

Company Profile

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Introduction

Recruitment Agencies in Sri Lanka with the True Difference.

We'll help you simplify your tasks, focus on your goals, and achieve success. That's because we're a leading manpower recruitment solutions provider in Sri Lanka that brings the best employees and employers together.

Manpower Sri Lanka

In an organization resources like hi-tech gadgets, secret production formulas, excellent marketing tactics, great financial controlling systems, etc. could be easily copied by the competitors except for the human resource which is unique and incomparable. Every human being has their own level of knowledge, dedication, experience, and qualification.

Hence it is highly important for organizations to devote their due care in creating and developing their manpower. Hence recruiting the right person for the right vacancy is undoubtedly important but at the same time becoming hectic.

Getting a job that suits an individual's expectations and qualifications would allow the candidate to be more efficient, motivated and satisfied. This, in turn, enables the candidate to be highly progressive in the career and become result-oriented.

However, in practical we have seen many cases with the absence of both or either scenario. This indicates that there should be a system which enables the organizations to find the right set of people for the right set of vacancies while allowing the individuals to progress in their careers by assuming the right job. Manpower Sri Lanka is the best solution from organizations' as well as individuals' point of view.

Manpower Sri Lanka, with the 75 years of combined experience in staffing, recruitment, training, HR services, outsourcing and consulting for all industries, skills, and levels, becomes the ultimate solution for employers and potential employees. We don't merely connect the clients and candidates. Instead, we choose to be the best recruitment option for both parties by connecting them through an excellent process of assessments. We assess the required level of knowledge and skills for a particular vacancy and connect the suitable individuals accordingly.

Manpower Sri Lanka is the human resource consultancy and foreign manpower recruitment wing of Eastern Charisma Group which is a diversified business solution provider operating in Sri Lanka. The diversified portfolio of EC includes Property Development, Brokerage, Freight Forwarding, Management Consultancy, Travel, and Tour Operations, Education Consultancy and Franchising in addition to Manpower recruitment.

Eastern Charisma Group

Pioneers in Manpower Recruitment, Human Resources Development and Foreign Employment Services in Sri Lanka.

Eastern Charisma Group is a professional manpower recruiting firm licensed under the Sri Lankan Bureau of Foreign Employment (License No #2753) and registered agency with Middle Eastern Embassies in Sri Lanka. Member of ISO certified group of companies. Sri Lanka's #1 recruitment and placement of human resources in GCC for more than 3 decades.

We have a highly diversified business solution provider operating in Sri Lanka. The diversified portfolio of EC includes Property Development, Brokerage, Freight Forwarding, Management Consultancy, Travel, and Tour Operations, Education Consultancy and Franchising in addition to Manpower recruitment. Our business model is designed to link the branded marketer directly with the company of the medium required. We responds to the new demands in: creative displays; speed-to-market; and efficient cost by utilizing our actual global network.

Our Mission is to be the utmost consistent business in our region and in the world serving for an assortment of organizations and individuals in order to fulfill their mixture of beneficiary needs.

Our Leadership

Mr. Israth Ismail is a British qualified 1st class double graduate from the University of East London. Internationally experienced human resource recruitment consultant and a well-recognized trainer featured on London BBC, Saudi National Radio, many other local and international media. Dynamic true professional human, full of life.

A great leader with more than 20 years of extensive experience in human resources, manpower recruitment & global workforce solutions.

Ultimately, he can help your organization reach the next levels of business excellence.

Israth Ismail

MSc, BSc(Hons), PG Dip-IT,
G-Tech AdDip, MBCS, CIW, CPM

Chairman/Chief Visionary Officer
Manpower International Holdings.



Mrs. Farwin Hameed

BSc (Hons) HRM, Ad Dip in Marketing

Vice President / Managing Director

Mr. Shiraz Mohamed

BA (Hons), CGMA(CIMA)

Director - Travel & Tours

Mr. Ahamed Yoonus

BSc (Hons)

Director - Business Operations

Mr. Mohamed Shakeer

Manager - Processing (Foreign Employment)

Mr. Zain Marzook

MBA, Dip. BA, AIPFM, MSLIT

CEO / Director

Eastern Charisma Group

Mr. Nimry Marzook

BA (Hons)

Director - Logistics & Projects

Mr. Al Zamil Gazzali

BBA, MBA(UK)

Director / Senior Consultant

Mrs. Raseena Thajudeen

Manager - Admin & Human Resources

About Sri Lanka

The Finest Island in the World - That's how Marco Polo, the famous explorer, described Sri Lanka on his travel accounts. He set foot to Sri Lanka in 1292 AD and was one of the many famous travelers who visited the country that is called The Pearl of the Indian Ocean.

As per the statistical department of Sri Lanka's latest report in 2022 census, the current Sri Lankan population is estimated to be around 22,180,000, which shows a gradual increase in the total population over the years.



President
H.E. Anura Kumara Dissanayake



Prime Minister
Hon. Dr. Harini Amarasuriya



Minister of Foreign Affairs, Foreign Employment & Tourism
Hon. Vijitha Herath, MP

Sri Lankan Manpower

Sri Lankan manpower has the highest literacy rate of 94.2% in Asia and it has the strength and the capability to afford to all kinds of manpower.

Sri Lankan people are by nature intelligent, industrious and hardworking and have the ability to adapt themselves easily to any new job placements in the Middle East countries. Warm hospitable and generous by generations. They are quick to grasp any job requirements, which will keep foreign clients (recruiters) satisfied and happy. Sri Lankan employees became quickly acclimatized and oriented in foreign countries. They find it easy to find job satisfaction and contentment, which is essential for good and successful employer-employee relationships.

Sri Lankan workforce has been a pillar of strength in building economies worldwide. Especially the Middle East has benefited significantly from the huge magnitude of workers Sri Lankan workers being recruited annually.

Sri Lanka has traditionally been a major supplier of skilled workforce. Equipped with some of the finest technical and vocational training centers, Sri Lanka produces some of the finest skilled workforce to meet the huge demand the world over.

Saudi Arabia has been the largest host nation for aspiring employees from Sri Lanka.

Sri Lanka Bureau of Foreign Employment (SLBFE)

The Sri Lanka Bureau of Foreign Employment (SLBFE), was established in 1985 under the Act No.21 and amended by Act No. 4 of 1994 and Act No.56 of 2009, It's mandate encompasses promotion and protecting of migrants by setting standards and approving or rejecting the contracts provided by the foreign employers to protect Sri Lankan migrants and their families.

Why Recruit With Us

■ Our Data Banks

We are fully streamlined with our job portals and custom developed recruitment system to maintain exclusive data banks which are updated on a minute basis; to ensure our clients requirements are fulfilled with best fit match in a shortest possible time.

■ Custom Technology

We have in-house developed custom recruitment management system and job portals on the cloud. We can assure our clients of the most modern, efficient and faster recruitment solutions.

■ Job Website Portals

Sri Lanka's leading job website portals are owned and managed by us. Our websites have been visited by more than 350,000 unique visitors on a monthly basis.

■ Largest Agents Network

Our agency has the largest nationwide registered agents, sub agents & consultants network to refer candidates to our client's projects.

■ Business Collaborations

Collaboration with vocational training institutes, private and public educational establishments, colleges, universities, technical institutes and trade test centers.

■ Our Expertise

Our big family includes experienced recruitment consultants, coordinators other staff members who have gained years of experience in specially Middle East manpower recruitment in their specific industries. They have developed excellent knowledge in candidate sourcing, screening, interviewing, selecting of candidates for any requirements.

■ Manpower Shortlisting & Screening

Shortlisting and screening process are the key important milestones in our business. We ensure the quality and most suitable candidates with consistent standards and professionalism to ensure that our candidate lineups are accurate and sound, to the skills required positions.

■ Our Service Pledge

We assure the best service output while we maintain professionalism, ethical business practice, fast communication, best customer care and reliable business partnership.

Some of Our Prestigious Clients









Manpower Categories



Agriculture



Cleaning & Maintenance



Construction & Maintenance



Electronic & Electrical



Fishing & Marine



Heavy Industries



Hospital,
Pharmaceutical &
Medical



Hospitality
Industry



Finance &
Banking



Information
Technology



Light
Industries



Printing
& Packaging



Poultry
& Farming



Hotel
Catering



Services



Trading



Transportation



Travel

Recruitment Procedure

To provide a planned and efficient manpower recruitment services from Sri Lanka, our agency would require the following information from the foreign client.

- Manpower category and required number of candidates with job descriptions.
- Age limits, qualifications and minimum years of experience required.
- Candidate terms and conditions of employment in line with the demand of Sri Lanka Bureau of Foreign Employment (SLBFE).
- Expected dates of selections / interviews and mobilization of selected candidates.

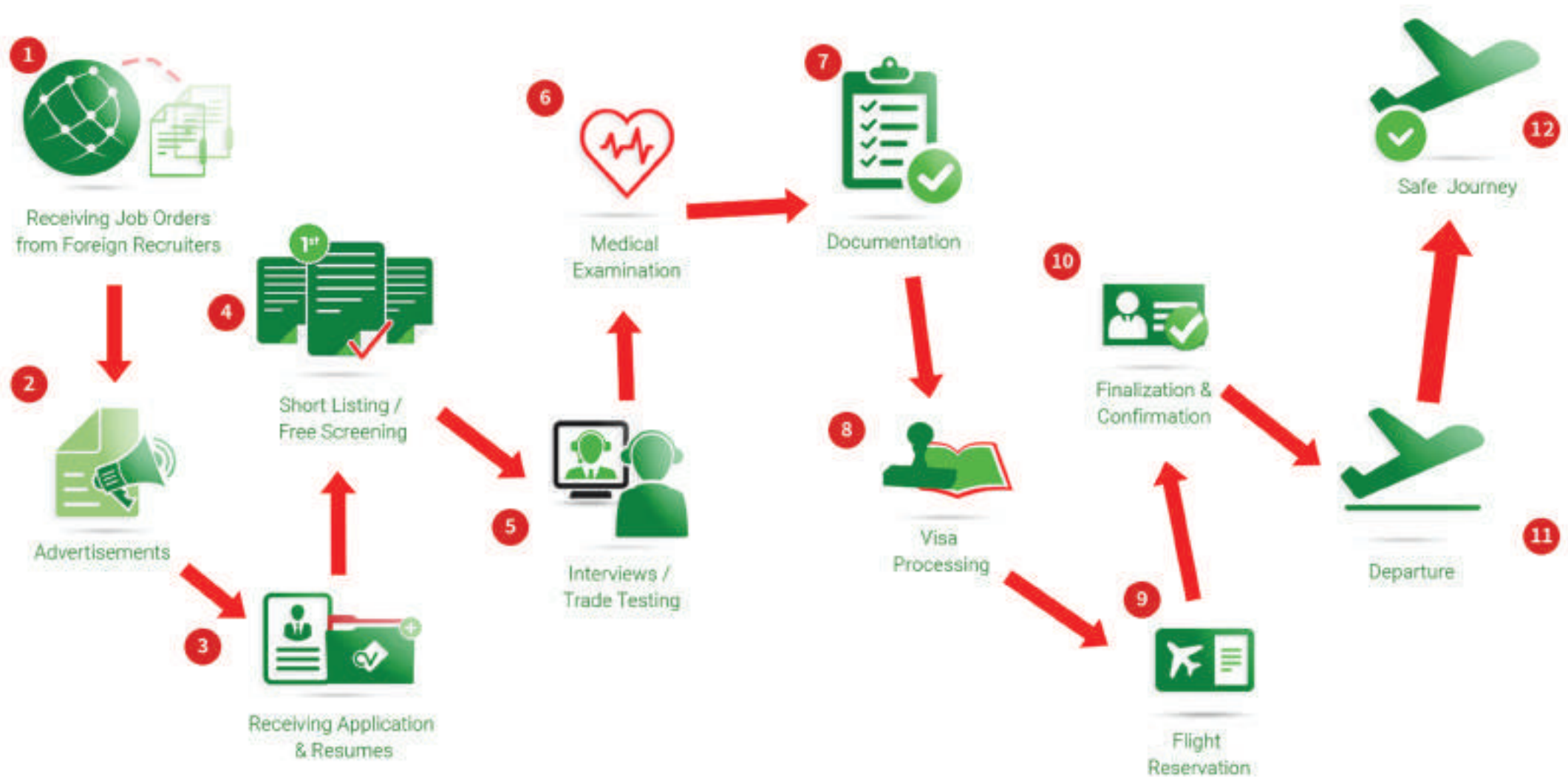
Sri Lanka Bureau of Foreign Employment (SLBFE) is the government authority established under a special Act of Sri Lankan Parliament to oversee and regulate the foreign employment and manpower recruitment in Sri Lanka.

Therefore, prior approval of SLBFE is mandatory to carry out of any foreign manpower recruitment in Sri Lanka for which following documents are required.

- Demand Letter
- Special Power of Attorney
- Recruitment Agreement

All above documents must be on client's official letter-head bearing official seal and signed by an authorized officer of the client and to be attested by the Chamber of Commerce and Sri Lanka Embassy in client's respective countries.

Recruitment Process



Submit Job Orders

Submitting job orders to our agency is very easy. Just simply e-mail (info@manpowersrilanka.com) us your requirements with the below details.

- Categories of manpower required
- Quantities of each categories
- Salary details
- Employee benefits
- Employee terms and conditions
- Expected date of recruitment

Once you submit your job order, one of our directors will get back to you within 24 hours to acknowledge and establish your reliable business partnership.

Legal Matter

FORM 'A'
Licence No : 2753

 **LICENCE TO CARRY ON THE BUSINESS
OF A FOREIGN EMPLOYMENT AGENCY** 

.....
EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD of
.....
(Name of Applicant)
.....
No 19, De Vos Avenue, Colombo 04 is hereby
licensed under the provisions of the Sri Lanka Bureau of Foreign Employment Act. No. 21 of 1985 to carry on at
.....
No 19, De Vos Avenue, Colombo 04 (situation of the premises)
the business of a Foreign Employment Agency. This licence is not transferable and shall be in force for a period of 12 months
from the First day of August 2024

Name of Foreign Employment Agency : EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD
Name of Person in-charge of Business : Mr.Zain Marzook
Amount of fee paid : Rs. Hundred Thousand Only
Date : 31st July 2024
(the date of issue)




.....
Chairman
Sri Lanka Bureau of Foreign Employment

2019/SLBFE/LI
(Not valid without seal)

Demand Letter

Americana - Dubai



Date: November 7, 2024

To
Eastern Charisma Group of Company Pvt. Ltd.
License Num – 2753,
Number 19, De Vos Avenue,
Colombo 4, Sri Lanka.



Demand Letter

Dear Sir/Madam,

With reference to our Power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower from Sri Lanka to work in our Company/institution:

Sr Num	Job Category	Num of Workers	Gender	Basic Salary
1	Restaurant Worker	100	Male	AED 1200.00
2	Restaurant Worker	100	Female	AED 1200.00
Grand Total		200		

Terms and Conditions

Contract Period	2 years
Probation Period	6 months
Food	Duty meal
Accommodation	Provided by company
Air Tickets (Joining and Return)	Provided by company
Visa, Medical Test, Emirates ID	Provided by company
Working hours and days	8 hours/day and 6 days/week
Medical and Insurance	Provided by company
Compensation & Insurance	Provided by company
Local Transportation Facility	Provided by company
Annual leave	30 days per year

Other benefits such as annual leave, over time etc. will be in accordance with the labor laws of the United Arab Emirates.

For, M/s Kuwait Food Company Americana
Main Office One Person Company LLC



Date: November 7, 2024



POWER OF ATTORNEY

I, Arafa Said Arafa Hafez Gamea in my capacity as General Manager of M/s Kuwait Food Co Americana Main Office One Person Company LLC duly registered under the laws of United Arab Emirates with postal address of P.O. Box 6844, Sharjah, UAE do hereby appoint Eastern Charisma Group of Company Pvt. Ltd. Num 19, De Vos Avenue, Colombo 4, Sri Lanka having License No. 2753 issued by the Department of Foreign Employment, Government of Sri Lanka to be our true and lawful attorney in Sri Lanka in respect of recruiting Sri Lankan workers required for us from Sri Lanka and handling the matters concerning recruitment, entering into contract with the selected employees, payment of fees, etc. to the Government of Sri Lanka, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Sri Lanka and to arrange for the endorsement of required documents and processes.

In witness whereof, I/we have executed this deed on this day of November 7, 2024, in Sharjah, UAE. (This Power of Attorney shall remain valid for 2 Years from the date of issue.)

Yours Truly,


For M/s Kuwait Food Co Americana
Main Office One Person Company LLC

Arafa Said Arafa Hafez Gamea
General Manager



Demand Letter

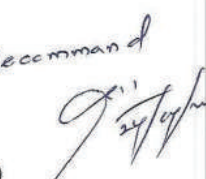
Trolley - Dubai

 **TROLLEY**

Date: - 26th of Mar, 2024 AST4611
26 APR 2024
KUWA/JOI.24.100427

Mr. MOHAMED ISMAIL MOHAMED ISRATH,
DIRECTOR,
M/S...EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD.
19, DE VOS AVENUE, COLOMBO 04, SRI LANKA
SLBFE L/L No 2753
TP/ Fax +94 112 581 729 / +94 112 581 739

Dear ISRATH,

Recommended


Job Order - (Non-Domestic / Skilled Workers)

We have pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions:


No	Visa Categories	Actual Categories	Quantity	Minimum Monthly Salary - (KD)
01	Sales Associates	Sales Associates	100	140


Terms & Conditions

1	Period of Contract will be 2 years & renewable
2	The recruits will be entitled to return air ticket after completion of contract period
3	Onward (joining) air ticket will be provided / not provided (cut inapplicable)
4	The recruits will be entitled to food allowance included in the salary above (KD25), accommodation, medical and transport by the company.
5	Working hours per day will be 08 (eight) hrs with one day-off per week
6	All appointments will be subject to a probation period of 90 days from the date of appointment.
7	All other terms & conditions will be in accordance with the pertinent law of State of Kuwait.

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment, Colombo, Sri Lanka.

The Authorization Letter and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully,


 **TROLLEY**

KUWA/JOI.24.100427

Special Power of Attorney

I, Mohammad Yaqoub Abdullah Boodai authorized signatory of Trolley General Trading Company do hereby appoint as our recruitment agent in Sir Lanka,

EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD.
Add. 19, DE VOS AVENUE, COLOMBO 04, SRI LANKA

Sri Lanka foreign employment agent, licensed by the Sri Lanka Bureau of Foreign Employment Act No.21 of 1985.

I confer of the said agent his authorized representatives power of attorney to undertake, on our behalf, the following:

1. All recruitment activities in Sri Lanka by way of issuing advertisements in the media, calling for application from prospective candidates, processing, application and interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employment of selected candidates.
3. To represent on our behalf, at the embassy of Kuwait for the purpose of obtaining visa stamped on the passport of selected recruits to travel to the country of employment, as may be

Demand Letter

Century Bank Brokers - Dubai



To : **Eastern Charisma Group of Company (Pvt) Ltd**
(License Number: 2753)
#19, De Vos Avenue, Bambalapitiya,
Colombo 04, Sri Lanka.

Demand Letter (Non Domestic)

Dear Sir,

Kindly send us CVs for the following vacancies at your earliest as per the terms and conditions given below:

No	Visa Category	Actual Category	Qty	Basic Salary (AED)	Other Allowance
01	Employment Visa	Sales Executive	30	900	2100

Terms and Conditions

01. The accommodation allowance of AED 450 will be provided by the employer and is included in the salary mentioned above.
02. Medical Insurance will be provided by the employer.
03. Food allowance of AED 300 will be provided by the employer and is included in the salary mentioned above.
04. The transportation allowance of AED 200 will be paid by the employer and is included in the salary mentioned above.
05. Other Allowance will be AED 1,150 and is included in the salary mentioned above.
06. Working hours shall be eight (8) hours per day and forty (48) hours per week.
07. Working hours shall not exceed twelve hours (12) per day.
08. One day per week to be given as off day for all employees.
09. The period in the contract will be two (2) years with probationary of six (6) months.
10. Full cost of the employee's resident permit shall be borne by the employer.
12. Air ticket will be provided as per the UAE labour law.
13. All other terms and conditions of employment shall be in accordance with the existing UAE labor law.
14. Employment contract is for 2 years and renewable renewable by mutual agreement.



Special Power of Attorney

I, Jalal Haider Khan, Assistant Vice President - Business Strategy, Century Bank Brokers Ltd, Office 211 & 212, Latifa Tower, Sheikh Zayed Road, Dubai UAE.

DO HEREBY APPOINT **Mr. Mohamed Israth Mohamed Ismail**, Managing Director of **Eastern Charisma Group of Company (Pvt) Ltd**, with a Labor License No. 2753, office address #19, De Vos Avenue, Bambalapitiya, Colombo 04, Sri Lanka. Sri Lanka as one of our recruitment agents in Sri Lanka. Sri Lanka Foreign Employment Agent, License No. 2753, Licensed by the Sri Lankan Bureau of Foreign Employment, in terms of Sri Lankan Bureau of Foreign Employment Act. No.21 of 1985.

I confer on the said agent and his authorized representatives' Power of Attorney to undertake, on our behalf, the following:

1. All recruitment activities in Sri Lanka, by way of issuing advertisement in the media, calling for applications from prospective candidates, processing applications and interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employments of selected candidates.
3. I do understand that conferring of this Power of Attorney shall hold Mr. Mohamed Israth Mohamed Ismail, Managing Director of Eastern Charisma Group of Company (Pvt) Ltd, and its authorized representatives, jointly and severally liable along with the said recruitment agent, for all actions authorized and undertaken by the said recruitment agent, on our behalf, in terms of this instrument.

Thanking you,

For and on Behalf of:

Jalal Haider Khan

Jalal Haider Khan



Demand Letter

ALABBAR Group - Dubai



To : **Eastern Charisma Group of Company (Pvt) Ltd**
 (License Number: 2753)
 #19, De Vos Avenue, Bambalapitiya,
 Colombo 04, Sri Lanka



Demand Letter (Non Domestic)

Dear Sir,

Kindly send us CVs for the following vacancies at your earliest as per the terms and conditions given below:

No	Visa Category	Actual Category	Qty	Salary (AED)	
				Basic Salary	Other Allowance
01	Sheet Metal Worker	Aluminium Fabricator	100	900	0
02	Architecture Draftsperson	Draftsman	15	2000	1200
03	Architecture Draftsperson	Draftswoman	10	2000	1200
04	Civil Engineer	Structural Engineer	10	2500	2500
05	Quality Engineer	Quality Engineer	10	2000	1000

Terms and Conditions

01. The accommodation will be provided by the employer.
02. Medical facilities will be provided by the employer.
03. Sheet Metal Workers will be provided with a Food Allowance of AED 200 per month by the employer
04. Office Staff food allowance not provided.
05. Working hours shall be eight (8) hours per day and forty (48) hours per week.
06. Working hours shall not exceed Twelve hours per day.
07. One day per week to be given as off day for all employees.
08. The period in contract will be two (2) years with probationary of three (3) months.



11.12.2023

Special Power of Attorney

I, Mohammad Shahber, Head-Human Resources Position, **AL ABBAR ALUMINIUM (BR OF AL ABBAR INVESTMENT CO. (LLC))** Jebel Ali Industrial Area 1 Al Asayel Jebel Ali, Dubai UAE

DO HEREBY APPOINT **Mr. Mohamed Israth Mohamed Ismail**, Managing Director of **Eastern Charisma Group of Company (Pvt) Ltd**, with a Labor License No. 2753, office address #19, De Vos Avenue, Bambalapitiya, Colombo 04, Sri Lanka. Sri Lanka as one of our recruitment agents in Sri Lanka.
 Sri Lanka Foreign Employment Agent, License No. 2753. Licensed by the Sri Lankan Bureau of Foreign Employment, in terms of Sri Lankan Bureau of Foreign Employment Act. No.21 of 1985.

I confer on the said agent and his authorized representatives' Power of Attorney to undertake, on our behalf, the following:

1. All recruitment activities in Sri Lanka, by way of issuing advertisement in the media, calling for applications from prospective candidates; processing applications and interviewing candidates and any other activities incidental to recruitment on our behalf.
2. Signing documents on our behalf, including contracts of employments of selected candidates.
3. I do understand that conferring of this Power of Attorney shall hold Mr. Mohamed Israth Mohamed Ismail, Managing Director of Eastern Charisma Group of Company (Pvt) Ltd, and its authorized representatives, jointly and severally liable along with the said recruitment agent, for all actions authorized and undertaken by the said recruitment agent, on our behalf, in terms of this instrument.

Thanking you,

Demand Letter

Leela Patisserie - Kuwait

LEELA PATISSERIE CO.
For Food Supplies

LEELA
PATISSERIE

شركة ليلا بالنسيري
للتجهيزات الغذائية

M/S. EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD.
19, DE VOS AVENUE, COLOMBO 04, SRI LANKA
UL No 2753
TST Fax: +91 115 641 841 / +94 195 283 888

Dear (SRATH),

Job Order - (Non-Domestic / Skilled Workers)

We have pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions.

No	Categories	Quantity	Minimum Monthly Salary - (K.D)
01	PASTRY CHEF	3	KD 150
02	CAKE DECORATOR	3	KD 215
03	KITCHEN HELPER	10	KD 125
04	SALES EXECUTIVE	3	KD 135
05	SECRETARY	1	KD 120
06	COUNTER SALES	6	KD 120
07	HEAVY VEHICLE DRIVER	4	KD 150
08	LIGHT VEHICLE DRIVER	4	KD 125
09	STORE KEEPER HELPER	5	KD 100

Terms & Conditions

1	Period of Contract will be 2 years & renewable
2	The recruit will be entitled to return air ticket after completion of contract period
3	Contract (agency) air ticket will be provided (case provided) (if applicable)
4	The recruit will be entitled to food allowance (K.O.T), accommodation, medical and transport
5	Working hours per day will be (08:00hrs) (5 days) with one day-off per week
6	All appointments will be subject to a probation period of 90 days from the date of appointment
7	All other terms & conditions will be in accordance with the pertinent law of the country of employment

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment, Colombo, Sri Lanka

The Authorization Letter and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully

غرفة تجارة وصناعة الكويت
KUWAIT CHAMBER OF COMMERCE & INDUSTRY

REALIZES WITHOUT ANY RESPONSIBILITY ON THE CONTENTS OF THIS DOCUMENT, THE SIGNATURE / SIGNATORIES NUMBERING ONE AND FIELD OF AUTHORIZATION

Dealer: LAILA PASTRY FOR CATERING SERVICES COMPANY
Date:

Reg. No. 198038974

Date: 20/01/2019

Signature: SULAIMAN A M ALDISEI RI



Demand Letter

Nejoud - Kuwait

NEJOUR KWA/30/18/00506

DIRECTOR
EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD
19, DE VOS AVENUE, COLOMBO 04, SRI LANKA
L/L NO. 2753
TP/Fax: +94 115 641 641 / +94 115 298 880

VERIFIED

Dear Mr. ISRAH,

Job Order - (Non-Domestic / Skilled Workers)

We have pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions.

No	Categories	Male	Female	Quantity	Minimum Monthly Salary - (K.D)
01	COOK	10	8	18	160
02	ASSISTANT COOK	15	10	25	120
03	WAITER / WAITRESS	21	22	43	120
04	FOOD SERVER	14	16	30	120
05	COFFEE WORKER	7	3	10	120
06	SALESMAN/SALESLADY	0	10	10	120
07	VENDOR	10	0	10	120

Terms & Conditions

- Period of Contract will be 2 years & renewable
- The recruits will be entitled to return air ticket after completion of contract period.
- Overseas (joining) air ticket will be provided / re-provided (our responsibility)
- The recruits will be entitled to food allowance (KD26), accommodation, medical and transport
- Working hours per day will be 08 (eight) hours with one day-off per week
- All appointments will be subject to a probation period of 90 days from the date of appointment.
- All other terms & conditions will be in accordance with the pertinent law of the country of employment.

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment, Colombo, Sri Lanka.

The Authorization Letter and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully,




غرفة تجارة وصناعة الكويت
KUWAIT CHAMBER OF COMMERCE & INDUSTRY

LEGALIZED WITHOUT ANY RESPONSIBILITY ON THE CONTENTS OF THIS DOCUMENT, THE SIGNATURE / SIGNATURE NUMBERING AND FIELD OF AUTHORIZATION

Member: NEJOUR RESTAURANT MANAGEMENT CO. S.W.L.L.
Name:

Reg. No. 180200416
Date: 04/11/2018
Employee: Mohamed A. Saleh 14573



30
4 NOV 2018


وزارة الخارجية الكويتية - شؤون التصاريح
مصادرة تصريح وختم

وزارة الخارجية الكويتية - شؤون التصاريح
مصادرة تصريح وختم



Demand Letter

Movenpick - Saudi Arabia



DEMAND LETTER


Eastern Charisma Group of Company (Pvt) Ltd
 Foreign Employment Bureau License No: 2753
 375, 2nd Floor, R.A De Mel Mawatha,
 Kolpitia, Colombo-03,
 Sri Lanka.


SRL.No.	DESCRIPTION	REQUIRED QTY.	SALARY RANGE
1	Walter	3	1500
2	Housekeeping Supervisor	1	2000
3	Room boys	1	1300
4	Swimming pool Technician	1	1300

Terms and Conditions:

- 1) Food - a meal provided by company
- 2) Accommodation : provided by company
- 3) Medical: provided by company except for treatment of eye, dental and chronic illnesses.
- 4) Air Passage - Point of Hire, Jeddah/Colombo/Jeddah
- 5) Working hours: 8 hours per day (including 1 hour lunch break).
- 6) Transport : Provided by Company
- 7) Overtime : As per Saudi Labour Law
- 8) Working Days: 06 Days per week
- 9) Duration of Contract: 02 Years (renewable)
- 10) Other benefits: As per Saudi Labour Law

All other terms and conditions as per Saudi labour law.

Yours truly,

 10/06/13
 Hamed Qureshi
 Human Resources Manager






POWER OF ATTORNEY

M.B.M. Zarook
 First Secretary
 Eastern Charisma Group of Sri Lanka

I, Jamil Essam Attar hereby as in my capacity of Owner/Representation of Movenpick Resort Al Nawras Jeddah appoint EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD 375, 2nd Floor, R.A De Mel Mawatha, Kolpitia, Colombo-03, Sri Lanka as our true and legal representative from Sri Lanka represented by Mr.Zaim Mersook, Chief Operating Officer to represent and recruit in the capacity as our legal agent.

Thank you.

Yours truly,

 Jamil Essam Attar
 Owner/ Representative
 Mövenpick Resort Al Nawras
 Jeddah, Kingdom of Saudi Arabia






Demand Letter

Ministry of Health - Oman

Sultanate of Oman
Ministry of Health
Directorate General of Administrative Affairs
MH/DGAA/TR/9/2018
10/9/2018 M



سلطنة عُمان
وزارة الصحة
المديرية العامة للشؤون الإدارية


Eastern Charisma Group of Company (Pvt) Ltd
19, De Vos Avenue, Colombo 04, Bambaligitiya
Sri Lanka

Ass: Compliments,
Subject: Demand letter

The Ministry of Health is looking in employing Medical Officer, General Practitioner. You are kindly requested to advertise and send us the number of C.V.a. you have collected as per the requirements mentioned below:

MINISTRY OF HEALTH - SULTANATE OF OMAN			
Sr. No	Designation	Specialty	Entry Requirements
1	Medical Officer	General Practitioner	<ol style="list-style-type: none"> MBS or equivalent + 3 years experience The last 3 years of medical practice should be a full time practice as general practitioner or emergency medicine. Part time general practice is not acceptable except in the specialty of emergency medicine and internal medicine but not in any other specialty General practice in privately owned unregistered clinic is not acceptable. Candidates should be less than 45 years of age

Sultanate of Oman
Ministry of Health
Directorate General of Administrative Affairs





سلطنة عُمان
وزارة الصحة
المديرية العامة للشؤون الإدارية

Benefits offered by Ministry of Health is as follow:

- House allowance/ Accommodation provided by The Ministry of Health.
- Living cost allowance provided by The Ministry of Health.
- Medical treatment within The Sultanate to prevailing regulation.
- Transport allowance provided by Ministry of Health.
- Return air ticket provided by Ministry of Health.
- Designation will be classified based on the qualification, experience and the outcome of interview.
- Others as per Oman Labor Law.

Sincerely yours,

Director of Recruitment & Transfer

Demand Letter

Hilton Garden Inn - Oman



Ref: 55/022

Date: 12/06/2018

DEMAND LETTER

To: ESTERN CHARISMA GROUP OF COMPANY (PVT) LTD
 22 BUILDING 119 DE ROS AVENUE, COLOMBO 4
 SRI LANKA

Dear Sir,

With reference to our Power of Attorney provided to us in your favour, we kindly request you to kindly supply the following category of manpower to our Oman Company:

SR.	Category/Job Title	No. of Manpower		Monthly Basic Salary (OR)	Remarks
		Male	Female		
1	General Service Supervisor - HR	01		980.000	
2	Caretaker - 1	06	06	280.000	
3	Caretaker - 2	08	08	170.000	
4	Caretaker - 3	12	12	160.000	
5	Showering Supervisor	01		980.000	
6	Showerer	10		180.000	
7	House Keeping Supervisor	08		275.000	
8	House Keeping Team Members	10	10	260.000	

Terms & Conditions

- | | |
|-----------------------------|--|
| Period of Contract | Two years (Renewable) |
| Place of Employment | Muscat, Oman |
| Probation period | 30 days from date of entry into Oman |
| Joining & return Air ticket | Provided by the company (after 24 months) |
| Visa Charge | Not charge down by company. Will and will not be included in worker's salary |
| Working hours and days | 9 hours per day, 6 days per week |
| Food | Provided by the company (During the work hours) |
| Accommodation | Provided by the company |
| Medical & health care | Provided by the company |
| On-call cost | Provided by the company |
| Local transportation | Provided by the company |
| Utilities | No pay (Oman) Labour law |
| Annual permission | 30 days per year |
| Other Terms & Conditions | No pay Oman Labour law |

Thanking you,

HILTON GARDEN INN



Demand Letter

Napoli Bakeries - Qatar

مخابز نابولي
NAPOLI BAKERIES

QT/JOB/18/0077

JOB ORDER

Date: 24 June 2019
 Eastern Charisma Group of Companies (PVT) Ltd.
 No 28 De Vos Avenue, Colombo 04
 License No. 2753

Dear Sir,

We hereby place order to select and recruit 08 Lankan employees under the terms and conditions mentioned below.

Job category	Quantity	Basic Salary	Food Allowance	Total
Labor	14	1100	300	1400
Skilled	4	1200	300	1500

Terms and conditions:

- Accommodation will be provided by the employer
- Medical facilities will be provided by the employer
- Working hours shall be Eight (08) hours per day 6 days per week
- Working hours shall not exceed Twelve (12) hours per day
- Overtime shall paid off duty hours and off duty day if necessary
- One day per week be given off day for all employees
- The period of contract will be two (2) Years with probation period of Three (3) months
- Free return air ticket should be provided for all employees after completion of contract by the foreign principal or the employer
- Full cost of employee's resident permit shall be borne by the employer
- All other terms and conditions of employment shall be in accordance with the laws and regulations of the State of Qatar

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Department of Labour

අංකය: 0004
 අනුමැතිය: 02/2019
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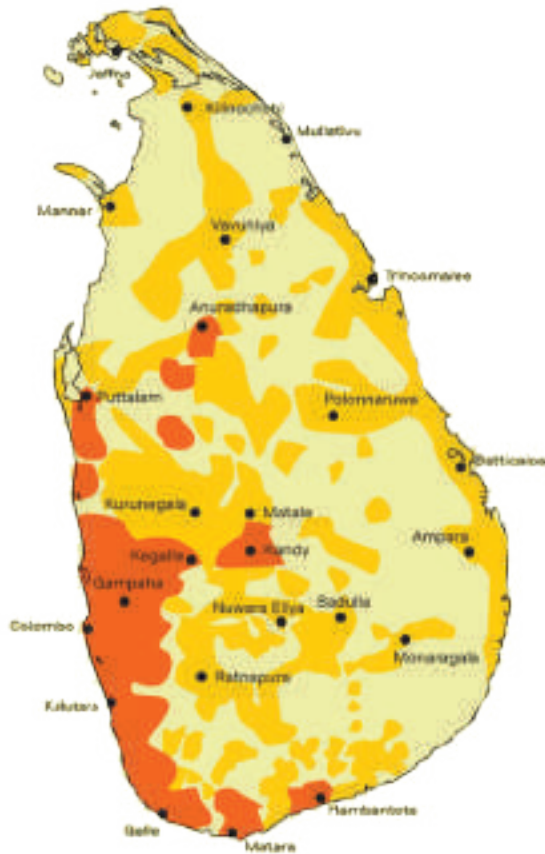
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Department of Labour

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Department of Labour

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Department of Labour

Our Network

Islandwide Network



Colombo City Network





Eastern Charisma

FOREIGN EMPLOYMENT & RECRUITMENT SERVICES.

#12A, Ridgeway Place, Bambalapitiya, Colombo 04, Sri Lanka.

Hotline: +94 777 337 512 | Tel: +94 112 581 729 / +94 112 581 739

LOCAL RECRUITMENT, HRO, EOR, REMOTE STAFFING & OUTSOURCING SERVICES.

#12A, Ridgeway Place, Bambalapitiya, Colombo 04, Sri Lanka.

Hotline: +94 777 335 475 | Tel: +94 112 581 295

EXECUTIVE SEARCH, VISAS AND MIGRATION SERVICES.

Astoria Tower 03, 9th Floor, #422, R.A De Mel Mawatha, Colombo 03, Sri Lanka.

Hotline: +94 777 28 43 68 | Tel: +94 112 581 285

E-mail: info@manpowersrilanka.com

Web: manpowersrilanka.lk

 fb.com/manpowersrilanka

 linkedin.com/company/manpower-sri-lanka

 instagram.com/manpowersrilanka

 tiktok.com/@manpower_srilanka

 twitter.com/manpowerlanka