



Tehzeeb Overseas Ltd



# EMPOWER YOUR WORKFORCE WITH **MANPOWER FROM BANGLADESH**

✉ [info@tehzeeboverseas.com](mailto:info@tehzeeboverseas.com)

☎ +880 17 1221 3781

🌐 [www.tehzeeboverseas.com](http://www.tehzeeboverseas.com)

# Welcome Message

It is a great pleasure to introduce our agency, Tehzeeb Overseas Ltd., a specialised and sincere overseas placement company. Even in uncertain economic times, our sound business acumen and a loyal, hard-working group of employees have been responsible for our strength and growth, and we intend to keep building on this solid foundation. The company is based in Dhaka, the capital of Bangladesh.

Bangladesh is extremely rich in human resources, with a vast stock of exportable, surplus professional, technical, skilled, semi-skilled, and general workers.

We have an excellent group of talented and motivated employees. They are the backbone of our business, and we attribute much of our success to them. It is through their dedication that I can say, with confidence, that we are committed to every customer — our overseas employers. We strive to meet all our deliverables, provide the best work possible, and, wherever we can, exceed your expectations.

We welcome the opportunity for new challenges, as our solutions serve both our customers and our overseas employers. Growth is essential for our company to thrive; because business is dynamic, we must grow to survive. We plan and research investments in new technology, new business acquisitions, and people, and these remain an ongoing part of our mission.

Please accept our assurance of the highest co-operation at all times. Our organisation and experienced staff are devoted to giving you a complete solution.

We will greatly appreciate your continued co-operation.

Thank you

**Ismat Zerín**  
**(Managing Director)**

# About us

**Tehzeeb Overseas Ltd.** stands at the forefront of international manpower recruitment services, hailing from the vibrant city of Dhaka, Bangladesh. As a licensed entity, we are dedicated to bridging the gap between skilled blue-collar workers from Bangladesh and industries across Europe and the Middle East. Our expertise encompasses a wide array of sectors, including construction, agriculture, marine and fisheries, oil & gas, and manufacturing, where the demand for diligent and skilled labour is perennial. Our commitment to ethical recruitment practices ensures a transparent, fair, and efficient hiring process for all parties involved.

With years of experience and a deep understanding of the intricacies of international labour markets, Tehzeeb Overseas offers bespoke workforce solutions tailored to meet the specific needs of our partners. Whether it's for contractual engagements or permanent positions, our process is designed to ensure compliance with international labour standards, while also prioritizing the welfare and aspirations of our workforce. Our rigorous selection and training process guarantees that companies receive highly motivated employees, ready to contribute to their success.

## MISSION

To bridge global labour shortages by sourcing, trade-testing, and deploying disciplined, highly skilled Bangladeshi workforce solution through transparent, reliable, and ethically managed international supply chains.

## VISION

To become a globally recognised leader in cross-border staffing, expanding Bangladesh's skilled workforce worldwide while setting benchmark standards for operational integrity and executive liaison.

## VALUE

- **Integrity:** Committed to absolute transparency, ethical recruitment, and regulatory compliance.
- **Excellence:** Delivering pre-screened, and highly capable talent
- **Trust:** Building enduring international partnerships through dependable, professional management

# About Bangladesh



Bangladesh is situated in the north-eastern part of South Asia, between 20°34' and 26°38' north latitude and 88°01' and 92°41' east longitude, bounded by India to the north, east, and west, and by the Bay of Bengal and Myanmar (Burma) to the south. It has an area of 147,570 square kilometres, mostly deltaic plain land crossed by large and small rivers.

The territory comprising Bangladesh was settled by Dravidians, Aryans, and Mongolians before Muslims arrived in the 11th century. The British made it their colony in 1757 and continued their rule until 1947, when the subcontinent was partitioned into independent India and Pakistan. Present-day Bangladesh remained part of Pakistan until 1971, when it emerged as a sovereign and independent state after a nine-month liberation war.

Bangladesh is a highly populated country in South Asia. Its natural and economic resources are not sufficient to provide for all its people's basic needs, and poverty and unemployment remain challenges for the nation. Even so, our people are neither lazy nor inactive — those working abroad are known for their ability, integrity, hard work and, above all, faithfulness. They not only earn foreign exchange but also enhance the name and reputation of their country through their dedication in different parts of the world.

Bangladesh works hard to export its surplus workforce so that its nationals are productively employed. With a vast reservoir of human resources but otherwise limited domestic opportunity, manpower export is of special significance to Bangladesh, employing millions of unemployed workers while earning much-needed foreign exchange for the country's development.

Since 1976, Bangladesh has been exporting manpower to the overseas employment market, with several recruiting agencies operating from the country. We hereby assure all our clients and associates that we will serve them with the utmost sincerity, complete the process in the shortest possible time, and place the maximum number of qualified workers all over the world.

## Tehzeeb Overseas Limited

Managing Director : Ms. Ismat Zerin

Business : Overseas Employment Promotion.  
Overseas Housemaid & Female Worker Supply Agent.

Govt. License no. : RL – 1664

Type of Establishment : Limited Company

Corporate Office : 61/B (1st floor) Malibagh Chowdhurypara, Rampura,  
Dhaka – 1219, Bangladesh

Phone no. : +88-2-48317294 / 222224237 / +880 1712 213781,

email : [tehzeeboverseasbd@gmail.com](mailto:tehzeeboverseasbd@gmail.com)



## Team Structure

Key departments and global offices



**Ismat Zerin**

Managing Director



**MD Towhid Hossain**

Chairman



**S Tauquir Zaidi**

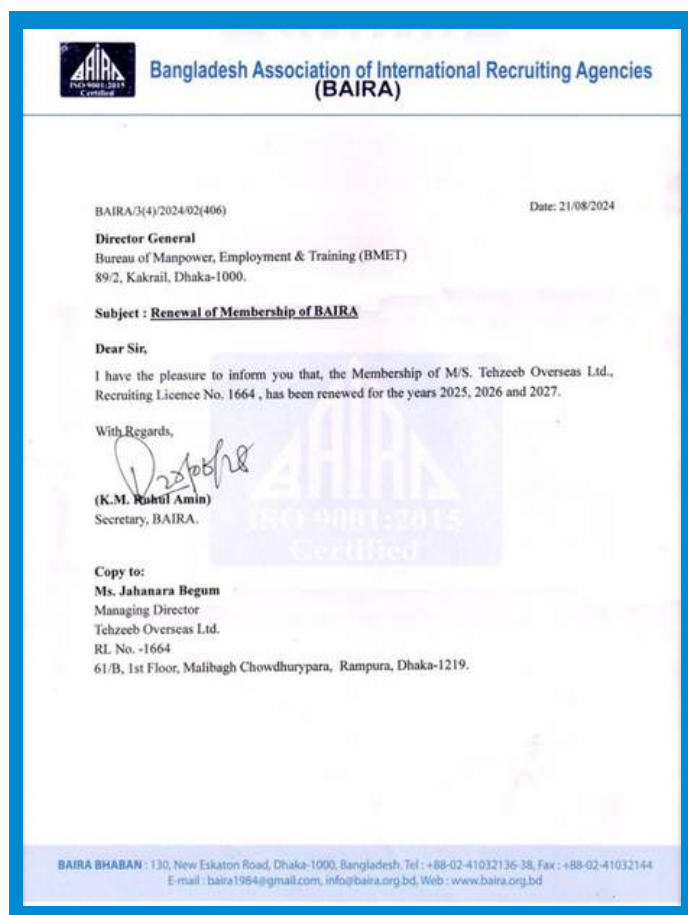
Director (India)

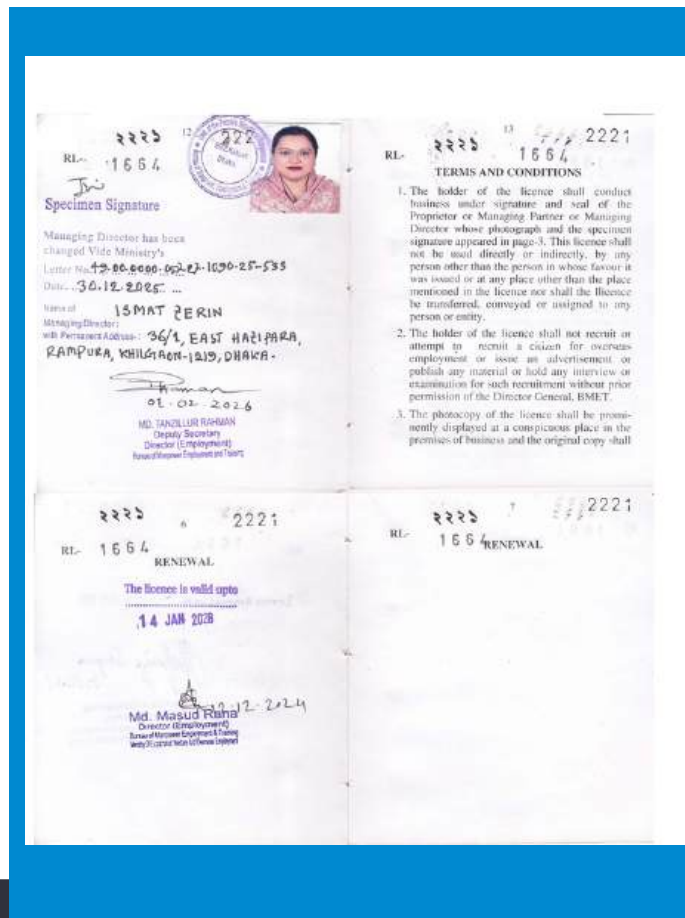
# Group Companies

- Tehzeeb Tours & Travels (IATA Accreditation Agent)
- Tehzeeb Tours & Travels (Hajj Agent)
- Tashdeed International (Export and Import Agent)
- T.H. Cargo Services (Freight forwarding)

# Memberships

- Bangladesh Association of International Recruiting Agencies (BAIRA)
- Hajj Agencies Association of Bangladesh (HAAB)
- Association of Travel Agents of Bangladesh (ATAB)
- The Dhaka Chamber of Commerce & Industry (DCCI)
- Bangladesh Freight Forwarders Association (BAFFA)

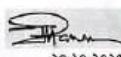


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Managing pre-departure trade testing, medical clearances, visas, BMET processing, and flights.

# Approval to recruit female staff

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <p>গণপ্রজাতন্ত্রী বাংলাদেশ সরকার<br/>জানপাকি কর্মসংস্থান ও প্রশিক্ষণ ব্যুরো<br/>প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়<br/>উপপরিচালক কার্যালয়-১<br/>৮/৯/২, কাকরাইল, ঢাকা</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                               |
| স্মারক নম্বর: ৪৯.০১.০০০০.০০০.০০০.২৪.০২২৯.২৫.০৮৮/১                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | তারিখ: ৪ কার্তিক ১৪৩২ বঙ্গাব্দ<br>২০ অক্টোবর ২০২৫ খ্রিষ্টাব্দ |
| <p><b>বিষয়:</b> বিদেশে বাংলাদেশি মহিলা পুঙ্কমী প্রেরণের অনুমতি প্রদান প্রসঙ্গে।</p> <p>সূত্র: প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়ের পত্র নং-৪৯.০১.০০০০.০০০.০০০.২৪.০২২৯.২৫.০৮৮/১-১৬৪, তারিখ: ০১/০৮/২০২৪ খ্রি:</p> <p>উপর্যুক্ত বিষয়ের প্রেক্ষিতে জানানো যাচ্ছে যে, রিক্রুটিং এজেন্সি তেহরীব ওভারসীজ সি: (সারএল-১৬৬৪) কে সুপারিশ স্মারকমূলে বিদেশে বাংলাদেশি মহিলা পুঙ্কমী প্রেরণের অনুমতি প্রদান করা হয়েছে। রিক্রুটিং এজেন্সি নিয়োগপ্রাপ্ত আনুমানিক বার্ষিক ১৫,০০,০০০/- (পনের লাখ) টাকার এজিডার করা প্রদান করেছে। মহিলা পুঙ্কমীর নিকট থেকে অভিবাসন ব্যয় বাবদ কোন অর্থ গ্রহণ করবে না অর্থাৎ ০০০ (তিনশত) টাকার নন-প্রুটিশিয়াল স্ট্যান্ডে অসীকারনামা দাখিল করার নিম্নবর্ণিত শর্ত প্রতিপালন সাপেক্ষে রিক্রুটিং এজেন্সি তেহরীব ওভারসীজ সি: (সারএল-১৬৬৪) কে বিদেশে বাংলাদেশি মহিলা পুঙ্কমী প্রেরণের কার্যক্রম প্রদানের অনুমতি নির্দেশক্রমে প্রদান করা হলো।</p> <p>শর্তাবলী:</p> <p>ক) অনুমতিপ্রাপ্ত রিক্রুটিং এজেন্ট বর্তমানে বলবৎ এবং ভবিষ্যতে সরকার কর্তৃক প্রণীতব্য সকল বিধি-বিধান মেনে চলতে বাধ্য থাকবে;</p> <p>খ) বিদেশে মহিলা পুঙ্কমী প্রেরণের জন্য তাদের নিকট থেকে অভিবাসন ব্যয় বাবদ কোন অর্থ গ্রহণ করতে পারবে না;</p> <p>গ) নির্ধারিত বাংলাদেশি মহিলা কামীপণের বিদেশে প্রেরণের পূর্বে অবশ্যই প্রশিক্ষণ গ্রহণ করতে হবে;</p> <p>ঘ) মহিলা কামীপণের বিষয়টি যাবতীয় নথি প্রদান করার ক্ষেত্রে একজন মহিলা স্টাফ রাখতে হবে;</p> <p>ঙ) ২৫ (বিশ) বছরের নিম্নে কোন মহিলা পুঙ্কমী প্রেরণ অথবা মানব পাচার করলে আইন ও বিধি মোতাবেক আইনগত ব্যবস্থা গ্রহণ করা হবে;</p> <p>চ) আগামী ১৫ (পনের) দিনের মধ্যে আবেদনকারীকে রিক্রুটিং এজেন্টের যাবতীয় তথ্যাদি <a href="http://www.raims.bmet.gov.bd">www.raims.bmet.gov.bd</a> এই লিংকে প্রবেশ করে অন্তর্ভুক্ত করতে হবে এবং</p> <p>ছ) প্রকটকর্ম এর পত্র ২৭/১১/২০২১ তারিখের ৪৯.০১.০০০০.০০০.০০০.০০০.২১-০১৭ সংখ্যক স্মারকমূলে রিক্রুটিং এজেন্ট কর্তৃক দাখিলকৃত আনুমানিকের সূত্র হিসেবে প্রাপ্ত ওভেল আর্টস কল্যাণ অফিসে জমা হবে।</p> <p>জ) রিক্রুটিং এজেন্টকে আইনের সঠিক সামগ্রিকশূন্য হওয়া সাপেক্ষে, সরকার কর্তৃক, সময় সময়, আদেশ দ্বারা, নির্ধারিত অন্যান্য শর্ত প্রতিপালন করতে হবে;</p> <p>ঝ) এছাড়াও এ স্মারক পত্র ০২/০২/২০০৭ তারিখের প্রকটকর্ম-৫/৫-২/২০০৫/১২৮ নম্বর স্মারকের পরিপন্থে উল্লিখিত শর্তাবলী অনুসরণ করতে হবে।</p> |                                                               |
| <p><br/>২০-১০-২০২৫<br/>মো: তোহিদুল রহমান<br/>পরিচালক</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |
| <p>তেহরীব ওভারসীজ সি: (সারএল-১৬৬৪)<br/>৬১/বি, মালিবাগ চৌধুরীপাড়া, রামপুরা ঢাকা-১২২৯।</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |

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| স্মারক নম্বর: ৪৯.০১.০০০০.০০০.০০০.২৪.০২২৯.২৫.০৮৮/১ (৯)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | তারিখ: ৪ কার্তিক ১৪৩২ বঙ্গাব্দ<br>২০ অক্টোবর ২০২৫ খ্রিষ্টাব্দ |
| <p><b>সদয় জ্ঞাতার্থে/জ্ঞাতার্থে (জ্যেষ্ঠতার ক্রমানুসারে নয়):</b></p> <p>১। মাননীয় উপদেষ্টার একান্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়, ঢাকা (মাননীয় উপদেষ্টা মহোদয়ের সদয় জ্ঞাতার্থে);</p> <p>২। মাননীয় সিনিয়র সচিব এর একান্ত সচিব, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়, ঢাকা (মাননীয় সিনিয়র সচিব মহোদয়ের সদয় জ্ঞাতার্থে);</p> <p>৩। পরিচালক (বহির্গমন), বিএমইটি, ঢাকা।</p> <p>৪। ডায়রেক্টর (প্রশ্র)/প্রথম সচিব (প্রশ্র), প্রবাসী কল্যাণ উইং, ....।</p> <p>৫। সিনিয়র সহকারী সচিব, মনিটরিং শাখা, প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়, ঢাকা (সদয় জ্ঞাতার্থে);</p> <p>৬। সিস্টেম এনালিস্ট, বিএমইটি, ঢাকা (বিএমইটি'র সার্ভারে এন্ট্রি অনুপ্রবেশ);</p> <p>৭। মহাপরিচালক মহোদয়ের ব্যক্তিগত সহকারী, বিএমইটি, ঢাকা (মহাপরিচালক মহোদয়ের সদয় অবগতির জ্ঞাতার্থে);</p> <p>৮। অতিরিক্ত মহাপরিচালক (কর্মসংস্থান/প্রশিক্ষণ) মহোদয়ের ব্যক্তিগত সহকারী, বিএমইটি, ঢাকা (অতিরিক্ত মহাপরিচালক মহোদয়ের সদয় অবগতির জ্ঞাতার্থে);</p> <p>৯। অফিস কপি, ..।</p> |                                                               |
| <p><br/>২০-১০-২০২৫</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |

# Demand letters

## LETTER OF DEMAND



Tehzeeb Overseas Limited  
Licences No: RL-1664  
61/B, Malibagh, Rampura, Dhaka-1219, Bangladesh

Dear Sirs,

We, Radisson Blu Doha - Qatar do place an order with Tehzeeb Overseas Limited ,  
Dhaka, Bangladesh having license no. RL-1664 to recruit the below mentioned  
workers to work for our company in Doha - Qatar under the conditions.

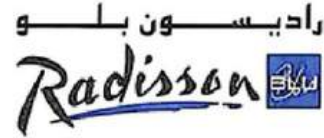
| Sr. No. | Category                  | Required Qty | Salary QR  |
|---------|---------------------------|--------------|------------|
| 1       | Receptionist              | 04           | 1500       |
| 2       | Reservation Clerk         | 02           | 1500       |
| 3       | Guest Relations Officer   | 03           | 1400       |
| 4       | Business Center Secretary | 02           | 1800       |
| 5       | Telephone Operator        | 02           | 1200       |
| 6       | Doorman/Driver            | 02           | 1200- 1400 |
| 7       | Bellman                   | 02           | 1100-1200  |
| 8       | Housekeeping Supervisor   | 02           | 1500       |
| 9       | H/K Attendant             | 06           | 1100-1200  |
| 10      | Rest. Cashier             | 04           | 1200-1400  |
| 11      | Accounts Clerk            | 02           | 1500       |
| 12      | Asst. Income Auditor      | 02           | 1800       |
| 13      | Lifeguard/Pool Attendant  | 02           | 1200-1400  |
| 14      | GYM Instructor            | 02           | 1200-1400  |
| 15      | Masseuse                  | 02           | 1200-1400  |
| 16      | Laundryman                | 02           | 1100       |
| 17      | Security Officer          | 02           | 1500-1600  |
| 18      | Cleaner                   | 03           | 1100       |
| 19      | Barman                    | 02           | 1200       |
| 20      | Waiter / Waitress         | 05           | 1100       |
| 21      | Chef De Partie            | 02           | 2200-2500  |
| 22      | Demi Chef De Partie       | 02           | 1500- 1800 |
| 23      | Commis Cook I,II,III      | 03           | 1100- 1400 |
| 24      | Kitchen Steward           | 05           | 1100       |
| 25      | A/C Mechanic              | 03           | 1800-2000  |

Radisson Blu Hotel  
Salwa Road, PO Box 1768  
Doha, State of Qatar  
Tel: +974 4428 1428  
Fax: +974 4441 0941  
info.doha@radissonblu.com  
radissonblu.com/hotel-doha



فندق راديسون بلو  
شارع سلوى ص ب ١٧٦٨  
الدوحة - دولة قطر  
هاتف: ١٤٢٨ ٤٤٢٨ +٩٧٤  
فاكس: ٠٩٤١ ٤٤٤١ +٩٧٤  
info.doha@radissonblu.com  
radissonblu.com/hotel-doha

# Demand letters



|    |              |           |           |
|----|--------------|-----------|-----------|
| 26 | Electrician  | 02        | 1800-2000 |
| 27 | Plumber      | 02        | 1800-2000 |
| 28 | Mason        | 02        | 1600-1800 |
|    | <b>TOTAL</b> | <b>72</b> |           |

1. Free accommodation will be provided by the employer
2. Free Medical Facilities will be provided by the employer
3. Free Food will be provided by the employer
4. Uniform will be provided.
5. The monthly salary will be paid in addition to the above mentioned facilities
6. The Contract period will be for a period of (2) years & renewable by mutual agreement
7. Working hours shall be 08 hours+over time & 6 days per week.
8. One day off for all employees
9. Probation period six months & period of contract is for (2) years
10. The employer will provide the air tickets on commencement of employment and after completion of the contract free of charge for all employees.
11. The 1<sup>st</sup> party (Employer) shall undertake the full cost of the 2<sup>nd</sup> Parties (Employees) working residence permit.
12. The employer should be responsible to insure the employees according to the Qatar Labour Law.
13. All other terms & conditions of employment shall be in accordance to Qatar Labour Law.

Radisson Blu Hotel Doha

SAAD ABDOUN  
HUMAN RESOURCES MANAGER



Radisson Blu Hotel  
Salwa Road, PO Box 1768  
Doha, State of Qatar  
Tel: +974 4428 1428  
Fax: +974 4441 0941  
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radissonblu.com/hotel-doha

فندق راديسون بلو  
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# Demand letters



To:

Date: 09.08.2022

Tehzeeb Overseas Limited  
Licences No: RL-1664  
61/B, Malibagh, Rampura,  
Dhaka-1219, Bangladesh

## DEMAND LETTER

We M/S. ARABIA TAXI TRANSPORTATION L L C. License no. CN 1009013 with office address 11, Al Maqta' St, Al Rabdan, P.O.Box: 111126, Abu Dhabi, UAE with reference to our power of attorney executed by us in your favor, we hereby request you to kindly supply the following category candidates to work in our organization.

| Sr No | Category    | No Required | Salary Inclusive of Commission(AED) |
|-------|-------------|-------------|-------------------------------------|
| 1     | Taxi Driver | 50          | 1,500/-                             |

### Terms & Conditions:

1. Place of Employment : UAE
2. Period of Employment : 2 Years with renewable
3. Working Hours : 9 Hours/day (As per Labor Law)
4. Accommodation & Transportation : Provided by the Company
5. Food : Provided by the Company
6. Probation Periods : 6 Months
7. Leave Benefits : As per UAE Labor Law
8. Medical : Free medical card provided
9. Overtime : Provided by the Company
10. Air Passage : Every two years
11. Working Days : 6 Days per week
12. Language : English

- The candidates shall enter their own ticket from Myanmar to Dubai.
- The candidates must proceed for the complete medical test in Myanmar prior to their arrival.

All other benefits as per the UAE Labor Law.

Thanks & Regards

Rawoof Ali F,  
Executive Director,  
Arabia Taxi Transportation L L C,  
Abu Dhabi – UAE.

أ. م. فرحات  
A FRANCHISEE OF CENTER

www.arabiataxi.ae  
Arabia Taxi Transportation L.L.C. P.O. Box: 191126

الإمارات العربية المتحدة  
UNITED ARAB EMIRATES  
Ministry of Economic Affairs  
www.mea.gov.ae

29/08/2022 12:18 : التاريخ  
22143749472 : رقم  
رسوم: درهم إماراتي 2000 : AED  
تصديق من مصلحة ختم وتوقي  
خوفاً لغرض اعتمادها لوثائق  
لأن العمل في مملكة دولة الامارات

15431903



00011026 / 8/19/2022  
<https://digital.abudhabichamber.ac/Portal/certificate-validation>

HIRE CARS

للتاكسي العربية للمواصلات د.  
Website: www.arabiataxi.ae

# Demand letters



## DEMAND LETTER

Date: 15th November 2020

To,

**Tehzeeb Overseas Limited**  
**Licences No: RL-1664**  
**61/B, Malibagh, Rampura, Dhaka-1219, Bangladesh**

Dear Sir,  
We hereby place order to select and recruit Bangladesh employees under terms and conditions mentioned below:

| Job Category    | Quantity | Basic Salary (Qr) |
|-----------------|----------|-------------------|
| Waiter (Female) | 20       | 1,300.00          |
| Waiter (Male)   | 20       | 1,300.00          |

### Terms and Conditions:

1. Free duty meal.
2. Accommodation and Transportation to and from site of work will be provided by the employer.
3. Medical facilities will be provided by the employer.
4. Working hours shall be eight (8) hours per day, 6 days per week.
5. Working hours shall not exceed eight (8) hours per day.
6. Overtime shall be paid off duty hours and off duty day if necessary.
7. One (1) day per week shall be given off day for all employees.
8. The period in contract will be two (2) years with probation period of six (6) months.
9. Free joining air ticket and return air ticket should be provided for all employees after the completion of 2 years by the employer.
10. Full cost of employee's resident permit shall be borne by the employer.
11. All other terms and conditions of employment shall be in accordance with the laws and regulations of the State of the Qatar.

PILOT PARTIES PROCESSING  
Authorized Signatory



Pilot Parties Processing W.L.L.  
Po. Box: 9156, Doha - State of Qatar.  
Phone : +974 44326388 - Fax : +974 44429887  
info@rgcqa.com / www.rgcqa.com

©Rashid Group of Companies

# Demand letters



Date: November 12, 2018

To:  
Tehzeeb Overseas Limited  
Licences No: RL-1664  
61/B, Malibagh, Rampura, Dhaka-1219, Bangladesh

## DEMAND LETTER

We, M/s. Cravia Inc. Business Central Towers, Tower B 3802B, Dubai Media City, P.O. BOX 72297, Dubai, UAE would like to conduct interviews of suitable candidates from Myanmar in order to hire **Walter/Waitress and Cleaners** for our business operations in the UAE. Please undertake the recruitment process to help us select the required staff as per terms and conditions given below.

| POSITION        | REQUIRED NUMBER |      | SALARY IN AED |
|-----------------|-----------------|------|---------------|
|                 | FEMALE          | MALE |               |
| Walter/Waitress | 250             | 250  | 1200          |
| Cleaner         | 0               | 100  | 900           |

### Terms and Conditions:

- Food : On Duty Meals provided by the company
- Accommodation : Provided by the Company (Separate accommodation for Male & Female Staff.
- Medical Insurance : Provided by the Company (Basic Health Insurance)
- Uniform : Provided by the Company
- Transportation : Provided by the Company (to and from work site)
- Over Time : As per UAE Labor law.
- Working Hours/Days : 9 hours a day (6 Days a week) as per UAE labor law mentioned in Article 65.
- Period of Contract : Contract terms (2 years) can be extended to co-worker performance and mutual agreement by both parties.
- Leave : 30 Days a year as per UAE labor Law mentioned in Article 75.
- Joining Air Ticket : Provided by the company (one-way ticket from Myanmar to UAE)
- Return Air Ticket : 1. Provided by the company as per UAE labor law mentioned in Article 131  
2. Round Trip economy vacation ticket every 2 years.
- Probation Period : 3 months
- Place of Work : United Arab Emirates
- Other Terms & condition: As per UAE labor law

Signed By Louy Ghandour  
CRAVIA INC. LLC (AUTHORIZED SIGNATORY)



# Demand letters



Date: October 18, 2022

## JOB ORDER/ MANPOWER REQUIREMENTS FROM BANGLADESH

To,  
Tehzeeb Overseas Limited  
Licences No: RL-1664  
61/B, Malibagh, Rampura, Dhaka-1219, Bangladesh

Dear Sir/Madam,  
We, M/s Gulf Coffee Company for Restaurant Management W.L.L (Caribou Coffee) Kuwait hereby requests you to kindly recruit and supply the following manpower to work in our company and to liaison with all the relevant authorities in Bangladesh regarding the recruitment with the terms and conditions below:

| Sl. No | Job Title                        | No. of Workers | Basic Salary in (KWD) |
|--------|----------------------------------|----------------|-----------------------|
| 1      | Barista / Waitress / Crew Member | Female         | 145                   |
| Total  |                                  | 30             |                       |

The following terms and conditions shall be included in the contract: -

- |                                    |                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------|
| 1) Period of contract              | : Two (2) Years Renewable.                                                              |
| 2) Place of work                   | : State of Kuwait.                                                                      |
| 3) Air Ticket                      | : Duty Joining & return ticket provided                                                 |
| 4) Probationary Period             | : 3 months from the date of entry into Kuwait.                                          |
| 5) Food                            | : One Shift Drink provided during the duty                                              |
| 6) Accommodation                   | : Free Accommodation OR KWD 40 Provided, subject to Company decision.                   |
| 7) Transportation                  | : Free Transportation OR KWD 20 Provided, subject to Company decision.                  |
| 8) Insurance                       | : Life Insurance coverage as per Kuwait labor law.                                      |
| 9) Allowances                      | : All the employees are entitled for monthly incentives based on the achievable target. |
| 10) Sick Leave                     | : Paid as per Kuwait labor law.                                                         |
| 11) Visa                           | : Working Visa.                                                                         |
| 12) Working hours                  | : 9 Hours per day, 6 days a week.                                                       |
| 13) Days off                       | : 1 day off per week.                                                                   |
| 14) Annual Leave & Leave Payment   | : 30 days per year as per Kuwait Labor Law.                                             |
| 15) Medical / Insurance            | : Provided by Company.                                                                  |
| 16) Over time Allowances           | : As per Kuwait Labor Law.                                                              |
| 17) Visa & Resident Permit         | : Provided by the company free of cost.                                                 |
| 18) Uniform                        | : Provided by the company.                                                              |
| 19) Service Charge/Placement Fees: | : The Agency should take from the selected workers.                                     |
| 20) Service Gratuity               | : Provided by the company as per Kuwait Labor Law.                                      |
| 21) Other Terms & Conditions       | : As per the Labor Law of State of Kuwait.                                              |

The facilities not mentioned above will be in accordance with the Labor Law of State of Kuwait.

Yours truly,

For and on behalf of;

Nasser Musaed Bader Al Sayer  
Authorized Signatory

Gulf Coffee Company for Restaurant Management W.L.L.  
P.O. Box 495, Safat 13005, Kuwait. Tel: +965 222 701 00, Fax: +965 222 701 01  
Kuwait City - Shuaib - Area 5 - Building 1 - KIPCO tower - Floor 47 - Office 1  
Commercial registration Number 101875  
Capital: KD 1000,000

www.cariboucoffee.com



AL-SAYER FRANCHISING CO. W.L.L.

شركة القهوة الخليجية لإدارة المطاعم / فيصل السايير وشركاه ذ.م.ق.  
ص. ب. 495، صفاة 13005 الكويت. هاتف: +965 222 701 00، فاكس: +965 222 701 01  
مبنى 1 - شويب - المنطقة 5 - الكويت - برج كيبكو - الطابق 47 - مكتب 1  
رقم التسجيل التجاري: 101875  
رأس المال: 1000,000 د.ك.

الرجل الجنوبي، السيب سلطنة عمان هاتف: ٢٤٥٥٠٧٣ - ٢٤٥٥٠٠١، فاكس: ٢٤٥٥٠٦٣، س.ت: ١٢٦٦٧، ص.ب: ٢٧٥ الرمز البريدي: Al  
Al Hall South, Seeb, Sultanate of Oman, Tel: 24545573 - 24545501, Fax: 24545563, C.R. 1226267, P.O. 275, Postal Code 124  
Var No: OM110005072X - Tax Card No.: 8953761  
الرقم الضريبي: OMI-000-072X رقم البطاقة الضريبية: A9037٣

# Responsibilities

Tehzeeb Overseas Limited prefers that workers be selected by the employer's representative. For this purpose, TOL extends all facilities to the employer, including the arrangement of trade tests. Where required for the selection of technical personnel, TOL may also be entrusted with this responsibility and can ensure the selection of the right person for the right trade, as per the employer's criteria. TOL performs the following activities:

- Obtains recruitment permission from government agencies
- Advertises in a reputed daily newspaper calling for applicants, if necessary
- Collects applications
- Conducts primary selection through our own experts
- Conducts final interviews through the employer's representative
- Obtains a passport for the selected candidate
- Arranges medical examination of candidates
- Obtains medical fitness certificates, photographs, and related documents
- Arranges visa stamping from the respective embassy
- Obtains immigration clearance from the government agency
- Arranges travel, including confirmation of seats with airlines
- Maintains constant contact with the employer, keeping them informed of progress
- Informs the employer, by fax, telephone, or e-mail, of the actual number of workers dispatched/boarded
- Arranges proper and timely replacement of any worker found unprofessional or medically unfit during the probation period
- Ensures workers reach the country of work within 15–20 days of receiving their visa/visa advice/calling letter from the employer, or earlier in case of an employer emergency
- Arranges group flights
- Briefs workers on the social, political, legal, cultural, and environmental aspects of the host country, to boost morale and support good relations between the countries
- Hands over a copy of the employment contract to workers before they depart for the country of work
- Briefs workers on the actual term of employment before departure
- Attends to the employer's calls to resolve any unforeseen problems that may arise during the full contract period

# Documentation

Individual files are maintained for all selected candidates, containing the following documents:

- Application Received (AR) Form
- Original passport (name, date of birth, date of expiry, date of issue, and place of issue)
- Personal details: mother, father, spouse, and children (for overseas records)
- Complete resume of the candidate
- Work experience and educational certificates
- Academic certificates
- Technical qualification certificates
- Driving licence, if any
- Ten recent passport-size photographs
- Medical report
- Employment agreement



## A. Immigration Clearance

We help recruited candidates obtain immigration clearance from the Bureau of Manpower, Employment and Training (BMET) and assist them in completing the necessary formalities before traveling abroad, such as the embarkation form, departure form, and security clearance.

## B. Departure of the worker

After completing all processes and formalities, we inform the employer company of the flight details and expected arrival time by fax, e-mail, telephone, or SMS. Our office representative then sees the employees off at the airport in Dhaka or Chittagong.

## C. Mobilization

Once we receive the visa, we process the workers' departure and aim to dispatch them as soon as possible, typically within 10–15 days. We brief workers on airport entry and immigration procedures, in-flight conduct, and the process for clearing immigration at the destination, as well as on the rules, regulations, traditions, culture, and attitudes towards citizens and other migrant workers in the country concerned.

## Bankers

- Premier Bank Ltd.
- Rupali Bank Ltd.

# Available Manpower

## Hotel and Catering Staff

- Cleaning Labour
- Cooks
- Waiters
- Cashiers
- Assistant Chief (Food and Pastry)
- Chef (Food and Pastry)
- Supervisors
- Restaurant Manager
- Security Officers
- House-Keeper
- Food and Beverage Controller
- Food and Beverage Manager
- Sales and Marketing Manager
- Personnel Manager
- General Manager

## Building, Structure & General Constructions

- Cleaning Labour
- Construction Labour
- Mason Finisher/Plaster
- Mason Brick Layer
- Steel Fixer
- Steel Bender
- Carpenter
- Plumber
- Painter
- Tiles / Marble Setters
- Foreman
- Construction Superintendent

## Engineering

- Electrical Engineer (BE)
- Mechanical Engineer (BE)
- Civil Engineer (BE)
- Architects / Planners
- Project Manager (Foreign Degree Holder)

## Surveyor / Drafting

- Survey Party Chief Instrument Man
- Draftsman
- Surveyor (Land / Quantity)

## Female Worker House

- Maid/Domestic Worker
- Cleaning Labour
- Nurses

## Oil Field Construction & Steel Fabrication

- Welder
- Pipe Fitter (Argon / Arcic / 6G)
- Rigger (Refinery)
- Machinist

## Office Management

- Office Boy
- Tea Boy
- Typist
- Telephone Operators
- Secretary
- Clerk
- Accountants
- Store Keeper
- Purchaser
- Manager

## Vehicle / Heavy Equipment / Operator

- Car Driver
- Heavy Truck / Trailer Driver
- Forklift Operator
- Crane Operator
- Motor Grader Operator
- Dozer Operator
- Backhoe Operator
- Roller Operator
- Scraper Operator
- Auto Mechanic

## Air-conditioning / Electric / Electronic

- Air-conditioning Mechanic
- Duct Foreman
- Duct Fabricator
- Duct Manufacturer
- Duct Insulator
- Duct Erector
- Electrician
- Dynamo / Electric Motor Repairman
- Electronic Technician
- Industrial Electrician
- Electric Foreman
- Power Plant Operator
- Generator Maintenance Man

## The Manpower is also categorized as follows:

- Unskilled-Ordinary Labour
- Semi-Skilled-Cook, Waiter, Janitorial Worker
- Skilled-Carpenter, Mason, Painter
- Senior Skilled-Heavy Equipment Operator, Mechanic
- Highly Skilled-Senior Foreman, Surveyor, Administrator, Supervisor
- Professional-Engineers, Doctors, Nurses and Chartered Accountants



Tehzeeb Overseas Ltd



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**email:** [info@tehzeeboverseas.com](mailto:info@tehzeeboverseas.com), [tzee@tehzeeboverseas.com](mailto:tzee@tehzeeboverseas.com)

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**Contact (India):** +91 9811062212



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