then
who will pay and process for renewal of work permit?



RECRUITMENT PROCEDURE & LEGAL REQUIREMENTS



ANCHOR MANPOWER SERVICES (PRIVATE) LIMITED



Overseas Employment Promoter

Licence No: 4019/LHR

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Faisalabad Office

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