




**APPROVED BY MINISTRY OF OVERSEAS INDIAN AFFAIRS**

REGISTRATION NO: B-0716/MUM/PER/1000+/05/7487/2007

ROYAL CONSULATE KSA REGD. NO. 116/94/11



CHAIRMAN'S  
**M**ESSAGE



Irfan International' takes pride in being one of the leading vendors of outsourced manpower and wants to humbly thank all associates and clients, who trusted us enough to make this possible.

Having been in the industry for over 25 years, we envision global prosperity as well as mutual welfare of both skilled Indian manpower and overseas businesses deprived of such talent.

Indian Professionals are the most pursued in every sector globally, for their intellectual, technical, physical and adaptive abilities. And when it comes to outsourcing manpower, we're the first and often the only company, which off-shore employers as well Indian professionals find dependable enough. Both understand how we strive to synchronize every vacancy, with the best suited candidate, in the timeliest fashion.

Whether it is our candidates with previous overseas employment experience, or those entering into overseas assignments for the first time, we ensure they're available at the most competitive pay scales, and yet prepared in every which way to deliver maximum efficiency. Even our continual expansion in workforce and client base cannot deter our commitment to you, or compel us to compromise on our quality.

We are confident of fulfilling every aspect of your manpower need, to your immense satisfaction. We hereby propose to enter into a strategic alliance with your organization, to provide for the most efficient, economic and responsible manpower from India. Whether it is for recruitment of technical staff, or non-technical, we can be counted upon.

With our style of operation, you can be assured of absolute confidentiality and promising results. It is the opportunity to continue setting examples for the industry; the opportunity to continue creating pacts mutually beneficial to India's talent and organizations that would give it its real due.

Chairman  
Abu Saad Nisar Ahmed



LETS CREATE  
YOUR COMPANY'S  
**GROWTH**  
TOGETHER



# OVERVIEW

**Irfan International** is one of the leading Government approved Manpower Agencies in India with License No. B-0716/MUM/PER/1000+05/7487/07 registered under the Ministry of Overseas Indian Affairs which facilitates professionally managed outflow of work force from India to overseas. The company's overall stance has been to go-all-out for excellence and thus become the principal source of competitive, efficient and reliable human resource solutions provider.

At **Irfan International**, we leverage our unparalleled expertise of professional recruitment principles, along with a deep understanding of local and international manpower recruitment process, to provide comprehensive HR services and recruitment solutions that maximize our manpower potentials. We maintain excellent database to provide international placements in all major spheres of environment. We also maintain on line status service for our clients. We only place job seekers in Kingdom of Saudi Arabia. Whether it's helping an unemployed youth to join the workforce, or finding an engineer a job abroad, our reward comes from knowing that we make a real difference - today and in the future. Because of our relationships with both employers and individuals, we are uniquely positioned to determine where current and future skills gaps are, identify people who need help engaging with the workforce, and develop solutions that bring these two groups together, mutually benefitting both. In this way, we function as a "bridge" to employment for many who would otherwise be unemployed.



HERE TO  
MAKE A  
REAL  
**DIFFERENCE**



**WHY**

**CHOOSE US**

In today's rapidly changing business climate, the efficient and effective organization wins, and that means having people who fit your needs perfectly, when you need them. Whether you need to staff a single facility or support a multi-location national operation with uniquely skilled, semi-skilled or unskilled people, Irfan International has recruitment and staffing services to help you meet your goals.

Specialized divisions & subsidiaries - Specialized recruiters in each of our industry specific divisions & subsidiaries know the unique skills and requirements of each industry and where to locate the best people in that field. Quick response time - Because we are constantly recruiting people, we have a database of qualified candidates ready to go to work.

Right after selection, we post all the details of candidates in our online database so that our clients remain constantly updated regarding the progress in terms of medical fitness, flight and deployment schedules etc.



VISION





Our vision is to lead in the discovery of work opportunities and delivery of service that enable our clients to win in the changing world of work . Providing Competent Man to Work" Irfan International" recognizes the global need for employment.

We want to provide our clients with world-class, personalized service and to provide Indians the opportunity to work overseas.

To achieve this we aim to :

Constantly provide our clients with candidates who are competent, reliable and dedicated Help the candidates enhance their competence thereby raising the competitiveness of the Indian workforce Attain all the requirements of our clients in the shortest possible time Constantly providing training to our workers to produce best and productive workforce



STRAT

STRATEGY



# STRATEGY

## REVENUE

Generating more revenue requires us to develop strategic insights about our client's needs and goals, elevating and broadening our mutually-beneficial relationship and measuring our contribution to our clients business.

## EFFICIENCY

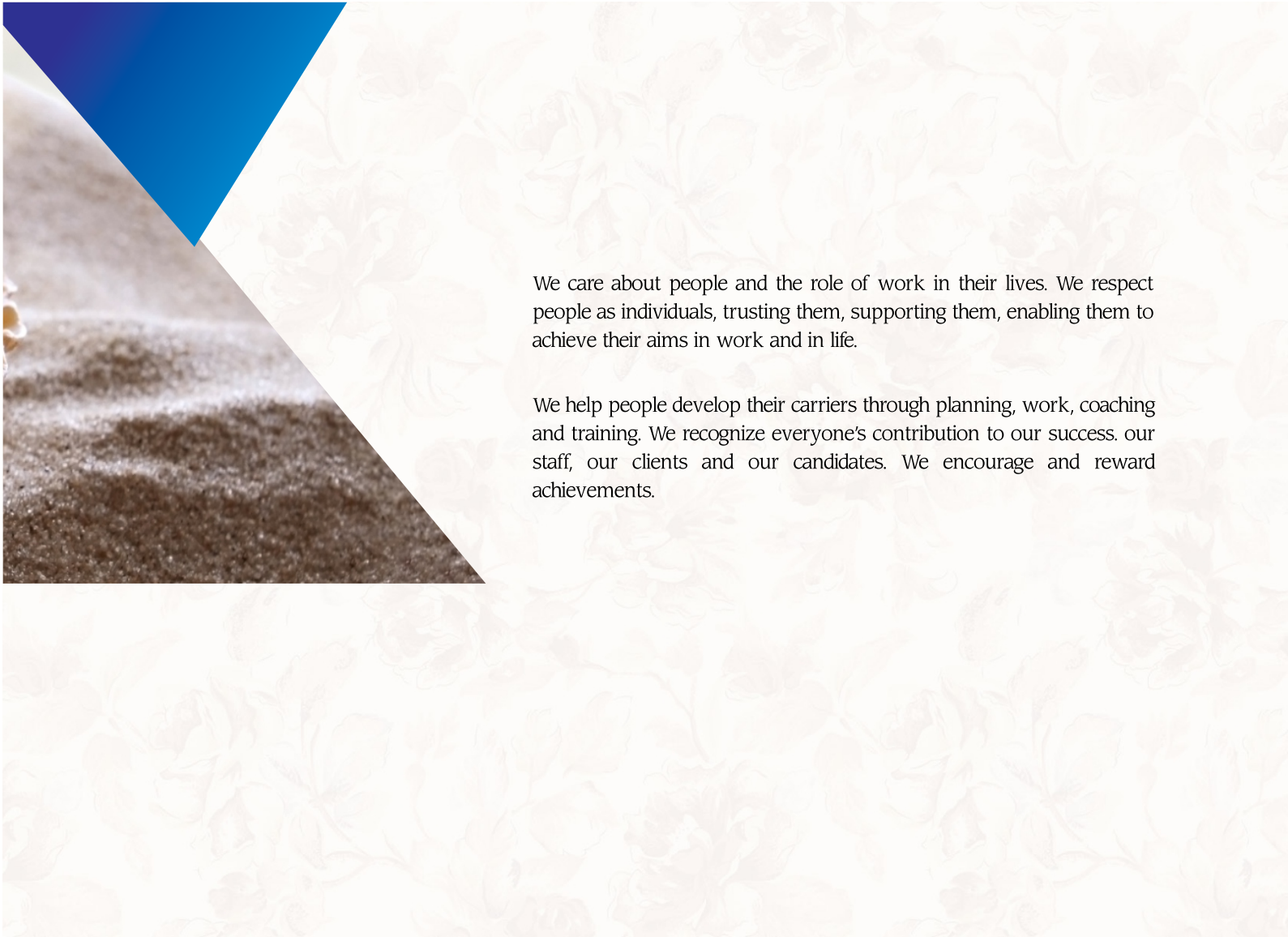
Improving our efficiency means achieving speed, quality and effective use of resource throughout all our operations.

## INNOVATION

Demonstrating our commitment to innovation requires us to continuously capture creativity in local markets and replicate this around the KSA. Our role is to develop and expand our capabilities, while creating services targeted to what's new and what's next.



**V**ALUES

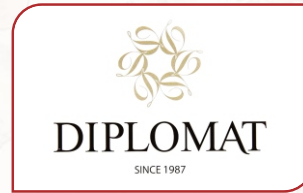


We care about people and the role of work in their lives. We respect people as individuals, trusting them, supporting them, enabling them to achieve their aims in work and in life.

We help people develop their carriers through planning, work, coaching and training. We recognize everyone's contribution to our success. our staff, our clients and our candidates. We encourage and reward achievements.



OUR  
CLIENTS



# OUR CLIENTS







OUR PREMIUM  
**CLIENT**  
LIST

## COMPANY'S NAME

1. EDARAH FACILITY MANAGEMENT CO., RIYADH
2. AL WAJEEH HOLDING COMPANY, ABHA
3. LAZURDE COMPANY FOR JEWELRY, RIYADH
4. AHMED SULEMAN AL FAHAD & SONS, RIYADH
5. CHAINA RAILWAY 18TH BUREAU GROUP, RIYADH
6. DIPLOMAT SWEETS & PASTRIES CO., RIYADH
7. AFKAR AL KHAIR CONTRACTING CO., RIYADH
8. AL HAZZA HOLDING CO., RIYADH
9. REEMA PLASTIC PRODUCTION FACTORY, RIYADH
10. MASUDI FOUNDATION CONTRACTING CO. , RIYADH
11. SAMID CO. LTD, ABHA
12. MANDARYAH CONTRACTING CO., RIYADH
13. BIN OTAOT GENERAL CONTRACTING CO, ABHA
14. NATIONAL FACTORY FOR FOOD, RIYADH
15. MOHAMMAD SAAD GHAIZ & SONS CO. , RIYADH
16. BRANCH SALEH & SONS CO. FOR TRADING & CONT, MADINAH
17. RIYADAH CO. FOR OPERATION & MARKETING SERVICES, RIYADH
18. MOHAMMAD GHAZI BIN MOHAMMAD AL MUTERI TRANSPORT, DAMMAM
19. AL MAJAL AL ARABI HOLDING, RIYADH
20. AL-KAWS DEVELOPMENT TECHNOLOGY , RIYADH
21. SAUDI JORDAN GLASS FACTORY, RIYADH
22. RAWAKEZ CONTRACTING CO, RIYADH
23. BASHIR RASHID AL JOHANI EST. FOR TRANSPORTATION , MADINAH
24. NASIR SALEH SULEMAN AL JOHANI, MADINAH
25. M/S. SAMIR BIN MAHANNA ABDUL REHMAN EST. , RIYADH

OUR PREMIUM  
**CLIENT**  
LIST

## COMPANY'S NAME

26. FAHAD AL - DOWSSARI TRANSPORT , DAMMAM
27. DARB AL KHIZAM CONTRACTING . ETS. , RIYADH
28. ABDUL WAHAB AL QURAIISH GENERAL CONT. ABHA
30. SALEH ARFAJ JABIR AL JAUF EST, SAKAKA AL JAUF
31. JABAL AL TIL CONTEST, RIYADH
32. HADI TRADING OF BLISS CONSULTING ARCHITECTURAL, RIYADH
33. AL-TIRAZ AL MOAMMARI EST. , RIYADH
34. DIGITAL DATA CORPORATION, RIYADH
35. M/SSAEED HAMID L DURAAA FOR CONT. CO. LTD, ABHA
36. REAL ESTATE AND TOURISM DEVELOPMENT CO, RIYADH
37. M/S. ABU LISAN TRANSPORT CO, RIYADH
38. NATIONAL GYPSUM CO, RIYADH
39. M/S. TALAAL AL MUTERI TRANSPORT, RIYADH
40. M/S. NAJI ALI AL AMRI EST, RIYADH
41. M/S. AL ASDIQA CONT. COMPANY, ABHA
42. M/S. MOHAMMAD NAJI AL JOHANI EST, MADINAH
43. M/S. RUKN AL MAWATIQ FOR TRADING EST, RIYADH
44. M/S. AL GARABI GENERAL CONT. CO, RIYADH
45. M/S. AJWA AL SAUDIA CONTRACTING CO, RIYADH
46. M/S. SALEH AL TAYYAAR TRANSPORT , RIYADH
47. M/S. SALAMAH ROAD PAINT WORKS
48. M/S. FAUZAN AL MUSHARRAF FOR RECRUITMENT EST. RIYADH
49. M/S. MUSK ALKHALEEJ RECRUITMENT EST. RIYADH
50. M/S. LOTUS RESORTS EST. RIYADH

OUR PREMIUM  
**CLIENT**  
LIST



**DEMANDS**

**DEMAND LETTER**

**خطاب طلب**

M/S. IRFAN INTERNATIONAL  
Lic. No. 0716/MUM/PER/1000+057487/2007  
Mumbai - India

السادة/ عرفان انترناشيونال  
ترخيص رقم: ٠٧١٦/مومباي/١٠٠٠+٠٥٧٤٨٧/٢٠٠٧  
ممبائي - الهند

Please arrange to recruit the following personnel on the terms & conditions given below against the block.

نرجو التكرم بإرسال المستقدمين حسب الشروط والمواصفات الآتية، وبموجب

Visa Number: 1103660462  
Date of issue: 16/09/1434H

الناشرة رقم: ١١٠٣٦٦٠٤٦٢  
التاريخ: ١٤٣٤/٩/١٦ هـ

Categories	Qty	Salary+Food	الراتب، الطعام	التعداد	المهنة
Bus Driver	40	1100+240 SR	ريال ٢٤٠٠+١١٠٠	٤٠	سائق
Light Driver	30	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	٣٠	سائق خفيف
Building Electrician	40	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	٤٠	كهربائي عملي
Welder	20	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	٢٠	لحم
Steel Fixer	38	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	٣٨	حذاء
Shuttering Carpenter	39	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	٣٩	نحار حديد
Mason	10	1000+240 SR	ريال ٢٤٠٠+١٠٠٠	١٠	بنائ
<b>Total</b>	<b>217</b>	<b>Only</b>	<b>قطف</b>	<b>٢١٧</b>	<b>المجموعه</b>

**Terms & Conditions:**

Medical, Accommodation : Free  
Transportation & Iqama : Free  
Air Passage End of Contract : Free  
Vacation per year : 15 Days  
Working hours per day : 08 Hours & 6 days a week  
Period of Contract : 2 Years  
All other terms & conditions as per Saudi Labour Laws.

الشروط والمواصفات:  
العلاج، السكن، المواصلات والإقامة : مجاناً  
تذاكر السفر نهاية العقد : مجاناً  
الإجازة السنوية : ١٥ يوماً  
ساعات العمل في اليوم : ٠٨ ساعات و ٦ أيام اسبوعياً  
مدة العقد : ٢ سنة  
وجميع الشروط الأخرى طبقاً لتقوانين المملكة العربية السعودية.

Thanking you,

  
General Manager



الفرع التجاري بالمملكة العربية السعودية  
موسم العمل: من ١٤٣٤/٩/١٦ هـ إلى ١٤٣٤/٩/١٦ هـ  
موسم العمل: من ١٤٣٤/٩/١٦ هـ إلى ١٤٣٤/٩/١٦ هـ  
موسم العمل: من ١٤٣٤/٩/١٦ هـ إلى ١٤٣٤/٩/١٦ هـ

P.O. Box: 28028, Riyadh 11437, Kingdom  
Tel: +966-1-288 6553, Fax: +966-1-288 6567



**DEMAND LETTER**

**خطاب طلب**

M/S. IRFAN INTERNATIONAL  
Lic. No. 0716/MUM/PER/1000+057487/2007  
Mumbai - India

السادة/ عرفان انترناشيونال  
ترخيص رقم: ٠٧١٦/مومباي/١٠٠٠+٠٥٧٤٨٧/٢٠٠٧  
ممبائي - الهند

Please arrange to recruit the following personnel on the terms & conditions given below against the block.

نرجو التكرم بإرسال المستقدمين حسب الشروط والمواصفات الآتية، وبموجب

Visa Number: 1300773349  
Date of Issue: 08/11/1436H

التأشيرة رقم: ١٣٠٠٧٧٣٣٤٩  
التاريخ: ١٤٣٦/١١/٠٨ هـ

Categories	Qty	Salary	الراتب	التعداد	المهنة
General Building	150	800 SR	ريال ٨٠٠	١٥٠	معلم تنظيف مباني عمدة
Cleaning Labour					
<b>Total</b>	<b>150</b>	<b>Only</b>	<b>قطف</b>	<b>١٥٠</b>	<b>المجموعه</b>

**Terms & Conditions:**

Medical, Accommodation : Free  
Transportation & Iqama : Free  
Food : Free  
Air Passage End of Contract : Free  
Vacation per year : 21 Days  
Working hours per day : 08 Hours & 6 days a week  
Period of Contract : 2 Years  
All other terms & conditions as per Saudi Labour Laws.

الشروط والمواصفات:  
العلاج، السكن، المواصلات والإقامة : مجاناً  
تذاكر السفر نهاية العقد : مجاناً  
الإجازة السنوية : ٢١ يوماً  
ساعات العمل في اليوم : ٠٨ ساعات و ٦ أيام اسبوعياً  
مدة العقد : ٢ سنة  
وجميع الشروط الأخرى طبقاً لتقوانين المملكة العربية السعودية.

General Manager

المدير العام



المملكة العربية السعودية  
الرياض - حي النور - رقم البريدي: 11596  
ص.ب. 24452 - الرياض - رقم البريدي: 11596  
ص.ب. 243332 - الرياض - رقم البريدي: 11596

المملكة العربية السعودية  
الرياض - حي النور - رقم البريدي: 11596  
ص.ب. 24452 - الرياض - رقم البريدي: 11596  
ص.ب. 243332 - الرياض - رقم البريدي: 11596

المملكة العربية السعودية  
الرياض - حي النور - رقم البريدي: 11596  
ص.ب. 24452 - الرياض - رقم البريدي: 11596  
ص.ب. 243332 - الرياض - رقم البريدي: 11596



**شركة حلقة وأسواق الخضار والفواكه المحبوبة**  
**CIRCLE & MARKET FOR VEGETABLE & FRUITS CO. LTD.**  
IN THE NAME OF ALLAH

No. الرتبة No. التاريخ  
السادس/الرفاهي انتر انترناتونال

**Demand Letter**  
خطاب طلب عمال

M.S. Irfan International  
Lic. No.: A01 24/MUM/PER/300/05/7487/06  
Bombay India  
رقم الترخيص : 0124 مومباي/05/300/7487/06 بومباي

نأمل التنازل الترتيبات اللازمة باستقدام العمالة التالية بموجب  
التأشيرات الصادرة برقمه 4101359940 بتاريخ 1431/10/20 هـ  
وفقا لتأشيرات الصادرة والمرفقة:

CATEGORY	NO	SALARY	الرتب	العدد المطلوب	العمالة المطلوبة
Loading & unloading labor	50	750	الرتب	50	العمالة المطلوبة
Total	50 (Fifty Only)			50 (خمسون فقط)	

**Basic Terms & Conditions:**  
Contract duration: 3 years  
Working Hours: 12 hours/day – 7 days/week  
Acco. Medical, Iqama: Free  
Probationary Period: 90 Days  
Economy class air ticket from the point of hire and back on contract expiry provided.  
Other terms and conditions are according to the approved employment contract and as per Saudi labor law.

**Best Regards**  
Majed Nasser Aljafan

المدير العام  
م/ ماجد ناصر الجفان

المملكة العربية السعودية - جدة - هاتف ٢٤٣٨٢٦١ - فاكس ٢٤٣٨٥٣٣  
ص ب ١١٨٨٨ - جدة ٢١٥٨١ - ص ب ١٤٤٣٣ - ١٠٣٠١٤٤٣٣ - ترخيص القرية ٤٣٣٤  
Saudi Arabia - Jeddah Tel.: 6938586 - Fax: 6284573  
P.O.Box 115888 Jeddah 21581 C.R. 403014123 C.C. No. 893٣

**شركة لازورد كيا**  
**LAZURDE**

Lazurde Company For Jewelry  
Saudi Joint-Stock Co.  
C. R. 1002024  
Membership No. 30954

شركة لازورد للمجوهرات  
شركة مساهمة سعودية مغلقة  
ج. ر. ١٠٠٢٠٢٤  
رقم العضوية: ٣٠٩٥٤

DATE : 23/11/2015  
التاريخ : 2015/11/23 هـ

**Demand letter**  
خطاب طلب عمالة

MS-Irfan International  
Lic. No 0716/MUM/PER/1000+05/7487/2007  
Mumbai India  
السادة / عرفان التوشونال ترخيص رقم  
- Lic.No 0716/MUM/PER/1000+05/7487/2007  
- مومبي - الهند

Please arrange to recruit for us in gold fields the following manpower against our block visa No = 1300755404 dated 26/10/1436 H visa category general labor

نأمل التنازل الترتيبات اللازمة باستقدام عدد  
العمال التالي بموجب التأشيرة الصادرة لنا  
برقم (1300755404) وتاريخ  
1436/10/26 هـ - بعملة عمال عادي

**Basic Term & Conditions :**  
Monthly Salary : 1500/sr  
Contract duration : two years  
Site of employment :Riyadh  
Work hours : 8 hours a day  
6 day a week  
accommodation : provided by co  
medical treatment : provided by co  
Food : provided by co  
probationary period : 3 month  
air tickets : provided by co

الرتب : 1500 ريال  
مدة العقد : سنتان  
موقع العمل : الرياض  
ساعات العمل الرسمية : ٨ ساعات في اليوم  
٦ ايام في الاسبوع  
السكن : موفر من الشركة  
العلاج : موفر من الشركة  
التغذية : موفر من الشركة  
فترة التجربة : ثلاثة اشهر  
تذاكر السفر : موفرة من قبل صاحب العمل  
الشروط الاخرى حسب عقد العمل وقانون  
العمل والمعدل المتبع بالمملكة العربية  
السعودية.

عبدالله احمد العبيد  
**ABDULLAH AHMED ALOBAID**  
المدير الإداري  
Administration Manager

الطبعة الثانية: ١٤٣٠ - الرياض ١١٦٦١ - المملكة العربية السعودية - بريد: ١٤٣١١١١١ - فاكس: ١٤٣١١١١١ - ص ب: ١١٥٨٨٨ - جدة - هاتف: ٢٤٣٨٢٦١ - فاكس: ٢٤٣٨٥٣٣  
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