



# EDGE MANPOWER

## ايج القوى العاملة

رقم الرخصة: إم بي دي / ٣١٤٧ / إل إتش آر



### COMPANY PROFILE

# EDGE MANPOWER SERVICES

License No MPD/3147 /LHR



## MANAGING DIRECTOR MESSAGE

A WORD FROM THE MD At EDGE MANPOWER, we are committed to the values of Integrity, Quality Service, Industry, Creativity and Professionalism for our Clients, our Staff and our Community. Our Vision is to provide Employment Service that benefits both the employer and the employee and to be a Staffing Agency that is reliable, honest and committed. We aim to be a leading global Human Resource Staffing Solutions Provider, with a borderless search & placement business model where candidates can be sourced and placed wherever the best employee-employer match be found, worldwide

## EDGE MANPOWER SERVICES ORGANISATION CHART





## INTRODUCTION

It is a pleasure to introduce our firm, Edge Manpower Recruiting Agency, holding License No. MPD/3147/LHR. We are Overseas Employment Promoters dealing in skilled and unskilled manpower supply according to the demands of our Principal. Edge Manpower Services is recognized by the Government of Pakistan and member of the Pakistan Overseas Employment Promoters Association (POEPA), which provides skilled and qualified manpower to Gulf (Middle East), Far East and other parts of the world in multiple sectors of industry like FMCG, Engineering, Construction, Labors (Skilled, unskilled and semi-skilled), IT & Telecom, Doctors, Education, and Banking & Finance etc. Edge Manpower Services, has fully automated corporate office equipped with latest technology in Lahore which is connected to the branch offices in Gulf Countries and network of associated offices in other major cities of Pakistan. We provide extremely exceptional and fully automated web based services to all the clients and users, so that clients may be able to get aware at each and every process by using the outstanding services provided by Edge Manpower Services



## ABOUT US

Edge Manpower Services is one of the best recruiting companies that provides overseas recruitment and HR Professional services to the esteemed organizations. We have highly professional and qualified recruitment team includes multi-disciplinary, Consultants, Specialists and Coordinators, with expertise across all functional areas and industries, to facilitate our clients in more convenient and simple manner. We are unwavering to provide specialized Human Resources at all levels in the areas of FMCG, Engineering, Construction, Information Technology and Telecom & Finance beside a large section of service industry sectors.



### VISION

Edge Manpower is envisioned to bridge borders and empower Gulf countries with Pakistan's top-notch professionals. Our recruitment professionals are assisting top companies in Kuwait, UAE, Qatar and more!



### MISSIONS

Our mission is to shortlist and recruit exceptional Pakistani talent across various industries and facilitate seamless and efficient hiring processes for Gulf employers. We aim to foster strong partnerships that drive mutual success and growth.



### GOALS

Our goal is to become the go-to recruitment agency for Gulf-Pakistan talent exchange. Moreover, achieve 100% client satisfaction by delivering top-tier candidates. Also, to enhance employment opportunities and contribute to regional economic development.

## DOCUMENT REQUIRED

### Demand Letter:

Demand letter should be addressed to Edge Manpower Services Pvt. Ltd, License no MPD/3147/LHR .The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

### Power of Attorney:

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Edge Manpower Services Pvt. Ltd, License no MPD/3147/LHR for sending workers legally. Power of Attorney should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

### Inter Party Agreement

Inter party agreement between the employer and Edge Manpower Services Pvt. Ltd, License no MPD/3147/LHR.

### Employment Agreement:

Address to Edge Manpower Services Pvt. Ltd, License no MPD/3147/LHR Should execute an Employment Agreement between themselves starting 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 stated terms to execution of the recruitment procedure.

### Guarantee Letter:

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

### Note:

This Demand letter/Power of attorney/Inter party agreement must be duly endorsement by the ministry of foreign affairs and chamber of commerce and finally attested by the Pakistan Embassy existing in the country of employment & Letter of authority/Inter party Agreement/Employment Agreement/Guarantee letter must be attested by the Pakistan Embassy.





# JOB CATEGORIES

## HOTEL/RESTAURANT DEPARTMENT

- Manager, Asst. Manager
- Asst. Cooks
- Fast Food Crew
- Sales and Marketing
- Watchman
- Housekeeper/Cleaners
- Dishwasher
- Restaurant Captain
- Waiters
- Stewards
- Accountant
- Laundry Man, Service Man
- Room Boy
- Trolley Helper/Bell Boy
- Cooks Continental / Chinese / Indian/Arabic
- Food and Beverage Manager
- Food and Beverage Controller
- Cashier/Bakers/Barman
- Security Guard/Officer
- Kitchen Helper

## MEDICAL & HEALTH CARE

- Consultant / Specialist / Resident doctors
- Bio Medical Engineers
- Technicians / Technologist.
- Pharmacists
- Nurses
- Dentist

## BUILDING/CONSTRUCTION

- Construction Group/Labor
- Carpenters (Finishing & Shuttering)
- Mason- Construction Helpers
- Plumbers, Welders
- GYSM Fitter
- Painters (Spray/Wall)
- Mason Tile/ Marble Fitters
- Steel Fixers & Pipe Fitters
- Electricians
- Electronic Technicians
- Mason- Brick Layers

## ENGINEERING

- Project Manager/ Engineer
- Land Surveyor
- Mason/Tile Fixer
- Civil Helper/Laborers
- Electrical Engineer
- Cable Joiner H.T.
- Iron Worker / Structural
- Fabrication & Erection Rigger
- Sand Blaster
- Civil Engineers
- Carpenter
- Plaster/Plumber
- Millwright Fitter
- Foreman & Electrical
- Welding Engineer
- Tank Fitter
- Painter (Spray)
- Insulator
- Foreman & Civil/Plumbing
- Concrete Finisher
- Architectural
- QC /Safety/Piping Engineer
- Iron Worker, Rebar Bending & Fixing
- Electrician/Electrical Helper
- Foreman Piping/Rigging/scaffolders
- Welder Tig & Arc,structural
- Pipe Fitter/Fabricator

## OFFICE PERSONAL MANAGEMENT

- Office Manager
- Asst. Manager
- Accountant, Cashier
- Manager & Marketing, Sales, Admin
- Computer Programmer, Computer Operator
- Clerk, Typist, Data Entry Operator
- Secretary, Storekeeper, Purchaser
- Computer Programmer, Computer Operator
- Sales Man, Office Boy, Tea Boy

## AGRICULTURE

- Gardener
- Farmer
- Fish/chicken cleaning and cutting

## SECURITY GUARD

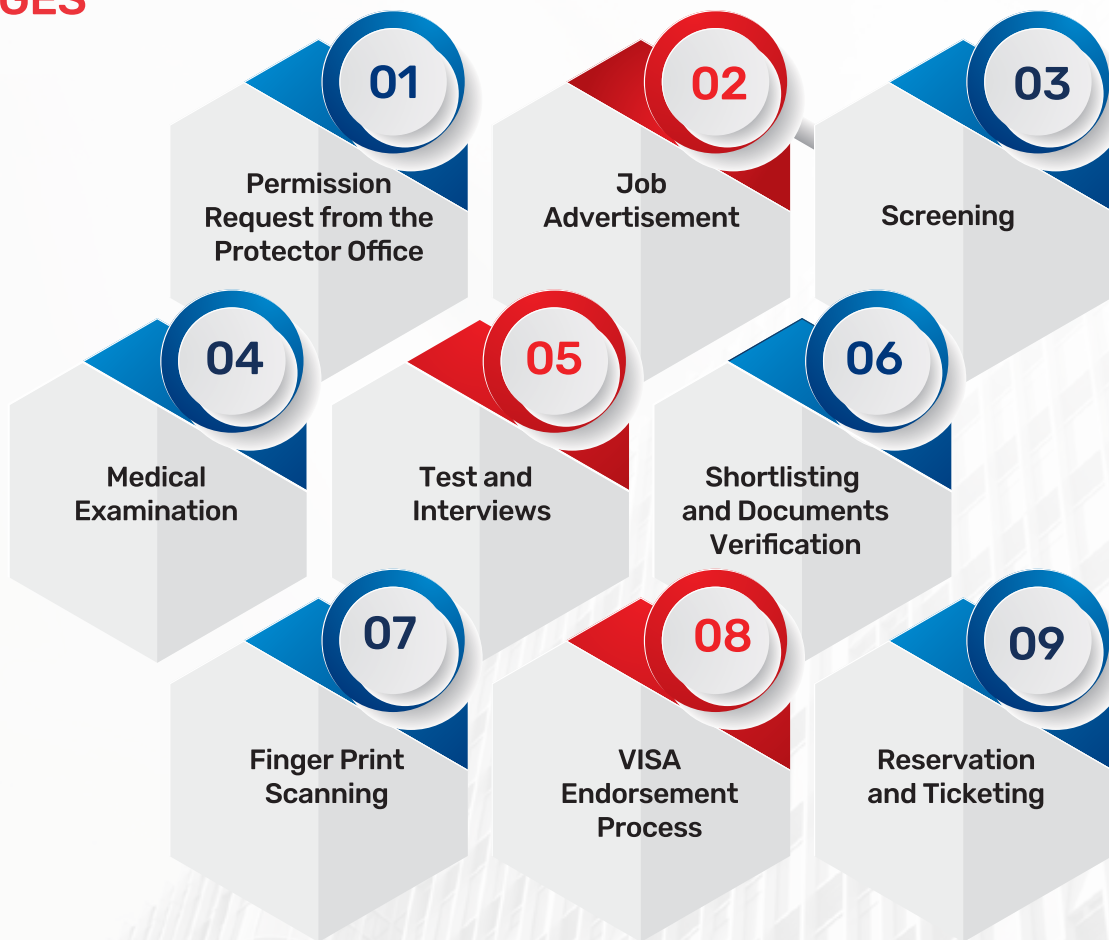
- Watch Man
- Body Guard & many more
- Security Supervisor
- Civil Security Guard

## SUPERMARKET

- Check out Cashiers
- Shelves Rack Organizers
- Trolley Boys
- Cleaners
- Loading & Unloading Labor/ Helper
- Salesman



## RECRUITMENT STAGES



## EDGE MANPOWER HAS A REPUTABLE CLIENTS





## MEMBERSHIP CHAMBER OF COMMERCE

## MEMBERSHIP PEOPA

Book No.B 13168 QDP7.5/MSD/F-04 Serial No.B 1316775

**MEMBERSHIP CERTIFICATE**  
MEMBERSHIP NO: 75548 - A

Name & address of Chamber **The Lahore Chamber of Commerce & Industry**  
XXXXXXXXXX  
11 Shara-e-Aiwan-e-Sanat-o-Tijarat, Lahore.  
(Affiliated with the Federation of Pakistan Chambers of Commerce & Industry)

CERTIFIED that **M/s EDGE MANPOWER SERVICES**  
(Name and address of Member Firm / Company)  
OFFICE NO.324 BLOCK H-2, KHOKHAR CHOWK, JOHAR TOWN, LAHORE

G.S.T. No. N/A N.T.N. No. 2821594-0

is a member of this Chamber Since 06/10/2011  
XXXXXXXXXX

THIS CERTIFICATE shall be valid upto the 31 MAR 2024 (date) unless otherwise notified to the NTN / GST Registration authority / Scheduled Bank concerned.

Given on this 30 day of Jan 20 23  
Signature of Secretary General:   
Countersigned by:   
Muhammad Adnan Khaliq (name and designation)

Book No.B 13734 Serial No.B 1373305

**MEMBERSHIP CERTIFICATE**

Name & address of Chamber **PAKISTAN OVERSEAS EMPLOYMENT PROMOTERS ASSOCIATION (POEPA)**  
Association  
(Affiliated with the Federation of Pakistan Chambers of Commerce & Industry)

CERTIFIED that **EDGE MANPOWER SERVICES (3147/LHR)**  
(Name and address of Member Firm / Company)  
324, BLOCK H-2, JOHAR TOWN LAHORE

G.S.T. No. N/A N.T.N. No. 2821594-0

is a member of this Chamber Association  
Membership No: LHR-292

THIS CERTIFICATE shall be valid upto the 31/03/2024 (date) unless otherwise notified to the NTN / GST Registration authority / Scheduled Bank concerned.

Given on this 21 day of 03 20 23  
Signature of Secretary General:   
Ejaz Ahmed CHAIRMAN  
Countersigned by:   
(name and designation)

## MOP & HRD LICENCE



### Government of Pakistan

### Ministry of Overseas Pakistanis & Human Resource Development

### Bureau of Emigration & Overseas Employment

#### Overseas Employment Promoter's Licence Renewal

[Not – Transferable see rules 7 and 9(1)]

Licence No 3147 / LHR issued on 03/06/2011

authorizing Mr/Miss/Mrs Muhammad Ayaz Mahmood

of Messers Edge Manpower Services



Whose photograph is affixed above, authorising him/her to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the emigration Rules, 1979, is hereby renewed for the period 01/01/2022 to 31/12/2024



Director General

Bureau of Emigration & Overseas Employment

Ministry of Overseas Pakistanis & Human Resource Development

Government of Pakistan

Islamabad, 24/12/2021  
Dated the

#### Instructions and Conditions

1. The licensee shall carry this licence on his person whenever engaged in any work under Emigration Ordinance, 1979, and the rules made thereunder and shall produce it on demand by a bonafide person including the emigrants' employers in foreign countries and any official of the Government of Pakistan in Pakistan or abroad.

2. Any licensee who causes, or assists in, the emigration of any person in contravention of the provisions of the Emigration Ordinance, 1979, or the rules made thereunder, shall be punishable in accordance with the law.

3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more the following measures:-

- (i) Suspension of licence;
- (ii) Cancellation of licence;
- (iii) Forfeiture of security money in part of full; and
- (iv) Prosecution in a court of law under the said Ordinance and the Rules.



## **HEAD OFFICE:**

Office No.324, H-2 Block,  
Near Khokhar Chowk Johar Town,  
Lahore , Pakistan.

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☎ +92-333-1462518

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