

MANPOWER EXPORTER

مصدر القوى العاملة

مساند
MUSANED



LUXERA ENTEPRISES

Overseas Employment Promoter

Licence No. OP & HRD /4942 / KAR.

Reg. # 3610 (ISB)




لگزیره انتر پرائز

مروجي التوظيف في الخارج

رقم الرخصة : او،بی اینڈایج آر دی ۴۹۴۲ کراتشی۔

 M-3 Salalah Apartments. Dr. Dawood Pota road,
Cantt. Karachi-Pakistan.

 Mobile: +92 300 2728996, +92 346 2728996
+92 300 8678744

 luxeraenterprise@outlook.com

 www.luxeraent.com.pk



Muhammad Zahid Asghar
Proprietor.

LUXERA ENTERPRISES
Overseas Employment Promoter



Greetings!

Luxera Enterprises Overseas Employment Promoters of Pakistan, Recruitment of Manpower for overseas countries middle east, Saudi Arabia, UAE, Bahrain, Qatar, Masqat as requirements of the companies on their projects,

We provide our clients local and international manpower supply services that relief them from the long term commitments with employees and to fill temporary positions. We will take care of all employee affairs on behalf of our clients in terms of medical, insurance and government affairs.

Our commitment and mission to maintains highest standards of expertness, business ethics, trustworthiness and experience to our Valued Employers.

I trust that this introduction will prove to be beneficial for both the parties as you learn more about by our company profile.

We looking forward to discussing more about our services with you in the coming days for having a protracted and mutually beneficial association with you, we tend to measure appreciate and assure you our best possible services at all times.

For any kind of details or information please feel free to contact.
Looking forward to your cooperation,

Thanking You,

LUXERA ENTERPRISES
Karachi-Pakistan

www.luxeraent.com.pk





محمد زاهد أصغر
صاحب مكتب
لغزيره انتر برانرز



السلام عليكم ورحمة الله وبركاة

لوكسيرا الشركات في الخارج التوظيف المروجين في باكستان-وظيفة القوى العاملة في الخارج بلدان الشرق الأوسط، المملكة العربية السعودية، الإمارات العربية المتحدة، البحرين، قطر، مسقط حسب متطلبات الشركات على مشاريعهم.

نحن نقدم لعملائنا خدمات توريد القوى العاملة المحلية والدولية التي تخففهم من الالتزامات طويلة الأجل مع الموظفين وملء الوظائف المؤقتة سنهتم بجميع شؤون الموظفين نيابة عن عملائنا فيما يتعلق بالشؤون الطبية والتأمين والشؤون الحكومية.

ونحن نتطلع إلى مناقشة المزيد عن خدماتنا معك في الأيام المقبلة لوجود علاقة طويلة الأمد ومتبادلة المنفعة معك ونحن نميل إلى قياس نقدر ونؤكد لكم أفضل الخدمات الممكنة لدينا في جميع الأوقات.

لأي نوع من التفاصيل أو المعلومات لا تتردد في الاتصال.
نتطلع إلى تعاونكم،
شكرا

شركة لغزيره انتربرنرز-
كراتشي باكستان



INTRODUCTION مقدمة

Established in the year 2023, LUXERA ENTERPRISES OEP is a reputed organization complying with the diverse needs of our clients in the Construction, Infrastructure and Service Industry. These services imparted by our dedicated and enthusiasm team of professionals as per the exact preferences and necessities of the patrons within the predefined time span.

Apart from this, the services provided by us are widely renowned for their hassle-free managements, professional, approach, reliability and cos-effectiveness among our customers.

Based in Karachi- Pakistan, we are in the business of effectively understanding your manpower requirements, procuring the candidate with the desired profile and building trusting relationships. With our industry expertise, we understand that company's today require more than a skilled candidate; they reach for employees who are productive, exhibit a positive attitude and have the ability to become a member of their team.



AIM & VISION



We are professionally managed organization which strives to fulfil the vision of enlightening lives globally. Moreover, we also work towards our mission which is to remain committed to provide innovative, cost effective & reliable Manpower Solutions. We professionally enhance value for our stakeholders following ethical business practices.

MISSION



Meet the target on time and every time with better co-ordination and team work, Qualitative Solution and Customer Satisfaction.

Meet committed service on time.

Effective cost reduction and help our client to reach global market.

EMPLOYER & CUSTOMER SERVICES

- ✓ MANPOWER RECRUITMENT
- ✓ VISA PROCESSING WORK VISA
- ✓ FAMILY VISA
- ✓ VISIT VISA
- ✓ UMRAH SERVICES
- ✓ AIR TICKETS

توظيف القوى العاملة

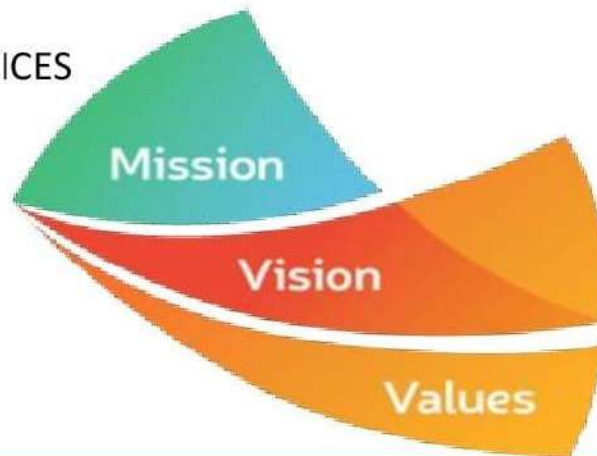
معالجة التأشيرة

تأشيرة عائلية

تأشيرة زيارة

خدمات العمرة

تذاكر الطيران



OUR SERVICES



Demand Letter:

The Employer will formally issue a Demand Letter in favor of NIZAM OVERSEAS- OEP on the company letter head duly stamped & signed mentioning Job Categories, number of workers required, contract period, monthly salary, other benefits etc.

Letter of Authority:

The Employer will issue Letter of Authority in favor of NIZAM OVERSEAS- OEP on the company letter head duly stamped & signed addressed to concern Embassy in Pakistan, giving authority to placement Agency to deal with interviews, visa related matters etc.

Agreement of Employment:

This is a Standard Employment Contract on the company letter head duly stamped & signed between employer and employee which is required to get immigration from immigration authorities in Pakistan.

Our Work Process:

We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorized representative.

Final screening and shortlisting of candidates we accumulate enough nos. of potential candidates, qualifying the requirement by qualification, experience, employee specifications and etc.

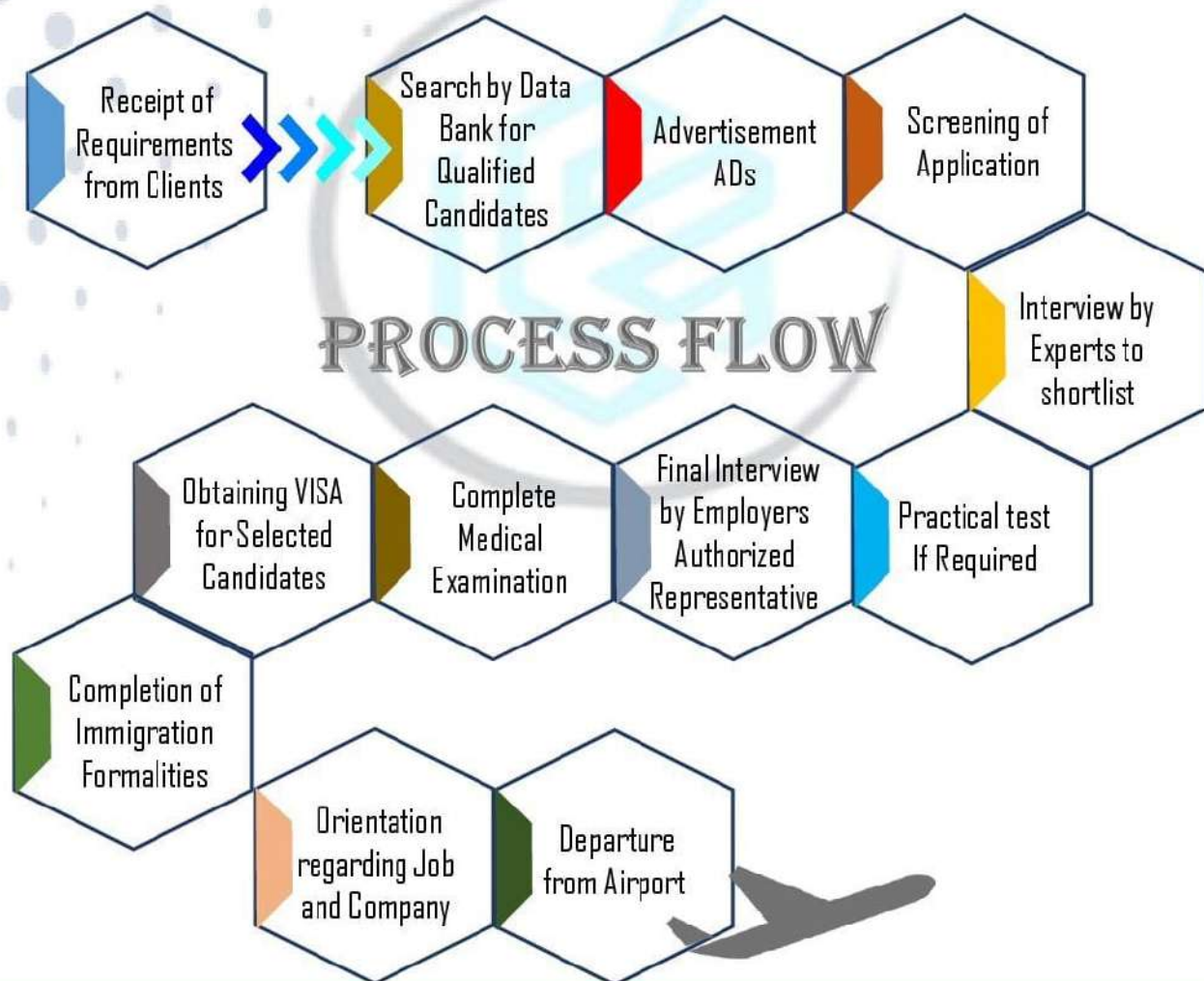
We send resume to the employer for FINAL SCREENING & SHORT LISTINGS of candidates. On obtaining the list of final shortlisted candidates, we finalize the interview dates & obtain necessary legal permissions from emigration authorities.

After final selection we send the candidates for MEDICAL CHECK UP by the authorized medical centers of the respective Embassies of the country of employment.

Verification, Attestation of Certificates, Prepare the necessary documentation for Visa Process, Apply for emigration clearance.

The Employer send confirmed Air Tickets to facilitate travelling as scheduled. Handover all the documents to candidate.

Confirm receipt of candidate arrival.



SELECTION PROCEDURE إجراء الاختيار

1. PERMISSION FROM PROTECTOR

On receipt of your requirement, we seek permission from Protector of Emigrants, to avoid every possible in discrepancy.

2. ADVERTISING

We advertise on nationwide basis, using the printing press, social media and other different platforms for effective scanning, Advertising & Marketing.

3. INTERVIEW & TESTS

We short list the applicants, contact for interviews and trade tests. We carry out trade tests at our own trade test centers, fully equipped with latest machinery and vital accessories. The trade tests are conducted under the invigilation of 'technical expertise'

4. INTRODUCTION OF WORKING CONDITION

In order to update the personnel about the working conditions rules & regulations, laws & jurisdiction of the country, we arrange exclusive and special sessions for the candidates by lectures and important notes.

5. MEDICAL TESTS

We care out strict medical checkups at the laboratories, hospital medical centers approved by the concerned country. After clearance inoculation is carried out. These preventive measures ensure maximum health and safety assurance by our manpower bureau.

6. VISA STAMPING

We are entirely responsible for the visa stamping process till the collection of the passport from the Embassy. This is one of the many scrutinize steps aimed at restricting any type of mishap of fake documentations.

7. REGISTRATION

The Registration of the selected personnel with the Protector of Emigrants is our responsibility.

8. RESERVATION & TICKETING

We have congenial links with PIA, Saudi Arabian Airlines and other leading airlines, prompt reservation and in time dispatch with a professional approach.



9. FOLLOW UPS

Nizam Overseas keeps a constant track record through data-base of the exported Manpower, if any of the workers is deported, turns defaulter or is engaged in any controversy with our principals, we never isolate or desert him at any cost. It is by all means apart our job and duty to see that he gets maximum relief/help and we do our best to compensate him.



DOCUMENTS REQUIRED

Visa Slip
Letter to Embassy
Power of Attorney
Demand Letter
CNIC Copy

CATEGORIES MANPOWER WE PROVIDE القوى العاملة التي نقدمها

I. ENGINEERING

MANAGEMENT STAFF:

1. Engineer Civil
2. Engineer Architectural
3. Engineer Electrical
4. Engineer Mechanical
5. Engineer Structural
6. Engineer Electronic
7. Engineer Chemical
8. Engineer Material Control
9. Draughtsman Civil
10. Draughtsman Structural
11. Draughtsman Mechanical
12. Laboratory Technician
13. Laboratory Assistant

III. STRUCTURAL STEEL SHEET METAL PIPEWORK FABRICATION:

1. General Foreman
2. Foreman
3. Welder
4. General Fitter
5. Pipe Fabricator
6. Bench Fitters
7. Fitters/Plumbers
8. Blacksmith
9. Steel Carpenter
10. Unskilled labor

II. HEAVY CONSTRUCTION EQUIPMENT AND AUTO MOBILE OPERATORS AND DRIVERS


1. Heavy Equipment Operator foreman
2. Tower crane Operator
3. Grader Operator
4. Wheel Loader Operator
5. Concrete Pump Operator
6. Concrete Mixer Operator
7. Road Roller Operator
8. Forklift Operator
9. Concrete Block Making
10. Generator Operator/Power House
11. Heavy Duty Drivers

IV STORES MANAGEMENT AND OPERATION STAFF:

1. Store Manager
2. Store Keeper Electrical and Electronic Engineering stores
3. Store Keeper Equipment Spare Parts
4. Store Accountant
5. Stores Clerk

LICENCES, MEMBERSHIP & VISITING CARD

Ministry of Overseas Pakistanis and Human Resource Development



 Abdul Shakoor Soomro
 Deputy Director
 Directorate of Emigrants, Ministry of Overseas Pakistanis and Human Resource Development
 Government of Pakistan

OVERSEAS EMPLOYMENT PROMOTER'S LICENCE

(Non-Transferable) [See rule 7 & 9 (1)]

LICENCE NO OP&HRD/4942/KAR/2023

Mr./Ms. **Muhammad Zahid Asghar S/o Rais Ghulam Asghar**
 Messer **Luxera Enterprises Overseas Employment**




Whose photograph is affixed above, is hereby authorized 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 Rule, 1979.

This Licence expires on the thirty first day of **December, 2025**

Islamabad

Dated the 17/2 May 2023


Sr. Joint Secretary
 Capt. Usman Zakria
 Sr. Joint Secretary
 Ministry of Overseas Pakistanis & Human Resource Development
 Government of Pakistan
 Islamabad

Book No. B 13776 Serial No. B 1377576

MEMBERSHIP CERTIFICATE

Name & address of Chamber Association: **PAKISTAN OVERSEAS EMPLOYMENT PROMOTERS ASSOCIATION (POEPA)**

(Affiliated with the Federation of Pakistan Chambers of Commerce & Industry)

LUXERA ENTERPRISES OVERSEAS EMPLOYMENT
 CERTIFIED that (4942/KAR)

Name and address of Member Firm / Company:
 SUITE# 10, MEZANINE FLOOR SH. 92, JADDAH CENTRE, OPP. SARWAR HOTEL, SADDAR KARACHI

G.S.T. No. N/A N.T.N. No. 7230452-5

is a member of this Chamber Association
Membership No: KHI-424

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

Given on this **20** day of **06** 20**23**

Signature of Secretary General: 
Ejaz Ahmed
 CHAIRMAN
 Counter signed by: 
 Member and designee




LUXERA ENTERPRISES
 Overseas Employment
 LIC: # OP&HRD/4942/KAR
 OUR SERVICES
 Manager Recruitment
 Visa Processing / Work Visa
 Family Visit / Visit Visa
 Umrah & Hajj Ticket


ZAHID ASGHAR
 Chief Executive
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 Road Centr. Karachi


زاهد اصغر
 صاحب المكتب
 لگژریس انٹرنیشنل
 اوور سیز انجیولمنٹ پرموٹرز
 دفتر الرخصة اور ویزا اے آر ڈی، ۶۹۴۲ سڈڈار
 www.luxeraent.com.pk





محمد عمیر
 وکیل سیاحہ

اجنحة آسيا للسفر والسياحة

بحرة. حي المعاميد الملكة الربية السعودیة

جوال: +92155238400

بوڈ الکرونی: Asiawings2030@gmail.com

WE PROVIDE EXPERT MANPOWER
FOR YOUR PROJECT.



لگزیره انتر برانرز

مروجي التوظيف في الخارج

رقم الرخصة : او،بی اینڈایج آر دی ۴۹۴۲ کراتشی۔

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