



Company Profile



Jan Enterprise



JAN ENTERPRISES OVERSEAS

EMPLOYMENT PROMOTERS

OEP LIC. NO. MPD/3014/KARACHI

HUMAN RESOURCES CONSULTANT

EXPERIENCE IN PROFESSIONAL PLACEMENT

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 emigrant's 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 one or more of the following measures,-
 - (i) suspension of licence;
 - (ii) cancellation of licence;
 - (iii) forfeiture of security money in part or full; and
 - (iv) prosecution in a court of law under the said Ordinance and the Rules.

Checked by Muhammad Aftab Maroof
Protocol Officer

COUNTERSIGNATURE ONLY
Ministry of Foreign Affairs is not responsible for the contents of the document

17 SEP 2019

OVERSEAS EMPLOYMENT PROMOTER'S LICENCE RENEWAL (Not-transferable)
(See rules 7 and 8(1))

ALI MUHAMMAD SOLANGI
Superintendent
Bureau of Emigrants, Karachi
Protectorate of Emigrants, Government of Pakistan

Licence No. 3014/KAR issued on 03-11-2010
authorising Mr/Ms/Mrs Saifullah Jan
of Messrs Jan Enterprises Recruiting Agency
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 01st Jan 2019 to 31st Dec 2021.

Waseem A. Khan
Director General
Bureau of Emigration and Overseas Employment
Ministry of Overseas Pakistanis and Human Resource Development
Government of Pakistan

ISLAMABAD
Dated this 9 MAR 2019



ABOUT US:

"Jan Enterprises" One of the leading manpower recruitment agencies in Pakistan, supplying manpower to entire Middle East region especially in UAE and Saudi Arabia.

We are providing the best recruitment options and elite employment service in Pakistan since 2010. The company was established with the ultimate vision of serving Pakistan with most reliable overseas recruitment services and top of the list manpower recruitment agencies in Pakistan. We have set great records of recruiting several thousands of workers in Middle East with best employment options and manpower benefits.



Jan Enterprises is the most renowned overseas employment agency in Pakistan, which is also authentic and licensed recruitment agency. We hold a license approved by Ministry of Labor, manpower and overseas Pakistanis, Government of Pakistan. Our overseas employment agency license no MPD/3014/KAR can easily be verified by Labor Department in Pakistan. Being the top-notch overseas employment agency with the best overseas human resource and recruitment options.

We wish to emphasize upon all those interested in employing Pakistani manpower that although our workers. Our process of recruitment is based on significantly a refined and scientific approach which differs from others in the field JAN ENTERPRISES is a well-established and one of the leading manpower recruiting agency made up of people with sufficient experience, tested capabilities, dedication and above all confidence.

Our motto is to server with dignity and dedication there for I cordially invite you to analyses the benefit in recruiting manpower from Pakistan for your company and our efforts and wide category of human resources.

Your enquiry will be nourished with great pleasure and demand will be met with profound success It is earnestly hoped that whenever you have a demand for manpower you will kindly turn to JAN ENTERPRISES OVERSEAS EMPLOYMENT, extending us an opportunity to serve with a commitment and difference.



CHAIRMAN MESSAGE:

Employees are by far the most valued asset of our organization. Jan Enterprises Company dedicated in grooming this asset by providing effective manpower solution to overseas companies.

Our team of consultants and human resource experts fully utilize their experience and expertise to execute the recruitment assignments of our clients. We take great pride that services rendered by Jan Enterprise have been widely appreciated and recognized by its clientele. This feedback indeed inspires us to do even better in our field of specialization.



MR. SAIF ULLAH JAN
(Chief Executive)
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Saifullahjan@gmail.com

WhatsApp: 0092-321-2702783
www.janenterprise.com



OUR TEAM:

A dream team rarely happens. A team, in which every individual knows his responsibilities, has high spirits to excel and execute a positive attitude and finally its team work that bears the fruit, pays the benefits. Every member of JAN ENTERPRISES Overseas Employment team is talented and dedicated to his responsibilities. Ready to serve with smile



We at JAN ENTERPRISES Overseas Employment are well versed with our responsibilities and experienced. HR panel comprises of leading Doctors, Engineers, Chartered Accountants, Lawyer and HR Consultants. An additional panel of Specialist Engineers and Technicians are also available for specific selection of candidates. Client individual objectives are first priority at the time of final selection.

OUR VISION:

The vision of Jan Enterprises Overseas Employment is to become one of the most trusted and credible resources in the world through providing our clients services and opportunities to individual employee development and work unit effectiveness.



OUR MISSION:

The Jan Enterprises Overseas Employment business strives to achieve success through delivery, integrity and services quality. Our mission is to provide a truly consultative and value added that allow our clients to achieve their strategic staffing need and support our candidate in meeting their career goals

QUALITY POLICY:

Jan Enterprises is committing to our entire customer to provide best professional services in the areas of recruitment and management consultancy services in compliance of our integrity, sincerity and professional competence with the continual improvement toward quality management system.



Jan Enterprises is based on high standard of training. We are able to both professionalism and quality of service, ensuring that we are both client and candidate driven striving to develop through consistently applied quality standards, long term relationship with our clients.



PROCEDURE OF RECRUITMENT:

Recruitment in Pakistan must be carried out through a firm holding a valid O.E.P license. Our license no is MPD/3014/Karachi, Jan Enterprises required following documents for recruitment of manpower to process the cases. The procedure of recruitment is simple and starts with preparation of documents in our favor as follow.



EMPLOYER RESPONSIBILITIES:

- A. Demand Letter clearly specifying all the terms of employment – specimen will be provided on demand.
- B. Power of Attorney (Wakala) – Consultation can be taken from any local Saudi recruitment office Wakala should be attested from chamber of commerce and from Ministry of foreign affairs.
- C. Copy of the Commercial Registration (CR) of the Saudi Recruiting Office from whom the Power of Attorney (Wakala) has been made
- D. Copy of the Commercial Registration (CR) of the Employer’s Company.
- E. Copy of the Visa Payment Slip (Amar Teehsil)
- F. Copy of the Sponsor’s Identity Card (Tabiyaa).

We give you a complete Know-How for collection of these documents and from where. Contact us for details

NOTE: Number B, C, D and E should be attested by the Chamber of Commerce, Ministry of Foreign Affairs and Pakistan Embassy in Employers Country.

1. We Jan Enterprises must hold an appropriate power of attorney or E-Wakala from the Employers.
 2. A letter of demand addressed to Jan Enterprises containing number of **vacancies**, types of Trade , **Pay and Allowances** , Accommodation, **Food** , Medical Facilities, Leave, **Overtime** scales and any other relevant terms of services to be included in the contract.
 3. A letter addressed by Employer to the consulate / Embassy of the country for which visas are sanctioned authorizing Jan Enterprise to get these visas endorsed.
 4. The document as per 1 and 2 above are required to be attested as under
- a) By the Foreign Ministry of the country of Employment and the Embassy of Pakistan in the country of Employment.

PERMISSION FROM THE PROTECTOR OF EMIGRANTS:

The documents received from the Employer are then submitted to the protector of Emigrants (Government of Pakistan) for necessary registration and permissions.

PRESS ADVERTISEMENTS:

After Confirmation of this sanction, Job facilities are advertised in widely circulated daily newspapers, without this sanction vacancies cannot even is advertised.



INITIAL SCREENING:

Initial Screening is done by Agency (Jan Enterprises)

SELECTION:

Selection is being done as per instruction by our valuable clients. There are six types of interview selection tools available with Jan Enterprise Overseas Employment



- Face to Face Interviews
- Group interviews are carried out to short listed candidates
- Individual Interview in this style of interviews the delegate meet the pre screened candidates on a one to one basis
- Trade test candidates skills are tested practically to evaluate the workmanship and its conformity to international standards
- Final interview depending on the requirement of the client, the final interview can be conducted either by our officials or the Client delegate
- Telephone Interview

TIME FRAME FOR PROCESSING CASES:

- Permission obtaining from Protector of Emigrants Govt. of Pakistan (1 to 2 working day)
- Advertisement and Provisionally selection (4 to 10 working days)
- Visa Endorsement by Consulate / Embassy (4 to 12 working days)
- Employee Insurance (1 to 2 working days)
- Signing and approval F.S.A(Foreign Service Agreement) by Emigration Office (1 to 2 working days)
- Ticketing (1 or 2 days)



Minimum Terms and Condition Set By Govt. of Pakistan for Recruiting:

1. Period of Contract minimum One Year
2. Probation Period 90 days or as per labor law of the host country.
3. Daily working hours eight (8) hours per day, maximum 12 hours per day with additional 4 hour paid as overtime.
4. Weekly working six (6) days per week paid holiday.
5. Weekly Rest at least one day per week.
6. Rate of overtime as per labor law of the host country or minimum 1.50 times of basic salary per hour.
7. Accommodation: free of cost bachelor accommodation not **tents** must be provided by Employer with electricity, water, gas and bed.
8. Messing facilities free food or 25 % of basic pay to be paid in levy of free food for skilled, semi-skilled and unskilled workers. This provision of free food is not applicable to U.A.E, Malaysia and European Countries.
9. Medical Facilities free to be provided by the Employer.
10. Transportation Free transport is to be provided by the Employer from residence to workplace.
11. Passage economy class by air from place of hire to place of employment and back on expiry of contract. It is to be provided by the Employer if not included in the salary, which should be in addition to the minimum wages laid down.
12. Vacation leave per year as per labor law of the host country.
13. Illness leaves per year as per labor law of the host country.
14. Social security / insurance employment to be covered at the cost of the employer according to the labor law.



FOR LONG LASTING RELATIONSHIP:

We never consider our business and ultimate relationship with our principal on a single deal basis. Our objective is to have a sustained growth record and with this end in view, post deployment follow-ups are always made as a part of our continuing commitment of services to our clients. We assure you, our search for excellence will never die.



BACK-UP SERVICES AND GUARANTEE BACKGROUND:

As a part of our continuing commitment of services to our clients, we provide a number of services to employers and concerned employees to have a sustained relationship and also to make the job of the employer easy and realistic.

At Jan Enterprise Overseas Employment we make things happen. We would never consider “success” as our ultimate goal, which, on the contrary, is regarded as a byproduct. We attach priorities to the relative parameters Cost, Quality, Time, Optimal Quantity, Reliability and Service and build them strong enough in order to make something happen.

We have a belief that no task is bigger than the will force of Jan Enterprises Overseas Employment manpower. No task is small for them and no deadline is impossible to accomplish.

Contact us if you need more clarifications or information regarding our services and procedures. Looking towards for opportunity to meet you in person and discuss further.

GUARANTEE:

We stand guarantee for all persons selected by us. Anybody unfit be referred to us (during 90 days) after mutual decision, we will repatriate him to his country at our expense. We can give all sort of guarantee according to the rules, regulation and labor laws.





SERVICES WE OFFER:

➤ IT Professionals

- ❖ Auto Cad Professionals
- ❖ C/C++, Java Programmers
- ❖ Support Engineer
- ❖ Database Programmers
- ❖ Hardware Engineers
- ❖ Hardware Software Upgrade
- ❖ Software Developer
- ❖ Web Developer
- ❖ Network Engineer
- ❖ SQL server Programmers
- ❖ Oracle Programmers
- ❖ Software Engineers



➤ Accounts & Administrative Staff

- ❖ Chartered Accountant
- ❖ ACCA
- ❖ Administrative Manager
- ❖ Accounts Assistant
- ❖ Book keeper
- ❖ Clerks
- ❖ Computer Operator
- ❖ Junior Accountant
- ❖ Marketing Manager
- ❖ Project Accountant
- ❖ Secretaries
- ❖ Time Keeper



➤ Office Staff

- ❖ Receptionist.
- ❖ Stenographer.
- ❖ Clerk.
- ❖ Telex Operator.
- ❖ Store Keeper.
- ❖ Computer Programmer.
- ❖ Office Boy.
- ❖ Time Keeper.
- ❖ Security Guard.



➤ Engineering Staff:

- ❖ Aerospace Engineer.
- ❖ Mechanical Engineer.
- ❖ Chemical Engineer.
- ❖ Metallurgical Engineer.
- ❖ Industrial Engineer.
- ❖ Production Engineer.
- ❖ Quality Control Engineer.
- ❖ Civil Engineer.
- ❖ Electrical Engineer.
- ❖ Elevator Engineer.
- ❖ Biomedical Engineer.
- ❖ Water Treatment Engineer.
- ❖ Agricultural Engineer.
- ❖ Electronics Engineer.
- ❖ HVAC Engineer.
- ❖ Foreman.
- ❖ Drafts Man.



➤ **Medical & Hospital:**

- ❖ General surgeon (surgical Specialist).
- ❖ Orthopedic surgeon (bone Specialist).
- ❖ ENT specialist (Ear, Nose, and Throat).
- ❖ Ophthalmologist (Eye Specialist).
- ❖ Pediatricians (Child Specialist).
- ❖ Dermatologist (Skin disease Specialist).
- ❖ Medical Oncology.
- ❖ Obstetrics & Gynecology
- ❖ Emergency Medicine
- ❖ Radiologist (For X-Rays).
- ❖ Pathologist (For Laboratory Tests).
- ❖ Physician (General Practitioner).
- ❖ Matron (Senior Nurse).
- ❖ Nurses.
- ❖ Laboratory Technicians.
- ❖ X-Ray Technicians.
- ❖ Ward Boys.
- ❖ Ambulance Driver.





➤ Heavy Equipment Operator :

- ❖ Bulldozer Operator.
- ❖ Grader Operator.
- ❖ Scrapers Operator.
- ❖ Rippers Operator.
- ❖ Excavators Operator.
- ❖ Loaders Operator.
- ❖ Shovel Operator.
- ❖ Trailer Driver.
- ❖ Tractor Driver.
- ❖ Forklift Operator.
- ❖ Drilling Machine operator.
- ❖ Heavy Truck Driver.
- ❖ Light Motor Vehicle Driver.
- ❖ Crane Operator.



➤ Technicians :

- ❖ Electrical Technician.
- ❖ Soil and Fertilizer Technician.
- ❖ HVLV Electrical Technician.
- ❖ HVAC Technician.
- ❖ AC and Refrigerator Technician.
- ❖ Elevator Technician.
- ❖ Electronics Technician.
- ❖ Mechanical Technician.
- ❖ Boiler Technician.
- ❖ Communication Technician.
- ❖ Pump Technician.
- ❖ Diesel Mechanic.
- ❖ Petrol Mechanic.
- ❖ Hydraulic Mechanic.
- ❖ Auto Car and Vehicle Technician.
- ❖ Swimming Pool Technician.
- ❖ Generator Mechanic.
- ❖ Electrician. Plumber, Mason.
- ❖ Decorator.
- ❖ Carpenter.
- ❖ Aluminum Fabricator.



سابك
SABK



شركة الإلكترونيات المتقدمة
Advanced Electronics Company

موبايلي
mobily



MARHABA
مطعم حرميا
RESTAURANT

للمدفون والمدفونى Mandi & Madfoon



المتقدمة
Advanced
الشركة المتقدمة للبترولوكيماويات
Advanced Petrochemical Company

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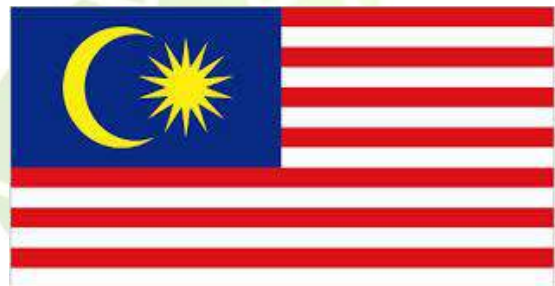
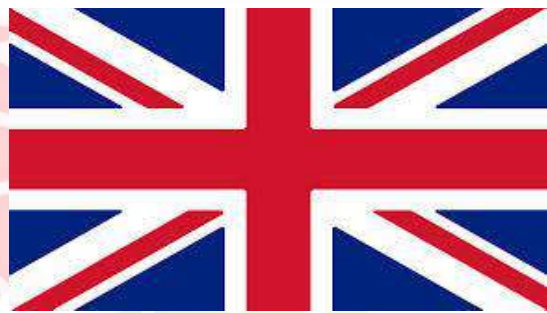
المملكة
KINGDOM

المراعي
Almarai

ساتورب
satorp



شركة المياه الوطنية
National Water Company



Head Office:

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