

COMPANY PROFILE



UNIVERSAL
MANPOWER

INTRODUCTION

- > Looking for an agency who have multi skilled professionals to interview, trade tests and select the reliable and responsible candidates for you ?
- > Looking for a highly skilled professional candidates ?
- > Looking to fulfill your manpower requirement on time and from different countries ?

**“ Universal Manpower
Recruitment is ready to help
you achieve that, and more ”**



OUR MISSION

To create close, long lasting and mutually beneficial relationship with all our clients and candidates. To be fanatically committed to the highest standards of excellence in our recruitment services and constantly seeking to build more effective ways to deliver to our customers, We recognize that consistency is critical to the achievement of our mission. We always act with a sense of urgency, respond quickly to client needs, and meet our commitments to provide only the best staffing services.



UNIVERSAL MANPOWER PROFILE

We are one of the most reputed recruitment establishments. Recognized by the Government of the Kingdom of Bahrain. Our registration number is. 93188-1.

We have at our disposal experts in various fields who are well-versed in the art of detecting the perfect candidate. Hence candidates recruited through us are thoroughly screened, trade tested for their suitability before they are finally selected for employment. We aim to provide utmost satisfaction to the employers, we have designed devised firm recruitment policies and our aim is to become one of the leading recruitment agency in The Kingdom of Bahrain.



OUR CLIENTS

- > SKD Constructions Division
- > Universal Asphalt Plant
- > Trust Travel Agency
- > Single Point Carpentry
- > Universal Hydraulic
- > SKD Mechanical
- > Single Point Building Materials
- > Alhaydariya Equipment Hiring
- > Universal IT & E Business Solutions
- > Universal Ready Mix and Concrete Company
- > Universal Foundation
- > Single Point Aluminium
- > Universal Block Factory
- > SKD Electrical division
- > Universal Agricultural
- > Single Point Plastic
- > SKD Commercial



OUR SERVICES

Service is the foundation of the company and is designed to assist clients based in Bahrain and GCC who are seeking to recruit staff from overseas.

When an enquiry is received, a senior consultant will review and evaluate client requirements in detail. Accurate job specification will be drawn up, developed and reviewed with our client.

A comprehensive personal history and career data form is sent to each applicant. These will be then assessed against the specification and suitable candidates will be invited for in-depth trade test and interview.

RECRUITMENT PROCESS



In order to facilitate and speed up of the recruitment process, the Governments of various countries have adopted strict rules, regulations and procedures for which the following duly attested documents are essential and must be sent by us to our partner overseas.

Demand Letters

This letter has to be sent to us, typed on your letterhead mentioning all terms and conditions of the services with reasonable salary. Demand letter must be attested by the Chamber of Commerce; Ministry of Foreign Affairs in Bahrain and Country Embassy in Bahrain.

A Power of Attorney

On your letterhead duly attested by Chamber of Commerce of the Kingdom of Bahrain, Ministry of Foreign affairs and the employee's Embassy in the Kingdom of Bahrain is required for registration with the Emigration Department in the employee country. In the Power of Attorney, the employer will authorize us to test and conduct interview on their behalf to complete required formalities of the respective country and the embassies of the host countries with regard to manpower recruitment.



SERVICE AGREEMENT

This is an Agreement of service between Employer and the Employee, which we (as authorized agents of the Employer) sign on behalf of the Employer with the Employee. Most of the general terms and conditions in the Foreign Service Agreement are laid down by the Government of the respective country, which cannot be changed.

This service Agreement and Power of Attorney along with the Demand Letter has to be registered by us/our overseas partner with the Emigrations Authorities in the respective countries and only after the registration of Power of Attorney and Demand Letter, we are officially permitted to carry out the recruitment.



OUR FEES AND TERMS OF BUSINESS

Recruitment Consultancy Services :-

The overall fee for this is one month basic salary of each of the recruited candidate. This fee covers medical examination, and immigration expenses as well. These fees are negotiable for recruiting assignments which cover 100 or above positions.

Advertising

All advertising cost will be charged to prospective employer.

Air Passages/Tickets

The prospective employer will bear the cost of Air Passage/Ticket of the selected candidates.

Terms of Payment

25% of the total fee will be paid in advance and the remaining 75% will be paid within 30 days on the arrival of the candidates on site.

If the employee selected by Universal Manpower only is terminated by the company during 90 days probationary period, because of poor performance or inability to perform his duties, Universal Manpower/overseas partner will replace the employee to the satisfaction of the client, without any additional charges.

LIST OF CATEGORIES

Highly Qualified

- > **Engineers:** Civil, Electrical, Mechanical, and Marine.
- > **Doctors:** M.B.B.S., M.S., M.D.
- > Chartered/ Cost Accountants / Chartered Secretaries.
- > Architects
- > Surveyors
- > Senior Executives / Managers
- > Junior Executives

Highly Skilled

- > Engineering Supervisors
- > Earth Moving Equipment Operators / Mechanics.
- > Grader Driver / Operators
- > Mobile Crane Operators
- > Bulldozer Operators
- > Tractor/ Trailer Drivers
- > Draftsman (Civil, Mechanical, Architectural)
- > Shovel / Excavator Operators
- > Diesel / Petrol Mechanics





LIST OF CATEGORIES

Skilled

- > Instrument Fitter
- > Civil Foreman
- > Foreman
- > Mason
- > Carpenters
- > Aluminum Fabricators
- > Welders & Fabricators
- > Auto Mechanics
- > Auto electricians
- > Plumbing foreman
- > Electrical foreman
- > Electricians
- > Steel fixer
- > Air- Conditioning Mechanics
- > Loader Operator
- > Turner
- > Furnace Operators
- > Administrative Assistants
- > Male Nurses
- > Workshop Foreman
- > Laboratory Technicians
- > Sanitary Fitter
- > Excavator Foreman
- > Laundry Man
- > Dry Cleaning Operators
- > Structural Steel Erector
- > Gardeners
- > Ticketing clerk
- > Purchase Officers
- > Lathe Operator

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