

**TALENT OVERSEAS (PVT.) LIMITED  
(RL-2230)**

**COMPANY  
PROFILE**





**WELCOME**

TO



*Talent Overseas (Pvt.) Limited*

**“WHERE JOB SEEKERS &  
EMPLOYER’S CONVERGE”**





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# Company Overview

**T**alent overseas (Pvt.) Ltd. is one of the leading Government approved Manpower Agency with License No. RL- 2230, In Bangladesh registered under the Ministry of Expatriated Welfare & Overseas Employment which facilitates professionally managed outflow of work force from Bangladesh to abroad. Talent Overseas is a member of Bangladesh Association of International Recruiting Agencies (BAIRA).

In spite of numerous recruitment agencies in Bangladesh, Talent Overseas realized that there was a need for a professionally managed recruitment agency to bridge the gap between opportunities and the opportunity seekers and thus the company came into existence. 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. The esteem position, in which Talent Overseas is held today, bears the testimony to the measure of success that the company has been able to achieve over the years.

For talent Overseas, social responsibility extends well beyond just writing a donation check to a charitable cause. It's about strengthening the diversity of our communities and creating opportunities for all people to participate in the work force. It's about focusing on the long-term view and developing solutions that are sustainable. Whether it's helping an unemployed youth to join the work force, 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 work force, and develop solutions that bring these two groups together, mutually benefiting both. In this way, we function as a “bridge” to employment for many who would otherwise be unemployed.

Talent Overseas (Pvt.) Ltd. has always considered human resources to be the only appreciating asset to our country. Since it is obligated to source quality human resources to its valued partners, Talent Overseas has developed its own training center where candidates are well groomed and trained for foreign companies. Candidates seeking overseas employment faces problem with jobs, professional environment, language, culture, norms, gestures, postures and many other things. Keeping these in mind we trained and induction courses, that does not only help overseas employment seekers but also the employers.

Our systems, programs and policies are designed to make the connection to work a viable option for those who need it. Our industry leading skills assessment processes and hiring policies help us ensure that people are not discriminated against. Rather, we focus on people's abilities – not their disabilities.





## Message From The Managing Director



I am delighted to introduce Talent Overseas (Pvt.) Ltd. which is a trusted and faithful name in the field of overseas employment of manpower and human resources. The company runs an efficient network throughout Bangladesh and capable of recruiting personnel to fulfill the requirement of our valuable overseas employer. Bangladesh is blessed with abundance of manpower and is in search of exporting its manpower to other countries. Bangladesh has earned reputation and good name and fame of producing manpower who are very dedicated, loyal, honest and hardworking and able to get the satisfaction of their employer in their respective field.

Talent Overseas (Pvt.) Ltd. is capable of fulfilling the requirement of skilled, semi-skilled and unskilled manpower for present world labor market within the shortest time that is required by any employer. Therefore, I sincerely hope that; you will find Talent Overseas as the best recruiting agency in Bangladesh whenever you need a qualified and experienced work force for your project. It will be highly appreciated if you please allow us an opportunity to establish a business relationship in future. We are cordially inviting you to see our capability to serve you the best by supplying manpower from Bangladesh.

Talent Overseas (Pvt.) Ltd. thrives for excellence and value while delivering service to our valuable clients. Professional attitude, skilled human resources, and strong client base are our motivation towards achieving success in business.

Let us be of service to you and provide you with the most competent human resource for your company.

**MD SOHEL RANA**

Managing Director



# Opportunities

## Connecting People with Best Possibilities

Bangladesh may not be blessed with natural resources but is a home of enormous manpower which has a potential to catapult Bangladesh into the leading manpower exporting countries of the world. So far Bangladesh has been known for its semi-skilled and unskilled work force being sent to work abroad. But gradually we are exporting increasing number of Engineers, Doctors, IT specialists, Financial and Accounting Managers each year. This change of talent migration will soon put Bangladesh into world's leading talent hub.

As there has been an economic and development renaissance in Asia, a huge demand of work force has been called upon by the countries involved in this phenomenon. Hence, to meet their demand a potential to use the underutilized labor force of Bangladesh has caught our attention. Talent Overseas (Pvt.) Ltd. has been in the business of tapping human resource from Bangladesh and placing them in these countries for the last 10 years. Using the acquired experience, Talent Overseas plants to satisfy the demand of these requirements as well as contribute to the economic growth of the country by reducing unemployment and increasing the foreign exchange of the country.

As mentioned, Talent Overseas has been in this business for the last 10 years, it has acquired the technical know-how of the business and over the years it has made the necessary modifications in the process of identifying potential jobs and placing the required human resource. Talent Overseas, as it was, will always be open to necessary changes to smoothen the recruitment process, to make the formalities easy for both the employees and employers.







# Glimpses of Bangladesh

- ✚ Second Largest Muslim country in the world in terms of population.
- ✚ Bangladesh is the second biggest Readymade Garments exporter in the world.
- ✚ second highest remittance comes from Bangladeshi expatriates.

## Geography

Location	Between 20°34' and 26°38' north latitude and between 88°01' and 92°41' east longitude.
Boundary	North: India, West: India, South: Bay of Bengal, East: India and Myanmar
Land Area	56977 sq. miles or 147570 sq. km.
Population	168.1 million (Muslims 89.8 %, Hinduism 9.1%, Buddhism 0.6%, Christianity 0.5%)
Capital	Dhaka
Airports	Dhaka, Chittagong, Jessore, Rajshahi, Sylhet, Barisal & Cox's Bazar, Syedpur)
Sea Ports	Chittagong, Mongla & Payra

## Climate

Winter Temperature	Max 28.89:C & Min 6.89:C
Summer Temperature	Max 38.55:C & Min 18.89:C
Rainfall	Highest 136 cm & Lowest 47 cm

## Country

Official Name	The People's Republic of Bangladesh
Head of The State	President
Head of The Govt.	Prime Minister


## Economy

Principal industries:	Readymade Garments, pharmaceuticals, cements, garment accessories, chemicals, fertilizers, newsprint, leather and leather goods, paper, sugar, jute, ship building.
Principal exports:	Readymade garments, frozen foods (shrimps), leather, leather products, jute, jute products, tea, ceramic, textile fabrics, home textile, chemical product, light engineering products including bi-cycle.
Main Crops	Rice, Jute, Sugar cane, Tea, Tabaco. Vegetable, Potato etc.
Main Minerals	Coal, Oil, Natural Gas, Lime Stone, Silicon Sand.
Currency	Taka
Per Capital Income	\$ 1,751




# Mission & Vision



**OUR MISSION**  is to be a leader in the Placement of Bangladesh manpower all over the **World**.

“It is our aim to provide quality recruitment and efficient workforce for our valued clients globally”

**OUR VISION**  , We are dedicated to uphold the principles of Integrity, Quality services, Industry, Creativity and Professionalism for our Clients, Shareholders and Stakeholders. We seek to offer manpower solutions which benefits both the employer and the employee; and be a corporate recruiter who is reliable, honest and committed. We see ourselves as premier global corporate manpower recruiting agency from Bangladesh. We create a bridge for the rest of the world for a border-less search and placement business model where candidates can be sourced and placed wherever the perfect employee-employer match be found globally. We offer skilled, semi-skilled and large volume unskilled recruiting solutions.





# Strategies

## Revenue

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

## Efficiency

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

## Innovation

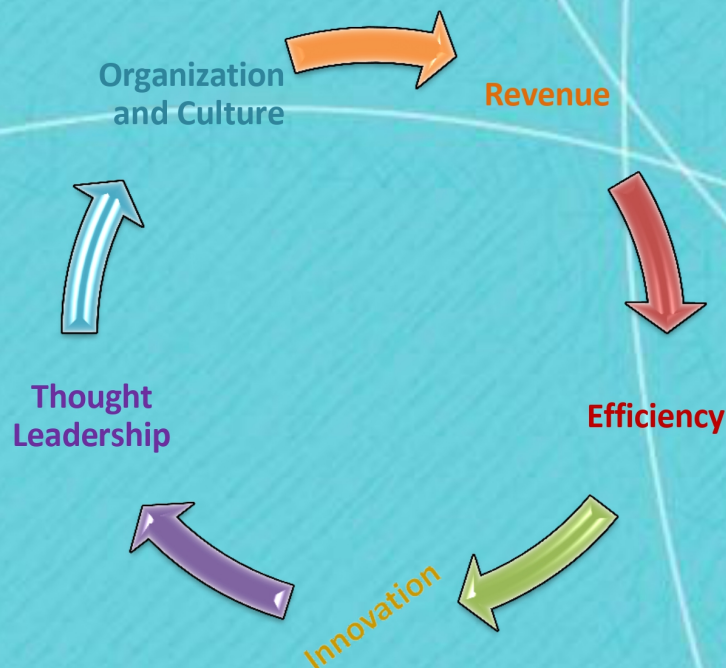
Demonstrating our commitment to innovation requires us to continuously capture creativity in local markets and replicate this around the world. Our role is to develop and expand our capabilities, while creating services targeted to what's new and what's next in the world of work.

## Thought Leadership

Maintaining our thought leadership means continuously anticipating future dynamics of the market and contributing to the design of social and employment systems on a global basis.

## Organization and Culture

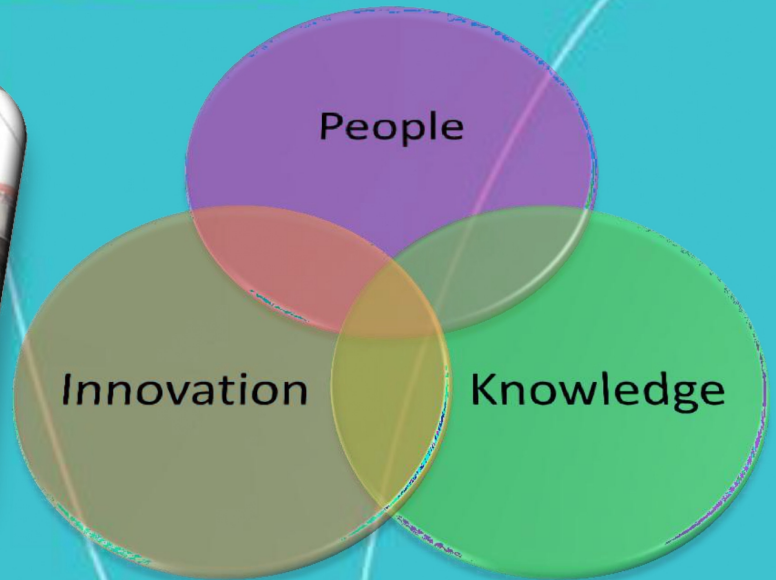
Evolving our organization and culture requires attracting and retaining high quality people for the long term. It also requires creating an environment that promotes entrepreneurship, rewards high performance and motivates us to reach our full potential.







# Value



## PEOPLE

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 careers 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 achievement.

## KNOWLEDGE

We share our knowledge, our expertise and our resources, so that everyone understands what is important now and what's happening next in the world of work – and knows how best to respond. We actively listen and act upon this information to improve our relationships, solutions and services. Based on our understanding of the world of work, we actively pursue the development and adoption of the best practices worldwide.

## INNOVATION

We lead in the world of work. We dare to innovate, to pioneer and to evolve. We never accept the status quo. We constantly challenge the norm to find new and better ways of doing things. We thrive on our entrepreneurial spirit and speed of response; taking risks, knowing that we will not always succeed, but never exposing our clients to risk.







# Company Profile

**Talent Overseas (Pvt.) Ltd.** is a country leader in the employment services industry; discovering and delivering services that enable its clients to win in the changing world of work. Founded in 2014, the company offers employers a range of services for the entire employment and business cycle including permanent, temporary and contractual recruitment; employee assessment and selection; trading; and consulting. Talent Overseas (Pvt.) Ltd. has more than 500 scouts spread across the country enables the company to meet the needs of its around 200 clients, including small and medium size enterprises in all sectors.

The focus of Talent Overseas work is on linking job opportunities through supplying quality & efficient employees, enabling clients to concentrate on their core business activities

<b>Name of the Company</b>	Talent Overseas (Pvt.) Limited
<b>Company Status</b>	Private
<b>Name of the Managing Director</b>	Md. Sohel Rana
<b>Nature of Business</b>	Manpower Placement
<b>Year of Establishment</b>	2014
<b>License No.</b>	RL- 2230
<b>Office Location</b>	House# 90 (1 <sup>st</sup> Floor), Bir Uttam Ziaur Rahman Sharak, Kakoli, Banani, Dhaka, Bangladesh
<b>Telephones</b>	+8801671345380, +8801683847628
<b>E-mail</b>	<a href="mailto:talentoverseaspvtltd@gmail.com">talentoverseaspvtltd@gmail.com</a>
<b>Membership</b>	Member of Bangladesh Association of International Recruiting Agencies (BAIRA)



# Organization Structure







# Our Services

## OVERSEAS RECRUITMENT

At **Talent Overseas (Pvt.) Ltd.**, we leverage our unparalleled expertise of professional recruitment principles, along with a deep understanding of local & international manpower recruitment processes, to provide comprehensive HR services & recruitment solutions that maximize our clients' manpower potential. These services revolve around Talent's proven global competencies.

We maintain a huge data bank of different profession's candidates CVs and keep continuous link with the best available personnel through regional representatives, media ads, various technical institutions, Universities and Colleges. We undertake different tests and interviews on each candidate's qualification, work experience and capabilities. Those who are well qualified and meet the job descriptions are considered for recommendation to the clients.

We operate with fully equipped business center with qualified and experienced management team to provide professional, efficient and reliable services to our clients. We pride ourselves on the quality level of services that we provide to both candidates and clients.

**Talent Overseas (Pvt.) Ltd. specializes in providing following services:**

- ✚ Supply of Manpower (all categories): Skilled, Semiskilled and Unskilled, Professional.
- ✚ Helps finding candidates suiting the requirement of a particular job.
- ✚ A full-fledge Pathology services ensuring the applications are healthy and fit.
- ✚ Airline & Hotel booking.







# Our Services

## JOB CATEGORIES

**Talent Overseas (Pvt.) Ltd.** is government authorized Manpower Company and one of the leading recruitment agencies in Bangladesh. We do recruit and supply human resources to the various companies in **Saudi Arabia, Malaysia, United Arab Emirates, State of Qatar, Kuwait, Brunei Darussalam, Oman, Singapore & Japan.**

**We are providing overseas recruitment services on the following categories as:**

### GENERAL CONSTRUCTION

- ❖ Foremen
- ❖ Site Managers
- ❖ Site Agents
- ❖ Project Managers
- ❖ Contracts Managers
- ❖ Civil/Structural
- ❖ Site Engineers
- ❖ Quantity Surveyors
- ❖ Estimators
- ❖ Waste Water/Environmental Engineers
- ❖ Carpenter
- ❖ Mason
- ❖ Scaffolder
- ❖ Steel Fixer
- ❖ Heavy Equipment Operators
- ❖ Excavator Loader/Driver
- ❖ Electrician
- ❖ Plumber
- ❖ Pipe Fitter



### ENGINEERING SECTION

- ❖ Project Manager
- ❖ Civil Engineer
- ❖ Electrical Engineer
- ❖ Computer Engineer
- ❖ Mechanical Engineer
- ❖ Draft Man



### ROAD CONSTRUCTION

- ❖ Highways Design Engineers
- ❖ Site Supervisors
- ❖ Road Construction Workers
- ❖ Road Roller Drivers
- ❖ Bitumen Sprayer Operators
- ❖ Machine Operators (Various)
- ❖ Grader Go Persons
- ❖ Stop Go Persons
- ❖ Strong labor force







# Our Services

## JOB CATEGORIES

### HOSPITALS SECTIONS

- ❖ Nurse
- ❖ Doctors
- ❖ Ophthalmic Assistant
- ❖ Optometrist
- ❖ Optician
- ❖ Laboratory Technician
- ❖ Radio - Grapher
- ❖ Pathologist



### HOSPITALITY & TOURISM

- ❖ Catering Management
- ❖ Catering Staff
- ❖ Chef The Parties
- ❖ Chef Manager
- ❖ Chefs & Cooks
- ❖ Chef-Commis
- ❖ Chef-Executive/Head
- ❖ Chef-Pastry
- ❖ Chef-Sous
- ❖ Conference Management
- ❖ F & B Management
- ❖ Finance
- ❖ Hotel Management
- ❖ Housekeeping
- ❖ Human Resources
- ❖ IT Systems Personnel
- ❖ Kitchen Manager
- ❖ Leisure Management
- ❖ Porter
- ❖ Pub Management
- ❖ Restaurant Management
- ❖ Sales & Marketing
- ❖ Training
- ❖ Waiting Staff
- ❖ Public Relation Officer
- ❖ Cashiers
- ❖ Receptionist
- ❖ Secretaries
- ❖ Laundry Man
- ❖ Telephone Operator
- ❖ Gardener
- ❖ Store Keeper







# Our Services

## JOB CATEGORIES

### ADMINISTRATION & MAINTENANCE

- ❖ Attendant
- ❖ Alley Worker
- ❖ Brass Cleaner
- ❖ Buffer Floors
- ❖ Camp Attendant
- ❖ Camp Boss
- ❖ Caretaker
- ❖ Carpet Cleaner
- ❖ Chore Boy
- ❖ Cleaner
- ❖ Cleaning Supervisor
- ❖ Day Worker
- ❖ Dormitory Keeper
- ❖ Duct Cleaner
- ❖ Floor Polisher
- ❖ Furnace Operator
- ❖ Hall Cleaner
- ❖ Handy Man
- ❖ Head Porter
- ❖ Helper
- ❖ Houseboy
- ❖ Iron Man
- ❖ Janitor
- ❖ Janitorial Assistant
- ❖ Laborer
- ❖ Latrine Cleaner
- ❖ Light Fixture Services
- ❖ Maintenance Worker
- ❖ Marble Cleaner
- ❖ Metal Polisher
- ❖ Odd Jobs, Day Worker
- ❖ Pool Cleaner
- ❖ Poster
- ❖ Sanitation Worker
- ❖ School Custodian
- ❖ Supervisor/Utility Worker
- ❖ Wall Cleaner
- ❖ Washer
- ❖ Window Cleaner
- ❖ Office Manager
- ❖ Supervisor
- ❖ Office Asst.
- ❖ Dispatch Clerk
- ❖ Reference Clerk
- ❖ Store Keeper
- ❖ Tally Clerk
- ❖ Lift Operator







# Our Services

## JOB CATEGORIES

### SECURITY SERVICES

- ❖ Head of Security
- ❖ Manager
- ❖ Security Officer
- ❖ Supervisor
- ❖ Security Guard



### MISCELLANEOUS SECTION

- ❖ Chartered Accountant
- ❖ Accountant
- ❖ Assistant Accountant
- ❖ Welfare Officer
- ❖ Personnel Officer
- ❖ Public Relation Officer
- ❖ Computer Operator
- ❖ Office Boy
- ❖ Receptionist
- ❖ Office Manager
- ❖ Secretaries
- ❖ Sales Personnel's
- ❖ Liberians
- ❖ Time Keeper
- ❖ Vehicle Drivers
- ❖ Air Conditioning Mechanics
- ❖ Steel Bender Air – Conditions
- ❖ Refrigeration Fabrications



### PLANTATION & AGRICULTURE SECTOR





# Our Services

## TRAINING

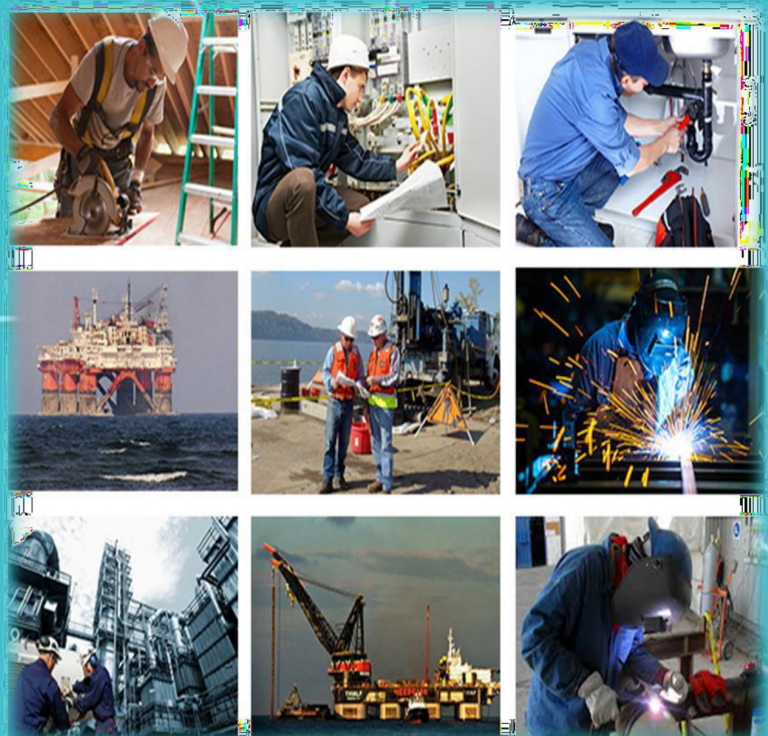
**Talent Overseas (Pvt.) Ltd. has its own strategy of selecting the personnel and providing them trainings.**

- ✚ job trainings, we provide them basic English-speaking course so that they can communicate in the foreign land. This will help both the employer and the employees to communicate from the very beginning.
- ✚ We also provide them information about the working environment, culture, and people of the country and area they are going to be placed for employment. This will give them an idea of their working area and they will be prepared to work accordingly.

We conduct training for new recruits through Expert Trainer from reputed training center in Dhaka such that your work-flow remains uninterrupted. Some of the training courses that we offer are as follows:

### Name of the Training Courses:

- ❖ Normal Welding (Arc & Gas)
- ❖ Welding 1G to 4G
- ❖ Welder 6G
- ❖ Welding Tig (Pipe)
- ❖ Welding Mig
- ❖ Gas Welding
- ❖ Industrial Pipe Fitter
- ❖ Pipe Fabrication
- ❖ Structural Fabrication
- ❖ Ship Building Fabrication
- ❖ Sand Blasting
- ❖ Industrial Painting
- ❖ Scaffolding
- ❖ Mechanic (Diesel & Petrol)
- ❖ Machinist (Turner)
- ❖ Auto Electrician
- ❖ Electric (House Wiring)
- ❖ Electric (Industry)
- ❖ Marble grinding
- ❖ Salesman
- ❖ Electric (Refrigeration and Air-Condition)
- ❖ Steel Fixer







# Our Services

## TRAINING

### Name of the Training Courses:

- ❖ Spray Painting
- ❖ Wall Painting
- ❖ Maintenance of Home appliances
- ❖ Mason (Plaster)
- ❖ Mason (Tiles Fixer)
- ❖ Road Binder (Steel Fixer)
- ❖ Shuttering Carpenter
- ❖ Finishing Carpenter (Machine)
- ❖ Painter (Building / Spray)
- ❖ Plumbing (Pipe feting & Sanitary)
- ❖ Duct Fabricator/Duct Insulator/Duct Erector
- ❖ Aluminum Fabricator
- ❖ Fiber Glass Technician
- ❖ Security Guard
- ❖ Driving
- ❖ Reference Clerk
- ❖ Store Keeper
- ❖ Tally Clerk
- ❖ House Keeping
- ❖ House Maid







# Why Choose Talent Overseas?

## ADVANTAGES OVER OTHER STAFFING SERVICES

- ✦ Quality, Honesty, Sincerity and Reliability are the commitment of the Talent Overseas obviously our first preference to provide you quality manpower in time and as your convenience. We are committed your satisfaction.
- ✦ We supply all categories - skilled, semi-skilled, unskilled, trained and professional manpower with good orientation and acclimatization techniques. We take every responsibility and guarantee for the welfare of the workers we supply. The satisfaction of all those concerned reflects in our achievement.
- ✦ Talent Overseas believes in quality. It has a high aim of employing unemployed Bangladeshi youth to minimize country's unemployment pressure. You can find the aesthetic service blended with quality management in Talent Overseas.
- ✦ All information on potential candidates is stored in the manual and computerized data bank. The data bank updates the records of job seekers on regular basis. Bio-data of every possible employee is stored in the Data Bank. This is aimed at finding right person for the right job as per the demand of our valued customers around the world.
- ✦ Our entire office departments are connected with each other through computer networks. This is designed to enable every staff for efficient and fast services to our clients. Our departments are well equipped with all information that a client may need at any time.





# Recruitment Procedure

## Required Documents

### A. Demand Letter

The foreign Employers who are willing to recruit Bangladeshi workers may contact Government authorized recruiting houses or agents in Bangladesh. To start recruiting any employer needs to issue and send formal Demand Letter to his preferred one. It also may happen with pre-discussions between both sides.

**The Demand Letter should include certain information:**

- ❖ Type of workers required.
- ❖ Category or sector of work or job.
- ❖ Number of Workers required.
- ❖ Basic Wages/Salary and working hours.
- ❖ Qualifications and experience (If needed any).
- ❖ Air passage.
- ❖ Termination of service.
- ❖ Other terms and conditions of service.

### B. Power of Attorney

If visa is required to be stamped for selected workers, the Employer is required to authorize recruiting agent to recruit workers and apply for visa and to perform other formalities with the concerned authorities. The Power of Attorney should be attested by the Concern Division of the host country and thereafter by the Bangladesh Mission/ Labor Attaché in that country.

### C. Employment Contract

- ❖ Individual Employment Contract Form in English is required to be sent to recruiting agents, in which the following conditions are to be clearly stated:
- ❖ Name of the post
- ❖ Monthly Salary / Wages
- ❖ Duration of Contract
- ❖ Accommodation
- ❖ Local Transportation
- ❖ Traveling expenses after termination of contract
- ❖ Overtime allowance
- ❖ Medical Treatment
- ❖ Weekly & Annual Holidays.
- ❖ The unspecified conditions shall be in accordance with the Labor Laws of the host country.



# Recruitment Procedure

## Selection & Visa Process

### A. Passport

There is no question about having a passport may need or not to travel overseas countries. Yes, passport is mandatory to travel abroad whatever your purpose is. Recruiting agent may also assist the selected workers who do not have passport to get one as quickly as possible. There is provision for issuing passport on urgent basis. Every applicant must face verification by the Police department of Bangladesh before issuing international passport for national security purpose.

### B. Collecting Application

After receiving of confirmed Demand letter from the employer, recruiting agent Collect CVs'/applications through any of a combination of the following ways to lineup the most suitable candidates for interview/test by the Employers or authorized representative:

- ❖ Registered Sub-Agents
- ❖ Printing & pasting posters
- ❖ News Paper advertisements
- ❖ SMS blast on targeted database/individuals
- ❖ Social media / Web media
- ❖ Database of the BMET/BAIRA
- ❖ Job seeker's Forum
- ❖ Job portals
- ❖ District Manpower offices of the Government
- ❖ Technical/Specialized Institutions

After collecting aimed applications/CV go screened by professional Executives of the Company or by inviting suitably Technical/ Professionals from outside. The short-listed CV's either sent to the employer or kept in the office as per desire of the employer and presented at the time of face-to-face interview.

### C. Selection

The employer or his authorized representative conducts interview tests in order to select workers finally. The recruiting agent arranges necessary logistic support to the interviewer and candidates such as:

- ❖ Send interview venue/reporting time/dress-code information to the candidates.
- ❖ Issuing interview cards.
- ❖ Maintain serial.
- ❖ Keeping record of selected and rejected candidates by interviewer.

### D. Medical Tests

The candidates who are finally selected are sent for medical examination to the appointed/ authorized medical centers. Normally they are medically examined at the centers appointed by the Embassies/Govt. health dept. of the employer's country, or mutually selected medical center by employer & recruiting agent.

### E. Visa Process

After successfully completing of medical tests when workers get fit, recruiting agent sent list of the fit workers to the employer for issuing group or individual visa. Upon issuing visa by employer recruiting agent need to submit passports for visa stamping to the Embassy of the employer's country.

### F. Manpower Clearance

When recruiting agent get stamped passports from the Embassy its need to be get manpower clearance from BMET by Bangladesh Government regarding immigration purpose. It's also called as smart card.





# Recruitment Procedure

## Departure Procedure

### A. Visa and Manpower Clearance

Recruiting agent may need attestation of passports for selected workers. After getting visa, manpower clearance the selected workers are all set to issue travel tickets.

### B. Flight Schedule

Upon getting immigration clearance recruiting agents send flight schedule to the employer mentioning all details of departure and arrival date and time of the workers along with their name passports numbers and respective profession. Therefore, employer could manage necessary pre-arrangements to receive workers at airport and settle them with company's accommodation facility.

### C. Ticketing and Immigration

If employers do not provide joining air ticket, workers will pay for joining air ticket. Recruiting agent will issue ticket on behalf of the selected workers and will obtain Immigration clearance from the concerned Govt. Departments of Bangladesh & arrange Air Ticket for the selected workers.

### D. Briefing before Departure

Recruiting agent must fulfill the responsibility of providing basic orientation for traveling to foreign countries. The workers are informed about their duties and responsibilities and given first-hand information on work environment, rules, regulations and social & cultural tradition of that country. They are specially cautioned to maintain discipline and to follow strictly the rules and regulation of the company.

Also recruiting agent need to deliver the information & contact details about who will receive them sent by the employer/company at the airport on arrival. And also, if workers found none to receive them or any last-minute surprise arises then how could they ask for any help.

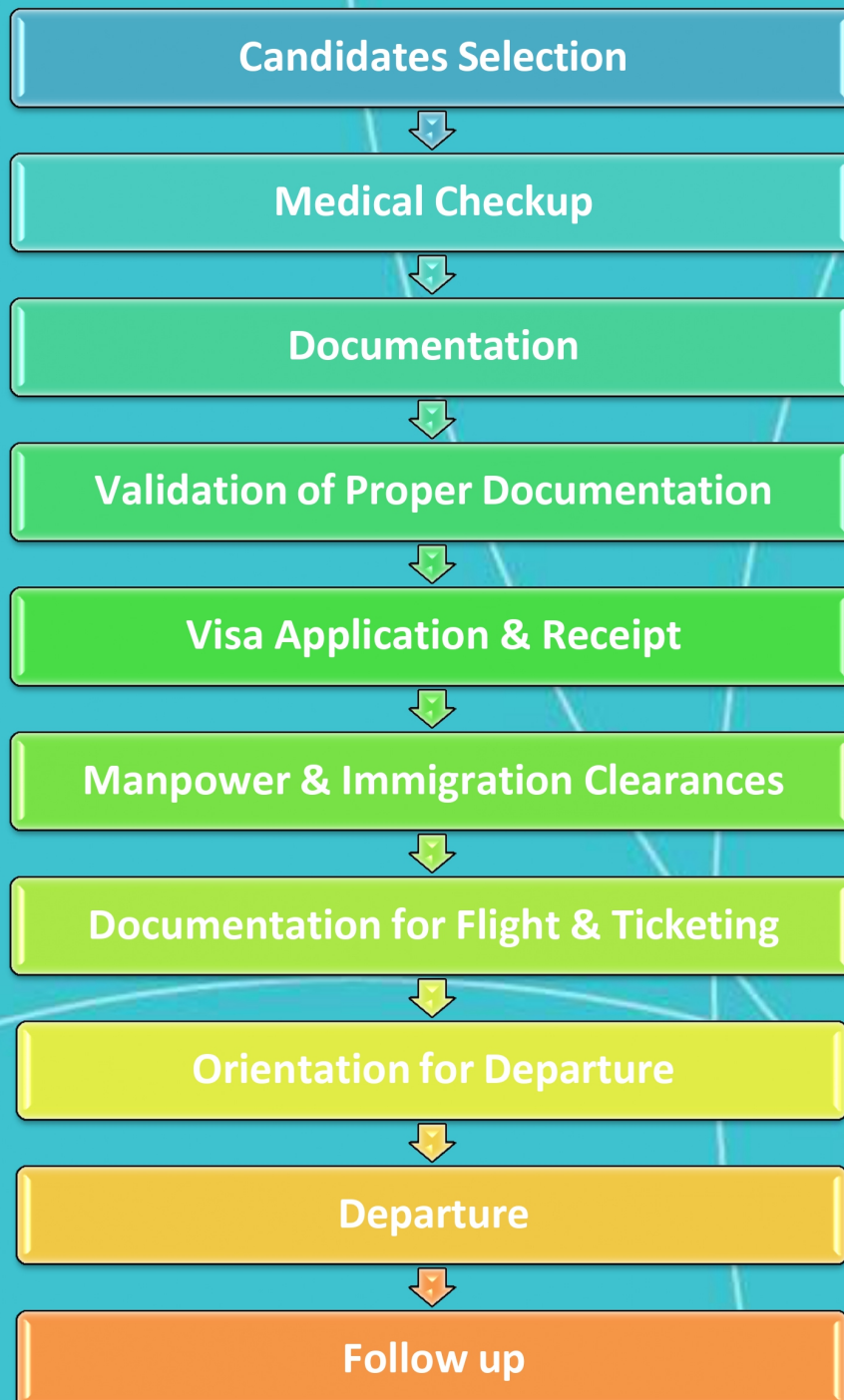
### E. Receiving Confirmation

After receiving of all of the workers according to the confirmed flight schedule was sent, the company representative will send confirmation to the recruiting agent of Bangladesh. Sometime workers take group pictures with the employer's staffs at the airport after receiving.





# Recruitment Procedure



**Figure: Flow Chart of Recruitment Procedure**





# Employer's Responsibilities

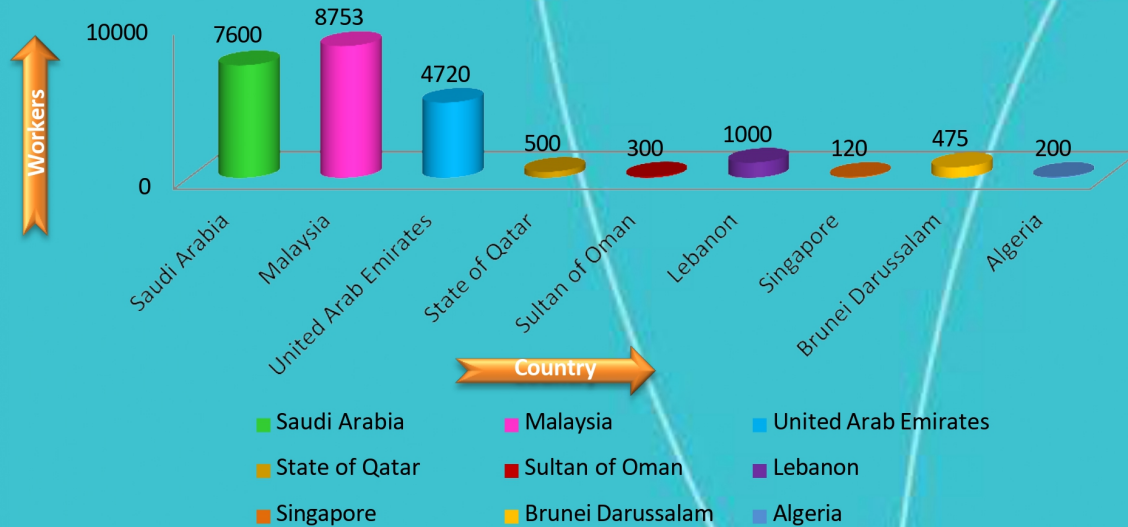
- Arrange timely receipt of the workers at airport
- Inform Talent Overseas (Pvt.) Ltd. about receipt of the workers.
- Advance payment of an amount to each worker on arrival in the country of work (deductible from monthly salary).
- Arrange furnished housing accommodation suitable to human living.
- Ensure water and electricity in the living place.
- Ensure full security of the workers in the living and working places, especially in cases of female workers.
- Timely payment of salary for every working month.
- Keeping updated the validity of the passport, residence permit/employment visa of the workers.
- Treating workers as human being.
- Proper medical treatment of the workers in case of any sickness/accident.
- Inform Talent Overseas any problem that requires handling from our end.
- Follow terms of agreement signed between the employer and the workers.





# Deployment Status of Our Employees

## Deployment Status of Last 10 Years (2014-2024):



Country	(2014-2024)
Saudi Arabia	7600
Malaysia	8753
United Arab Emirates	4720
State of Qatar	500
Sultan of Oman	300
Lebanon	1000
Singapore	120
Brunei Darussalam	475
Algeria	200





# Sample-Special Demand Letter



Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM BANGLADESH**

We have obtained the relevant approval to recruit foreign workers from Bangladesh and we authorize and appoint your company as our lawful representative to manage and recruit these workers.

Kindly supply and manage the above workers on following the terms and condition :-

- 1. Type of workers : **FACTORY WORKER**
- 2. No of type person : **200** persons
- 3. Age : **18 - 35** years old
- 4. Period of : **3** years
- 5. Basic Salary : **RM 1000.00** per month
- 6. Working hours : **8** hours per day (Subject to Malaysia Labour Law)
- 7. Weekly working : **Six (6)** days per week
- 8. Overtime : In accordance with Malaysia Labour Law
  - Normal day : In accordance with Malaysia Labour Law
  - Rest day / Public : In accordance with Malaysia Labour Law
- 9. Leave and holiday : In accordance with Malaysia Labour Law
- 10. Allowance

Type	Detail
Food	Not Provided
Accommodation	Provided
Transportation	Provided
OVERTIME (7.20 X 26 DAYS X 3 HOURS)	RM 561.00

- 11. Insurance cover : In accordance with Malaysia Labour Law : Foreign workers are by the existing Foreign Workers Compensation Scheme
- 12. Medical : The employer shall bear the cost of employee's medical treatment up to **RM 200.00** per year
- 13. Air passage : At least single journey return air ticket must be provided by the employer upon completion of the employment contract.
- 14. Employment permits : Granted by the Malaysia Immigration Department upon arrival at airport.
- 15. Government : Subject to Malaysian Labour Law. Employer will pay levy to government and deduct workers monthly salary.
- 16. Termination of service :
  - ( i ) That the employer breached any of the restrictions in clause 18 in the Contract of Employment convicted of any offence under any of the law of Malaysia.
  - ( ii ) That if the employee's work permit is withdrawn by the Malaysian authorities on legal grounds.
  - ( iii ) That if the employee is absent from work for more than two (2) consecutive working days reasonable cause or leave.
  - ( iv ) That if the employee is found to be underage on first appointment entry.
  - ( v ) That if an authorized medical doctor certifies the employee medically unfit for employment.

This letter of authorization shall serve as an appointment to your company as a lawful consultant to manage and supply the above-mentioned workers.

You are requested to provide the relevant bio-data of the workers concerned and kindly make the necessary arrangement for the workers to come to Malaysia. The bio-data should include names, passport number, nationality, marital status and date of birth, employment experience, basic education and next of kin.

Thank you.

Yours faithfully,

**LATEXX MANUFACTURING SDN. BHD.**

Design

**LAURENCE @ LAURENCE DAVID A/L DAVID**

**DIRECTOR**

Company



# Sample-Special Demand Letter



Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM BANGLADESH**

We have obtained the relevant approval to recruit foreign workers from Bangladesh and we authorize and appoint your company as our lawful representative to manage and recruit these workers.

Kindly supply and manage the above workers on following the terms and condition :-

- 1. Type of workers : **CLEANER**
- 2. No of type person : **850** persons
- 3. Age : **18 - 40** years old
- 4. Period of : **3** years
- 5. Basic Salary : **RM 1000.00** per month
- 6. Working hours : **8** hours per day (Subject to Malaysia Labour Law)
- 7. Weekly working : **Six (6)** days per week
- 8. Overtime : In accordance with Malaysia Labour Law
- Normal day : In accordance with Malaysia Labour Law
- Rest day / Public : In accordance with Malaysia Labour Law
- 9. Leave and holiday : In accordance with Malaysia Labour Law
- 10. Allowance

Type	Detail
Food	Not Provided
Accommodation	Provided
Transportation	Provided

- 11. Insurance cover : In accordance with Malaysia Labour Law : Foreign workers are by the existing Foreign Workers Compensation Scheme
- 12. Medical : The employer shall bear the cost of employee's medical treatment up to **RM 200.00** per year
- 13. Air passage : At least single journey return air ticket must be provided by the employer upon completion of the employment contract.
- 14. Employment permits : Granted by the Malaysia Immigration Department upon arrival at airport.
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  - (ii) That if the employee's work permit is withdrawn by the Malaysian authorities on legal grounds.
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Thank you.

Yours faithfully,

**MALAYSIAN HARVEST SDN. BHD.**



**LIM LAY LING**

**SECRETARY**













# Recruiting License

২৪৬৯ ২ ২৪৬৯  
Licence Number : RL- 2 2 3 0  
Name of the Agency : TALENT OVERSEAS  
(PVT) LIMITED  
Business Address : H-90,(1ST FLOOR) BIR  
UTTAM ZIAUR RAHMAN  
SHARAK BANANIC/A  
DHAKA- 1213.  
Name of the Proprietor/ MD SOHEL RANA  
Managing Partner/ FOTKIAMARE  
Managing Director MOTHURA PARA  
with Permanent Address SHARAIKANDI  
BOGURA.

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RL- 2 2 3 0  
Specimen Signature  
Shohel  
Section 9 of the Overseas  
Employment & Migrant Act-2013  
This licence is issued under Section 10 of the  
Emigration Ordinance, 1982 to carry on the business  
of a recruiting agency. The licence is not  
transferable nor it shall be used directly or indirectly  
by any person other than the person in whose favour  
it is issued.  
The Government reserves the right to cancel or  
to suspend the licence at any time without assigning  
any reason.  
Director General  
Bureau of Manpower, Employment  
and Training  
Government of the People's  
Republic of Bangladesh.  
Dated, Dhaka  
The 27 day of 12 2022

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RL- 2 2 3 0  
The licence is valid upto  
26.12.2025  
27.12.2022  
Mohammad Mizanur Rahman Bhuiyan  
Deputy Secretary  
Director (Employment)  
Bureau of Manpower, Employment & Training, Dhaka.

২৪৬৯ ৫ ২৪৬৯  
RL- 2 2 3 0 RENEWAL



# Thank you



**TALENT OVERSEAS (PVT.) LTD. (RL-2230)**

**Head Office**

House# 90 (1<sup>st</sup> Floor), Bir Uttam  
Ziaur Rahman Sharak, Kakoli,  
Banani, Dhaka-1213, Bangladesh  
Tel: +8801671 345380, +8801956 320832  
+8801683 847628

Email: [talentoverseaspvtltd@gmail.com](mailto:talentoverseaspvtltd@gmail.com)