

COMPANY PROFILE

WE PROVIDE RIGHT M N

for the

RIGHT JOB!

MANPOWER
EXPERIENCE

since

1975

INDUSTRIES SERVED:

- 🏠 Oil & Gas and Petroleum Services
- 🏠 Health Care/Medical
- 🏠 Professional/Technical Services
- 🏠 Various Manufacturing Industries
- 🏠 Construction
- 🏠 Telecommunication
- 🏠 Information Technology
- 🏠 Cement Industries
- 🏠 Aircraft Manufacturing Companies
- 🏠 Sea Port Container Terminals
- 🏠 Power
- 🏠 and many more



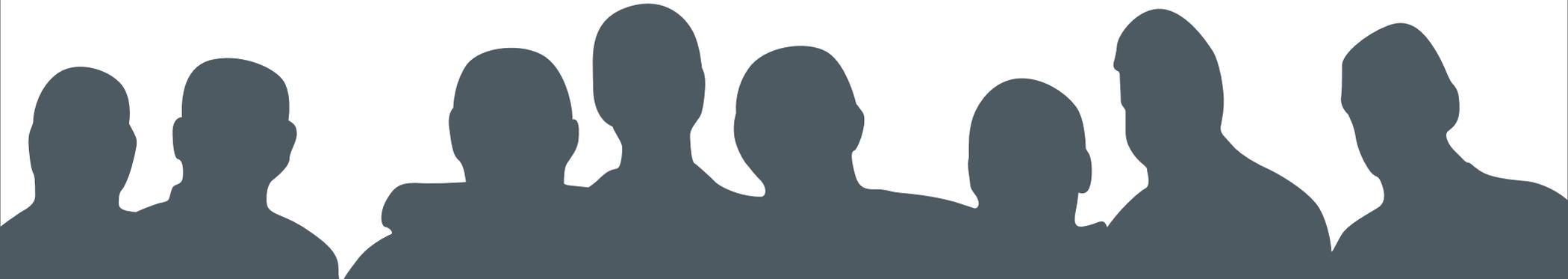
INTERNATIONAL
Resource Services

REACHING OUT TO YOU!



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Recruitment Agency That Makes A Difference!



INTERNATIONAL RESOURCE SERVICES

OEPL No.2668/Rwp

VITAL LINKS **G-8 MOTORS**

Real Estate Consultants & Builders
Served By Fiscal Team
Call: 0333-9142000

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New & Used Cars



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PROPERTY BY FISCAL TEAM



International Resource Services

INTRODUCTION

International Resource Services (IRS) is a leading human resource provider of manpower consultancy, job placement, recruitment and manpower staffing in leading industries worldwide, specializing in provision of manpower at senior as well as middle and entry level positions, in upstream (drilling, exploration, production) / downstream (processing, refinery, marketing, distribution) petroleum industry, power / energy sector, cement plants, construction, medical, communication, defense, aviation, hospitality, IT, finance, engineering and government, national and multinational organizations.

With over three decades experience of Chief Executive, specific rich experience and domain knowledge and skill set requirement of each industry, we can find ideal candidate for you in quick, efficient and professional manner.

IRS is one of the region's leading recruitment companies. With a balanced portfolio of services, we can deliver the very best temporary, contract and permanent staffing solutions available in today's market, from junior-most position to CEO level, through bulk recruitment or headhunting. Combining years of recruitment experience with a portfolio of unrivalled services to our clients, we guarantee a fast and accurate result to suit your recruitment budget, contract or permanent.

Our business core values have been built on quality, service, integrity and communication. Our Motto is to serve the clients with highly professional way with remarkable honesty / sincerity and to satisfy our candidates with best of our attitude and behavior to serve the principals with RIGHT MAN FOR THE RIGHT JOB.

IRS is a licensed manpower recruitment agency duly authorized to operate throughout the world and ensures the fulfillment of legal requirements of emigration of Pakistani nationals seeking overseas employment.

IRS team is capable to offer the Manpower from other countries separately or as Consortium to serve the Companies under ONE WINDOW OPERATION.

Muhammad Akram Nafees
CEO





Company Overview

Head Office:

International Resource Services, Office #7, 2nd Floor,
Al-Abbas Plaza, G-8 Markaz, Islamabad, Pakistan.

Phone: +92-51-2340002, 2284212

Direct Line to CE: +92-51-2340001

Fax: +92-51-2340003

Website: www.irs.com.pk

Email: info@irs.com.pk

Legal Form:

Sole Proprietership

Management:

Muhammad Akram Nafees

Rehmat Iqbal

Mobile: 0092 300 8557865

Mobile: +92 336 5566707

Business Activities:

- Manpower Recruitment Consultants and Overseas Employment Promoters.
- Oil field equipments and Services Supply Division.
- Commercial Importers and Exporters.

Bankers:

1. Askari Bank Ltd, Razia Sharif Plaza, Blue Area, Islamabad.
2. Allied Bank Ltd, School Road, Super Market, Islamabad.

Memberships:

1. Chamber of Commerce & Industry, Islamabad
2. All Pakistan Overseas Employment Promoters Association

Government Registrations:

1. O.E.P License No. 2668/Rwp
2. Registered suppliers for Trade Activities with Oil & Gas, Defense and almost all Major Government Corporations/Autonomous Bodies.

References:

- Al-Rajhi Group
- Arabian Drilling Company
- AECOM Arabia
- Arabian Research and Marketing Ltd.
- Arabian Amines
- Al-Salam Aircraft Company
- Erne Fittings Middle East Co. Ltd
- ISCOA Industries & Maintenance Ltd
- Al-Yamamah Company for Reinforcing Steel Bars Ltd
- Middle East Propulsion Company
- Alstom Saudi Arabia Transport & Power
- Qassim Cement Company
- Red Sea Gateway Terminal
- Saudi Makamin Oil & Gas Services
- Support Services Operation Co-ISBNAD
- Trans Telecoms
- Southern Province Cement Co
- Alpha Star Aviation Services
- Castle International Co.
- DynCorp International
- HOBSCO
- Louis Berger
- ODF jell Drilling
- Qaryan Steel
- Saudi Industrial Services Company (SISCO),
- Seadrill GCC Operations Limited
- Shelf Drilling



Organizational Chart



* Consultants for Oil & Gas, Defense Projects, Cement industries, Seaport and other Electrical, Mechanical and Medical consultants etc.



Client List (Since 1975)

- Al-Elem (Information & Security)
- Al-Ghanim Industries Limited Inc
- Al-Hayat Modern Pharmacy
- Al-Kawther Industries
- Al-Kurdi Trading & Contracting Company
- Al-Mansoori Specialized Engineering
- Al-Mesbaq Trading Est (Group).
- Al-Najim Contracting, Trading & Services Est
- Al-Qassem Cement Company
- Al-Rajhi Company For Currency
- Al-Rajhi Group
- Al-Rajhi Poly Clinic
- Al-Salam Aircraft Company
- Al-Subhi Trading Company LLC
- Al-Stom Saudi Transport & Power LTD
- Al-Yamamah Company for Reinforcing Steel Bars LTD
- Awal Refrigeration & Air-conditioning
- AMAREST
- Arabian Cement Company Limited
- Arabian Amines Company
- Arabian Research and Marketing Ltd
- Arabian Drilling Company
- ASAS Universal Company Limited
- Asia Research International (Management Services)
- AECOM Arabia
- Chem-Mech Ltd
- Clough Engineering Group
- Cement Industries Company (Cimentix)
- Dallah Hospital
- Dr. Sulaiman Al-Habib Medical Centre
- Enercon Project of USAID
- Frank Rawabi Limited
- Erne Fittings Middle East
- Faif (Fahrah Al-Shehr Insulation Factory)
- Filfila Restaurant
- GECO
- Gulf Pack
- ISCOSA Industries & Maintenance Limited
- INTRACOM S.A. TELECOM SOLUTIONS
- Jarish Associates
- Jash Technical Services Company Limited
- KADI
- Lub Tech Est. For Trading & Contracting
- Mawarid Construction Limited
- Meelsa (Middle East Electrical Saudi Arabia) Co
- Modern Computer Solutions
- Mudyar Abdul Majid Limited (Electrical Contractors)
- Muhammad Abdul Mohsen & Partner Company
- Mada Non Wovens
- Mada Carpets
- National Cement Company Limited
- National Petroleum Services Company
- NorConsults
- PANSEMA Company Limited
- Qassim Cement Company
- Qatar National Cement Company
- Qatar National Petroleum Company
- Qatari Saudi Company For Industrial Transformation
- Ras Al-Khaima White Cement Co
- Rawabi Trading
- Reach.Tech Software Co
- Saif Bin Darwish
- Red Sea Gateway Terminal
- Saudi Pan Technologist
- Saudi Brothers
- Schlumberger (Petroleum Company) Shawahed Al Bina
- Sharikat Hani LLC
- Shiddy Trading Company
- SITAF Saudia Company Limited
- Southern Province Cement Company
- Tabuk Cement Company
- TOMAS
- Umul-Qura Poly Clinic
- Zubair Kilpatrick Mechanical & Electrical Engineer
- Makamin Petroleum Services Company L.L.C.
- and many more



Legalization / Attestation



We, at IRS, are dedicated to serving our clients with unwavering commitment, utmost efficiency, and a strong sense of responsibility. Our approach is characterized by professionalism and a relentless pursuit of excellence.

Since 1975, IRS has been offering a wide range of HR Services, including the Legalization and Attestation of documents from various Consulates, Organizations, Departments, such as SCM, HEC, and MOFA. We also facilitate this process with different educational institutions and organizations to meet the specific requirements of our customers and candidate

Expanding our offerings beyond Manpower Recruitment and Visa Processing Services, since 1975 we have been catering to a global clientele. Currently, we are privileged to provide legalization, visa processing, and various other services for NEOM's prestigious project through their contractors for the past four years. IRS also specializes in Legalization and Attestation services for hundreds of companies and thousands of individuals worldwide. Our success is founded on proficiency and the prompt completion of tasks.



Selection and Recruitment Process

Visa Procedure:

All countries have different Visa procedure and systems while processing employment visa. However, for example, In case for employment Visa Endorsement of Saudi Arabia, we have to submit the following documents:

- Visa Slip.
- Employment visa forms in duplicate.
- Ten passport size photographs of the applicant.
- Power of Attorney (Photocopy) of Employer in the name of agency.
- Medical Fitness Certificates of the applicant.
- Religion Certificate.
- Electronic Number for Visa and also for medical.

Note:

All required Supporting Documents, professional OR educational, are required to be attested from the following offices:

- Higher Education Commission (HEC) / Inter board committee of Chairman (IBCC).
- Ministry of Foreign Affairs of Pakistan.
- Saudi Cultural Office (Only in case of Degree Attestations).
- Saudi Arabian Consulate Islamabad/Karachi.



Selection Criteria:

This process involves the following steps to be taken by the Recruitment Agency which ensures not only efficient and quality service to the clients, but at the same time guarantees compliance with all the legal and contractual obligations.

Our professional team consists of qualified professionals, managers and personnel experts, who have complete knowledge of labor laws, engineering and to evaluate the Technical capabilities with the following measurements:

- Collection of Job Description from Principals.
- CV Evaluation.
- Preliminary Interview in view of the Job Description.
- Arrangement for the Trade test, if required.
- Final interview among scrutinized candidates.

The selection of a candidate is subject to the fulfillment of the conditions, such as interview, trade testing, medical examination, etc., which are carried out and completed by our staff and officers concerned. The trade tests are conducted at various trade centers to evaluate the technical capabilities, if required or instructed by the Principals.

Dispatch of Workers

The dispatch of workers to their respective destinations starts immediately after all the legal formalities, documents and contractual requirements are completed without any delay and according to the instructions received from the Principals.



Selection and Recruitment Process

Employment Promoter's Guarantee:

International Resource Services (IRS) takes full responsibility for the candidates recruited for Principal by them for the replacement free of charge (Without any Service charges) within 15 days, if found incompetent. However the candidates selected/nominated/recruited by the Principal, will be the responsibility of their own.

Required Documents:

Following Documents are essentially required for Immigration formalities.

Power of Attorney

The power of Attorney is issued by the employer on their company letterhead to recruit personnel on their behalf, Specimen available at Web Site. The power of attorney should be attested by the Ministry of Foreign affairs and Chamber of Commerce of the issuing country.

Letter of Requirement of Personnel

The DEMAND LETTER is issued by the employer on their company letterhead to recruit personnel on their behalf, Specimen available at Web Site. The Demand Letter should be attested by the Ministry of Foreign affairs and Chamber of Commerce of the issuing country.

NOTE:

In Addition to the above mentioned Power of Attorney and Demand Letter, Following Documents are essentially required for the Visa Endorsement after the final selection of candidates:

- Visa Slip.
- Authorization (Wakala, Attested by Chamber of Commerce).
- A letter to Consulate by the Company (Specimen available at web site).
- Copy of Company/Commercial Registration.
- Copy of ID card of Principal.

The following contents are essentially required being the important clauses of DEMAND LETTER.

- Period of Contract: Minimum 1-2-3 years (Renewable).
- Probation Period: 90 Days or according to labor laws of the employer country.
- Daily Working Hours: 08 Hours per day.
- Weekly Working Days: 06 Days per week.
- Weekly Rest Day: 01 Day.
- Rate of Overtime: As per laws of the host country or minimum 150% of the hourly wages.
- Accommodation: Accommodation provided by employer.
- Mess Facilities: Food or food allowance provided by employer.
- Medical Facilities: Medical treatment provided by employer.
- Transportation: Transport provided by the employer for home to site/office.
- Air Passage: Return Air Ticket by the Employer.
- Vacation: As per labor laws of employer's country.
- Illness Leave: As per labor laws of employer's country.



Selection and Recruitment Process

Pre-requisites for different overseas jobs

Following are the pre-requisites for different overseas jobs

Labor/guard /Cook/mason/Plasterer /Paves Tile fixer/Building carpenter /Painter/wilder/steel fixer /Auto mechanic /A.C Cooling Technician/filler & other labor:

- Not less than 21 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Eight Photograph (4*6) (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.

Private house worker/house cook:

- Not less than 35 years of age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Eight Photograph(4*6) (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.

Drivers:

- Not less than 25 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Eight Photograph(4*6) (with off-white back ground).
- Photocopy of Computerized Driving License valid and issued six years ago attested by Foreign Office with NOC from concerned authorities.
- Medical from sanctioned Medical Centers.
- Religion Certificate.

Draftsman:

- Not less than 21 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Two Photograph (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.
- Photocopy of Degree/Diploma attested by Foreign Office & Saudi Embassy.

Engineer:

- Not less than 22 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Two Photograph (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.
- Original Degree of B.Sc. attested by Ministry of Foreign Affairs + H.E.C and Saudi Cultural office.

Female Nurse:

- Not less than 22 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Two Photograph (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.
- NOC from her husband or father.
- Photocopy of Degree/Diploma attested by Foreign Office & Saudi Embassy.

Doctor:

- Not less than 25 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Two Photograph (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.
- Original Degree of M.B.B.S attested by Ministry of Foreign Affairs +Ministry of Health, H.E.C and Saudi Cultural office + Saudi Consulate along with photocopies attested.

Accountant:

- Not less than 21 years of Age.
- National Identity Card.
- Machine Readable Passport minimum validity two years.
- Visa application.
- Two Photograph (with off-white back ground).
- Medical from sanctioned Medical Centers.
- Religion Certificate.
- Photocopy of B.Com degree or equivalent attested by Foreign Office & Saudi Embassy.

Extensive Candidate Database



We have an extensive databank available for highly technical & senior professionals against variety of categories for different sectors like:

- 🏠 Oil & Gas and Petroleum Services
- 🏠 Health Care/Medical
- 🏠 Professional/Technical Services
- 🏠 Various Manufacturing Industries
- 🏠 Construction
- 🏠 Telecommunication
- 🏠 Information Technology
- 🏠 Cement Industries
- 🏠 Aircraft Manufacturing Companies
- 🏠 Sea Port Container Terminals
- 🏠 Power
- 🏠 and many more



Samples for Required Document

POWER OF ATTORNEY

تفويض

Know all men by these presents that we

Addressed in KSA, therein after called (the employer)

Do hereby nominate constitute and appoint M/S INTERNATIONAL RESOURCE SERVICES, License no. 2668/Rwp. Addressed in Office No 7, 2nd Floor, Al-Abbas Plaza, G-8 N

lawful Attorney in Pakistan the employer in its name place and stead (but subject to the limitations and restrictions herein expressed) to do and all of the following things and act:

1. To recruit and engage Pakistan nationals on behalf of the employer.
2. To act on behalf of the employer in respect of such selections and travels matters pertaining there to including with the Protectorate of Emigrants. Govt. of Pakistan and the Saudi Embassy/ Consulate General.

THIS POWER OF ATTRNEY:

- A. Shall be revocable on completion of the service of employees or on return of the employees recruited for the employer back to Pakistan.
- B. Can be terminated on giving two months' notice to one party by other party.

THIS POWER OF ATTRNEY:

This power of Attorney shall be operative with immediate effect and shall continue to remain in force until revoked as provided in paragraphs (A) and (B) above .

ليعلم كل من يطلع على هذه الوثيقة أننا نحن
وعنوانها

العربية السعودية ونشار اليها فيما بعد (صاحب العمل).

قد وكلنا المصادة / انترناشيونال ريسورس سيرفيسيز.
ترخيص رقم 2668/Rwp وعنوانها Office No 7, 2nd Floor, Al-Abbas Plaza, G-8 Markaz, Islamabad, Pakistan

وإشار اليه فيما بعد (الوكيل) ، موكلاً قانونياً
عنا في باكستان للقيام باعتبار القيود والمحددات
المذكورة- بالمهام التالية:

- ١- لتوظيف العمالة من باكستان نيابة عن صاحب العمل .
- ٢- التصرف نيابة عن صاحب العمل فيما يتعلق بترشيح العمالة وإجراءات سفرهم لدى الادارات الباكستانية المختصة وممثلات المملكة العربية السعودية.

إن هذا التفويض:

- أ. قابل للإلغاء عند انتهاء خدمة الموظفين المعينين او عودتهم نهائياً الى باكستان
- ب. يمكن إنهاؤه بناءً على إشعار لمدة شهرين من أي من الطرفين للأخر.

إن هذا التفويض:

يتم العمل بهذا للتوكيل مباشرة ، ويظل نافذا واري الصلاحية
مالم يتم إلغاؤه بحسب ما ورد في الفقرتين (أ) و (ب) أعلاه



Samples for Required Document

DEMAND LETTER

Name of Establishment:

اسم الشركة:

Post Box N: Tel:

ص ب:

Place: Dammam, KSA

المكان: الدمام ، المملكة العربية السعودية

Name and address of Agent in Pakistan: INTERNATIONAL RESOURCE SERVICES 2668/RWP

إسم وعنوان الوكيل في باكستان: انترناشونال ريسورس سيرفيسيز

Please arrange to recruit Pakistani national for our Est., for the following categories of job as per the details of salary etc., as given below:

نرجو التكرم بتعيين مرشحين من الجنسية الباكستانية للعمل لدينا بالوظائف التالية بحسب مسمى العمل والرواتب الموضحة أدناه:

S. No	Profession	NO. of Posts	Monthly Salary in SR
1-		10	5000
2-		10	4000
3-		30	2000
4-		10	5000
5-		30	2000
6-		30	2000
7-		30	3000

These employees will also be entitled to the following facilities, which will be duly mentioned in their individual contracts.

كما سيكون للموظفين المختارين للعمل الحق في المنافع والامتيازات التي ستوضح في عقود العمل الفردية.

- (1) Free housing (with simple furnishing) or HRA as per contractual terms.
- (2) Free meals provided by the company.
- (3) Economy class flight ticket from point of origin to Saudi Arabia. And also for return to Pakistan at the time of termination of contract.
- (4) Annual leave as per company policy and Saudi labor law.
- (5) Free medical insurance as per company policy.
- (6) Free transportation or Monthly transport allowance.

- ١- سكن مجاني (مجهز بالتأثيث الأساسية) او بدل سكن شهري بحسب وجبات مجانية بحسب سياسة الشركة
- ٢- تذكرة سفر على الدرجة السياحية من بلدهم الأصلي الى المملكة العربية السعودية. كذلك يمنح الموظف تذكرة سفر على الدرجة السياحية للعودة لبلدهم عند إنتهاء عقد العمل
- ٣- إجازة سنوية وتذاكر سفر بحسب سياسة الشركة ونظام العمل
- ٤- تأمين طبي مجاني بحسب سياسة الشركة ونظام العمل السعودي.
- ٥- ترحيل مجاني او بدل تنقل شهري بحسب التعاقد
- ٦- كما نلتزم باستقبال الموظفين عند وصولهم الى المملكة العربية السعودية ونقلهم الى موقع العمل.

I undertake to arrange to receive the workers on their arrival in the kingdom & to arrange for their transportation to the camp site.

كما نلتزم باستقبال الموظفين عند وصولهم الى المملكة العربية السعودية ونقلهم الى موقع العمل.



Licence & Certificates

Instructions and Conditions

1. The licensee shall carry this licence on his person whenever engaged in any work under the 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 by the licensee of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any 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.

ATTACHED

Raja M. Saadul Khan
New Government
Ministry of Labour & Manpower
Islamabad

20 FEB 2009



OVERSEAS EMPLOYMENT PROMOTERS LICENCE (Non-transferable) [See rules 5 and 9(i)]

Licence No. MPD/2668/RWP/2009
Messrs INTERNATIONAL
Resource Services,
ISLAMABAD.



Mr./Ms. Muhammad Akram.
whose photograph is affixed above, is hereby authorised to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passages from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 [XIII of 1979], and the Emigration Rules, 1979.

This licence expires on the thirty first day of December,

ISLAMABAD 11 JAN 2009
Dated the

For Secretary to the
(HABIB ZADA)
Section Officer
Labour & Manpower Division
Government of Pakistan
Islamabad



Licence & Certificates

Book No.B 04813 Serial No.B 481261



MEMBERSHIP CERTIFICATE

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

CERTIFIED that **M/s INTERNATIONAL RESOURCE SERVICES**
(name and address of Member Firm / Company)
 Block No.14, Super Market Islamabad.....

G.S.T. No.....**NA**..... N.T.N. No.....**0372077-2**.....

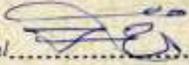
is a member of this Chamber **Association**
Association

Membership No:.....**RWP-100**.....

THIS CERTIFICATE shall be valid upto the...**31st March, 2016** unless
(date)
 otherwise notified to the NTN / GST Registration authority / Scheduled Bank
 concerned.



Given on this 2nd day of April 2015

Signature of Secretary General 

Countersigned by Syed Habib Ali Shah
Acting Central Chairman,
POEPA



International Resource Services

Address: International Resource Services, Office #7, 2nd Floor,
Al-Abbas Plaza, G-8 Markaz, Islamabad, Pakistan.
Phone: +92-51-2340002, 2284212
Fax: +92-51-2340003
Website: www.irs.com.pk
Email: info@irs.com.pk