



MARJUQ TRADE INTERNATIONAL

Govt. Approved Recruiting Licence No. RL-2387



**55/1, Nayapaltan (Ground Floor),
Dhaka-1000, Bangladesh.**

বাংলাদেশ Bangladesh

0 25 50km



INDEX

Company Address	02
Photography of Proprietor	03
Our Message	04
About US	05
General Requirement	06
Organizational Setup	10
Office Indoor	11
Company Certificate	12-18
Cox's Bazar Sea Beach	21
Job Catagories Saudi Arabia	22-24
Job Catagories Malaysia	25-28
Job Catagories Dubai	29
The Document should be Prepared company's Letterhead/Demand Letter	30-32

COMPANY ADDRESS

MARJUQ TRADE INTERNATIONAL

Govt. Approved Recruiting Licence No. RL-2387

55/1, Nayapaltan (Ground Floor),
Dhaka-1000, Bangladesh.

Tel : 02 222 220 495

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MARJUQ TRADE INTERNATIONAL

Proprietor

OUR MESSAGE



Salam & Greetings

As everyone is aware of the fact that current development in IT and multi-media has turned this planet into a GLOBAL VILLAGE when all the sectors are interdependent and rely on each other more commonly.

In this business environment, implementation of business projects is more prompt and practical but it has become more dependent on specific human skills and manpower. Hence those countries desirous to develop rapidly but lack of human workforce will look towards the countries who are thickly populated and can provide human workforce on basis of mutual coordination.

At this juncture, our country Bangladesh comes into lime light. Bangladesh has largest density of population in the world of 180 million. Due to tough living conditions, extreme weather and competitive working environment, our country has become the source for supply of skilled professional and unskilled workforce. Hundreds of thousands of Bangladeshis are working in various sectors world over and due to their loyalty to employers and dedication to duties; the demand for intake of Bangladeshis workforce is tremendously increasing day by day.

Keeping in view this hard fact, we founded **MARJUQ TRADE INTERNATIONAL** as a licensed recruiting agency in 2021, Since then we have mobilized thousands of workers in various categories to different countries in Middle East and Far East. Our network of business is highly professional and includes:

- a) Qualified staff for sourcing Right man for Right job.
- b) Computerized data bank of professional and skilled workforce
- c) Our travel agency namely **AL MARJUQ AIR INTERNATIONAL** arrange and facilitate the journey of workforce to overseas and technical track test center
- d) By combining all these under one roof, our agency has become one of the leading manpower supply company in Bangladesh. In the pages to follow, the actual modus overdue will be explained and enable valued clients to understand the operational system for import of Bangladeshi workforce

Our utmost assurance to provide you the best possible services in this regards

ABOUT US

MARJUQ TRADE INTERNATIONAL is a manpower supply company, duly licensed by the govt. of Bangladesh (Licence no 2387) and supplying all kinds of workers such as unskilled, skilled, highly skilled and professionals. We have a vast experiences of 20 years and during this span of time have supplied thousands of workers to different countries in the middle east and far east. Our clients included multinational and local companies in the fields of construction, manufacturing, oil & gas and services.

We at **MARJUQ TRADE INTERNATIONAL** are fully equipped with all facilities under one roof such as online computerized database of skilled, semi-skilled, and professional workforces and in house Trade Test centre providing special testing facilities for all kinds of candidates. An additional Technical expert panel of specialized Technicians and engineers exist for specific selection of technical candidates. We also under take the medical examination of all our candidates through selective medical centre. Apart from this, we have collaboration with a reputable skilled training center to provide necessary training to the workers in case it is required by employers.

Our company is also an authorized travel agency licensed by International Air Transport Association (IATA accredited no 42 3 04441) and thus facilitated to arrange the worker departure exactly according to the requirement of the employers.

Being very experienced in this field, we have some business collaborators in other manpower supplying countries and thus can meet up the requirement from employers if they want to employ workers from different nationalities. Our associates are located in India, Myanmar, Nepal and Pakistan and are equally experience in this field of business.

As a premier and professionally managed recruitment agency we focus on the growing needs of companies abroad. We provide highly customized and personalized Human Resource consultancy to our clients and candidates as well as try to build a courteous and professional relationship with all of them.

MARJUQ TRADE INTERNATIONAL is your One Stop Centre for all overseas manpower requirements. Our main goal is to furnish our clients with talent they need and when they need it. Our employment agency has always believed the philosophy of quality and our motto is to make the Customers delightful with "Total Satisfaction" through our qualitative and professional service. We have a clear vision of our aims and objectives, which is supported by the value driven culture of our organization.

Our requirements:

Demand Letter, Power of Attorney. Employment Agreement, Specimen of Employment Contract, Assurance Letter, Letter of Authority from our valued employers

we here under mentioned the general terms of employment of Bangladeshi workers. We can furnish a specific quotation related to particular needs and requirements. For that, we will need details of your requirement along with expected qualification and experience.

General terms of employment:

- 1) Categories: we can supply all kinds of workforce ranging from general labour to highly qualified engineers and technologists
- 2) Salaries :.....
- 3) Food :.....
- 4) Accomodation : To be arranged by employers with basic amenities.
- 5) Medical :.....
- 6) Contrad Period :.....
- 7) passage :.....
- 8) Overtime etc :.....

Our Garuntees

- 1) We will provide the young and fully fit workers who will be medically checked before departure.
- 2) After arrival on the job, if any workers is found medically unfit or involved in any strike or immoral activity, we will replaced him and bear all the costs involved. This offer is valid till end of probation period of minimum 90 days.
- 3) Our representative will pay the regular visits to the workers, just to monitor in order to avoid any misunderstanding between employers and employees.

YOUR TRUSTED PARTNER IN PROGRESS

Legal Status:

Registered with Bureau of Manpower Employment and Training International Results, registration of Bangladesh Association (LATA). It is registering Agencies (ARA) and Member of international Air Transport Association (IATA). It is registered with the number is Dhaka Municipal Corporation as a bonafied Trade organization.

Management Structure:

MARJUQ TRADE INTERNATIONAL is managed by its Proprietor having long experienced in this trade. Besides, Experienced, efficient and dynamic staffs are our strength. They are trained and have a good track record in the relevant field. Participatory management approach is well practiced.

Training Facilities:

MARJUQ TRADE INTERNATIONAL is well equipped and established an effective referral system to ensure the quality and delivery of services. A residential skill training centre with modern facilities is established at Dhaka. A three month training course on Mason, Plumbing, Carpeting, Gypsum, Rod binding. Sewing, Welding, Air condition & refrigeration and computer operating are held over the years. 60 hours spoken English course is a compulsory for all the trainees. Introductory course on Arabic is also mandatory for those who are interested to go to the Middle East Countries.

Our Quality assurance department is rendering their services to make sure quality of work force to their respected field can run without any hindrance.

Recruitment Procedure:

For its reputation, people come to **MARJUQ TRADE INTERNATIONAL** and submit application in the prescribed format. We scrutinize the applications and advise those applicants for skill training. Staff provides support to them to choose the right one. We remain a databank for those who have completed training from our centre.

MARJUQ TRADE INTERNATIONAL advertises in the well circulated daily newspapers on behalf of Clients mentioning minimum requirement, salary and other facilities as per demand schedule. Before the final selection by the Clients we do the preliminary selection process among the applicants. During this time, necessary permission obtained from the appropriate authorities. After the final selection by the employers medical check up (physical fitness, HbsAg, HIV and STI) and the other necessary formalities are completed within short time.

Pre Departure Briefing:

From our past experience in this field it is observed that the selected candidates can not adjust with new environment, violate the service rules of the employers, social rules & customs and become customized by the drug traffickers and or smugglers if they have no idea about the arriving country. Considering this, **MARJUQ TRADE INTERNATIONAL** has prioritized pre departure briefing. After its initiation we have received a very good response from our Clients and that helps to expand our business. Usually the pre departure briefing session is for 7 days with an evaluation test. It necessary we extent the duration.

Activities of MARJUQ TRADE INTERNATIONAL

1. Planning:

After receive Demand order from our overseas clients, we set up guide lines to ful fill proper recruitment for the clients at most satisfaction. Our motto to provide better service with stipulated time freame with out any hindrances.

2. Selection:

On behalf of the clients **MARJUQ TRADE INTERNATIONAL** starts procurement of candidates through own Data Bank and local advertisement in the daily Newspapers. **MARJUQ TRADE INTERNATIONAL** scrutinize all the candidates by its efficient technical staffs through trade test. Final selection to be done by employers representative or as desired by the clients.

MARJUQ TRADE INTERNATIONAL given more emphasis after selection of workers to check their Age, Physical fitness, Any specific requirement indicated by the employer, Medical Examination, Crime Activities etc.

Passport and other related documents of the selected workers checked properly and necessary Government permission obtained for recruitment by **MARJUQ TRADE INTERNATIONAL**. Besides these **MARJUQ TRADE INTERNATIONAL** will follow below formalities

(i) Flight Booking: Bookings are arranged for the selected workers and the itinerary is advised to the employer

Time required :3 days

(ii) Despatch of workers: On receipt of visa from the Embassies, the personnel are sent to the respective country as per schedule advised to the employer.

Advice sent before 3 days of despatch.

(iii) Despatch confirmation: Employers are advised immediately as to the departure of the workers with full flight numbers and other details.

(iv) Required period despatch: After receipt of NOC (Visa advice) for the workers from the employer, **MARJUQ TRADE INTERNATIONAL** can despatch the worker within shortest possible time or as advised by the employer.

Orientation:

We understand that thousands of workers of different nationalities of the world such as Koreans, Filipinos Indians, Pakistanis thousands of carrying our various types of construction work in Gulf states. During performing duties at job sites together, the workers face many difficulties to understand each fact that they are ignorant of the social system, custom, tradition and Laws of the country of employment .

In order to cope with this situation, we arrange a pre departure one week orientation course for the workers in which we discuss in details, all the points of probable difficulties supposed to be faced by the Workers. We brief the workers on the following points:

(A) Job Description: we explain in detail the job title of the workers along with their related duties, terms and conditions of employment contact clause such as designation, salary, overtime, food, Logging and duration of contract. We also explain to the workers other benefits like severance pay, vocational award, social insurance and its contribution.

(B) Custom, Tradition, Social Rules and Restrictions: it is known that all the Middle East countries are strict about Islamic principles and do not like any hindrance to local social cutomers and Islamic rules. Therefore, we brief them as follows: Propaganda of religion other than Islam is not allowed. Anti-labour activities, political arguments and gatherings are not allowed. Drinking liquor, gambling and any violence against law are prohibited.

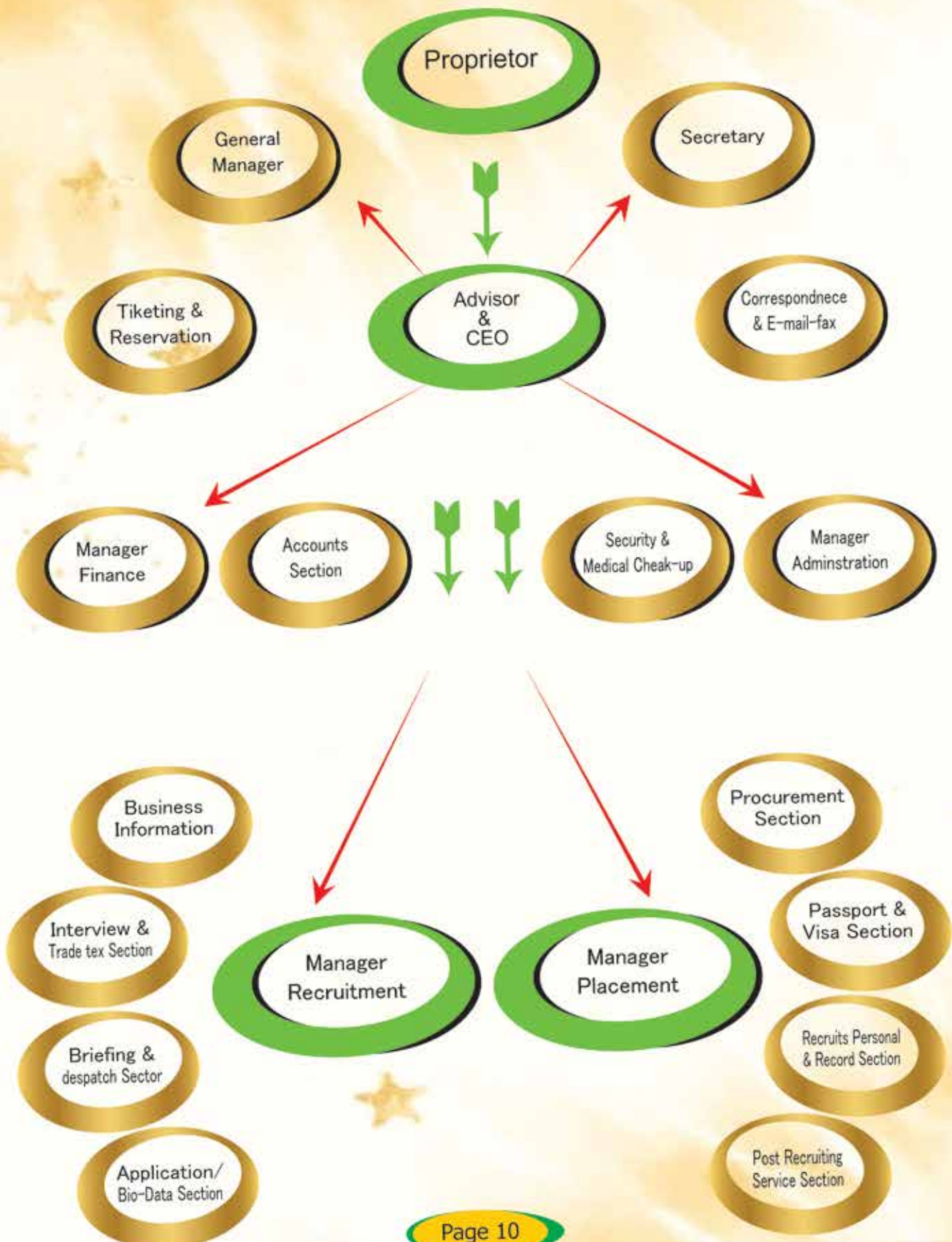
We alert them that the punishment for theft is cutting hand or foot and includes amputation of limbs. We acquaint them with such laws as beheading for muder, flogging for minor offence. We also tell them that adultery, rape, prostitution are strictly prohibited. 1f anybody is found involved, capital punishment may be awarded. Further, taking picture of local women, children, factories and fefineries are prohibited.

C) Our advice to workers is as follows:

- ☆ To quarrel with each other is great offence.
- ☆ Foreman's order must be followed.
- ☆ any problem faced must be informed to foreman.
- ☆ Not to divulge any company's secret to others.
- ☆ Loitering around residential area is strictly prohibited.
- ☆ To use proper dress.
- ☆ Long hair is not acceptable.
- ☆ Hoisting any other Foreign Flag is not allowed.
- ☆ Involvement in local people's affairs is prohibited.
- ☆ Strike, rally, joining processions will be punishable offence



ORGANIZATIONAL SET UP



Office Indoor





লাইসেন্স ইস্যুর বিবরণ



ই-ট্রেড লাইসেন্স



ইস্যুর তারিখ : 27/07/2025
ইস্যুর সময় : 15:54:47

লাইসেন্স নং : TRAD/DSCC/043042/2021

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮৪-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, কৃতি, পেশা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	:	মারজুক ট্রেড ইন্টারন্যাশনাল		
২। প্রতিষ্ঠানের মালিকের নাম	:	মোহাম্মদ এমদাদ উল্লাহ		
৩। পিতা / স্বামীর নাম	:	গোলামুর রহমান		
৪। মাতার নাম	:	কাইয়ুমা রহমান		
৫। ব্যবসার প্রকৃতি	:	অন্যান্য - একক		
৬। ব্যবসার ধরণ	:	রিটাইলিং এজেন্সী		
৭। প্রতিষ্ঠানের ঠিকানা	:	৫৫/১, নয়া পল্টন (নিচ তলা), ঢাকা-১০০০		
৮। অঞ্চল / বাজার শাখা এলাকা	:	২	ওয়ার্ড / মার্কেট:	১০
৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং ফোন	:	1022095887 01733455380	বিআইএন নং: ই-মেইল:	
১০। অর্থ বছর	:	২০২৫-২০২৬ (নবায়নকৃত)	ব্যবসা শুরু তারিখ:	০৪/০৪/২০২২
১১। মালিকের বর্তমান ঠিকানা	:	৫৫/১ (নিচ তলা)	মালিকের স্থায়ী ঠিকানা	
হোডিং নং	:		হোডিং নং	:
রোড নং	:		রোড নং	:
গ্রাম / মহলা	:	নয়া পল্টন	গ্রাম / মহলা	:
পোস্টকোড	:	জিপিও-১০০০	পোস্টকোড	:
থানা	:	পল্টন	থানা	:
জেলা	:	ঢাকা	জেলা	:
বিভাগ	:	ঢাকা	বিভাগ	:
১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক)	:	৫০০০	সাইনবোর্ড কর	:
লাইসেন্স/নবায়ন ফি	:	৫০০০	ভ্যাট	:
সার্বচার্জ	:	০	ফর্ম ফি	:
আয়কর / উৎসেকর	:	৬০০০		:
বকেয়া ()	:	০		:
সংশোধনী ফি	:	০.০০	সর্বমোট	:

১

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৬ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

Recruiting Licence

Licence Number: RL- 2 3 8 7 3076

Name of the Agency : MARJUQ TRADE INTERNATIONAL

Business Address : 55/1, NAYAPALTAN (GROUND FLOOR) DHAKA-1000.

Name of the Proprietor/ MOHAMMED AMDAD ULLAH

Managing Partner/ KHARANA MUJAFFARABAD, PATIYA

Managing Director CHATTOGRAM.

with Permanent Address:

RL- 2 3 8 7 3076

Specimen Signature

Section 9 of the Overseas Employment & Migrant Act-2013

This Licence is issued under Section a of the Overseas Employment And Migrants Act-2013 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. 04-04-2023

This 08 day of 08 2023

RL- 2 3 8 7 3076

The licence is valid upto

03 APR 2026

09-05-2023

Mohammad Mizanur Rahman Bhuiyan
Deputy Secretary
Director (Employment)
Bureau of Manpower, Employment & Training, Dhaka.

RL- 2 3 8 7 3076

RENEWAL



M/S GAFARGAON
OVERSEAS

ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dsc.gov.bd



লাইসেন্স ইস্যুর বিবরণ

ইস্যুর তারিখ : 27/07/2025
ইস্যুর সময় : 15:54:23

ই-ট্রেড লাইসেন্স

লাইসেন্স নং : TRAD/DSCC/234733/2019

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮-৮-তে প্রদত্ত ক্ষমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৯ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, বৃত্তি, সেবা বা শিল্প প্রতিষ্ঠানের উপর আরোপিত কর আগের লক্ষ্যে নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠানের আধিকারে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

১। ব্যবসা প্রতিষ্ঠানের নাম	: আল মারহুম এয়ার ইন্টারন্যাশনাল	ওয়ার্ড / মার্কেট:	খ: ১৪
২। প্রতিষ্ঠানের মালিকের নাম	: মোহাম্মদ এমদাদ উল্লাহ		
৩। পিতা / স্বামীর নাম	: গোলামুর রহমান		
৪। মাতার নাম	: কাইয়ুমা রহমান		
৫। ব্যবসার প্রকৃতি	: অত্রাতি - একক		
৬। ব্যবসার ধরণ	: ট্রাডেল এক্সেলী		
৭। প্রতিষ্ঠানের ঠিকানা	: ৫৫/১, নয়া পল্টন (বীচ তলা), ঢাকা		
৮। অঞ্চল / বাজার পাখা এলাকা	: ২		
৯। এনআইডি/পাসপোর্ট/জন্ম নিব: নং কোড	: ১০২২০১৫৫৮৮৭ ০১৭৩৩৪৫৫৩৪০	বিআইএন নং: ই-সেইল:	
১০। অর্থ বছর	: ২০২৫-২০২৬ (নবায়নকৃত)	ব্যবসা শুরু তারিখ:	০১/০৭/২০১৮
১১। মালিকের বর্তমান ঠিকানা		মালিকের স্থায়ী ঠিকানা	
যোগাযোগ নং	: ৫৫/১	যোগাযোগ নং	:
রোড নং	: জি পি ও	রোড নং	:
গ্রাম / মহলা	: নয়া পল্টন	গ্রাম / মহলা	: খরলা
পোস্টকোড	: ১০০০	পোস্টকোড	: মজারগাঁও
থানা	: পল্টন	থানা	: পাটয়া
জেলা	: ঢাকা	জেলা	: চট্টগ্রাম
বিভাগ	: ঢাকা	বিভাগ	:
১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক)			
লাইসেন্স/নবায়ন ফি	: ২০০০	সাইনবোর্ড কর	: ৪৮০
সরচার	: ০	ভ্যাট	: ৩৭২
অ্যাকসর / উৎসেধক	: ৩০০০	ফর্ম ফি	: ৫০
বকেয়া ()	: ০		
সংশোধনী ফি	: ০.০০	সর্বমোট	: ৫৯০২.০০

অত্র ট্রেড লাইসেন্স এর মেয়াদ ০০ শে জুন, ২০২৬ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা



Government of the People's Republic of Bangladesh
Ministry of Civil Aviation and Tourism



Travel Agency Registration Renewal Certificate



Registration Certificate No:	0000794
Date:	05-Jan-2023

Renewal Certificate Issue Date:	01-Jan-2023
Renewal Certificate Expiry Date:	31-Dec-2025

As per provision of Section-7, Sub-Section-(3) (A) of Bangladesh Travel Agency (Registration and Control) Act, 2013 (Act LXI of 2013) and Rule-6, Sub-Rule-(2) of Bangladesh Travel Agency (Registration and Control) Rules, 2014. Al Marjuq Air International Proprietor: Mohammed Amdad Ullah Address: 55/1, Nayapaltan (Gr Floor), Dhaka-1000 has been renewed as Travel Agency for a period of 03 (Three) years from 01-Jan-2023 to 31-Dec-2025 .



Tahmina Yeasmin

Registration Authority

Sl. No.: 1946

Date : 08 December 2023



**BANGLADESH ASSOCIATION OF INTERNATIONAL
RECRUITING AGENCIES [BAIRA]**



Name of the Agency **Marjuq Trade International**

Name of the Proprietor / Partner / Managing Partner / **Mohammed Amdad Ullah**
Director / Managing Director / Chairman

Address **55/I, GF, NAYA PALTAN, Dhaka GPO, Paltan,**
Dhaka, Bangladesh

R. L. No. **2387**


Secretary General


President

Date of Issue :

Sl. No. : 3054

Association of Travel Agents of Bangladesh



Certificate of Membership

This is to certify that

M/S Al-Marjuq Air International

55/1, Nayapaltan (GR Floor), Dhaka-1000

is a General Member of the Association of Travel Agents of Bangladesh (ATAB).


SECRETARY GENERAL

Shaikh Abdullah
Secretary General
ATAB


PRESIDENT

M. A. Mahmud Sadi
President
ATAB



Government of the People's Republic of Bangladesh

National Board of Revenue

Taxpayer's Identification Number (TIN) Certificate

TIN : 456660692671

This is to Certify that **Mohammed Amdadullah** is a Registered Taxpayer of National Board of Revenue under the jurisdiction of **Taxes Circle-480**, Taxes Zone **22**, Dhaka.

Taxpayer's Particulars :

- 1) Name : **Mohammed Amdadullah**
- 2) Father's Name : **Maulana Golam Rahman**
- 3) Mother's Name : **Kayuma Begum**
- 4.a) Current Address : **55/1, Naya Paltan, Paltan, Dhaka**
- 4.b) Permanent Address : **55-1, Nayapaltan, Paltan, Dhaka, Bangladesh**
- 5) Previous TIN : **1171017768**
- 6) Status : **Individual**

Date : September 22, 2013

Please Note:

1. A Taxpayer is liable to file the Return of Income under section 166 of the Income Tax Act, 2023.
2. Failure to file Return of Income under Section 166 is liable to-
 - (a) Penalty under section 268; and
 - (b) Prosecution under section 311 of the Income Tax Act, 2023.



Deputy Commissioner of Taxes
Taxes Circle-480
Taxes Zone 22, Dhaka
Address : Plot No-107/A, Mascot Plaza (10th floor),
Sonargaon Janapath Road, Sector-7, Uttara, Dhaka-1230
Phone :

This is a system generated certificate and requires no manual signature.

MARJUQ TRAINING CENTER





Hazrat Shahjalal International Airport, Dhaka



Cox's Bazar Sea Beach



CLEANING & MAINTENANCE SERVICES

Personal Manager Cleaning Supervisor Horticulturist Cleaning Foreman
Pest Control Technician Gardener Sweeping Vehicle Operator Cleaners & Labours





CIVIL

Project Manager Civil Engineer Draftsman Construction Foreman Mason Foreman Carpenter Foreman Steel Fixer Foreman Surveyor Carpenter Steel Fixer Tile Fixer Mason, Plasterer Block Layer Water Proofer Concrete Finisher Painters Utility store Keeper Construction Worker Cleaner Labour





A "waiter service sector" refers to the hospitality industry where individuals, known as waiters or waitresses, directly interact with customers in a dining setting, taking orders for food and drinks, serving them at tables, and ensuring a positive dining experience by attending to their needs throughout the meal.





Plant, inspect, and harvest crops. Irrigate farm soil and maintain ditches or pipes and pumps. Operate and service farm machinery and tools. Apply fertilizer or pesticide solutions to control insects, fungi, and weeds.



Job Categories Agriculture





CIVIL

Project Manager Civil Engineer Draftsman Construction Foreman Mason Foreman Carpenter Foreman Steel Fixer Foreman Surveyor Carpenter Steel Fixer Tile Fixer Mason, Plasterer Block Layer Water Proofer Concrete Finisher Painters Utility store Keeper Construction Worker Cleaner Labour





A factory worker in Malaysia is responsible for performing various tasks on a production line within a factory, including operating machinery, assembling products, conducting quality checks, packaging finished goods, maintaining cleanliness, and adhering to safety regulations, all while ensuring production targets are met and quality standards are maintained; the role can be physically demanding and requires attention to detail in a fast-paced environment



Job Catagories Available Dubai



Cleaners in Dubai are responsible for ensuring the cleanliness of various floor surfaces by vacuuming, sweeping, and mopping. Whether it's the plush carpets of corporate offices or the sleek tiles of residential spaces, cleaners employ meticulous techniques to keep floors spotless and inviting.



The Document should be Prepared in Company's Letterhead Pad

Sample Copy

REF: GUARANTEE OF SECURITY PROVISION OF WORKERS

The Director- General
Bureau of Manpower,
Employment & Training
Government of Bangladesh
Kakrail, Dhaka Bangladesh

Dear Madam/Sir,

We, -----, intend to recruit ---- (-----) Bangladeshi workers for our factory in (country) As mentioned in individual contracts of employment, the Company is providing each worker with a free return ticket, free accommodation and free food is provided daily. The residences are fully inspected by Health and Fire Authorities before a clearance certificate to accommodate foreign workers is issued.

Routine inspections are also carried out by Health officers to maintain good hygiene and sanitation standards at workers residence.

Each worker is medically covered as per the (country) Law where medical facilities are available free of charge in Government hospital and dispensaries.

Assuring you of our cooperation at all times and thanking you in anticipation.

Seal & Signature

Name & Position

Date

The following terms, conditions and benefits shall be applicable to all personal and trades irrespectively:

1. Period of Employment Contract Working Hours	Three years/45 hrs per week - (Mondays to Fridays)
2. Food/Accommodation/Transportation	Free (provided by Company)
3. Medical/Sick Leave Benefits	As per(country)Labour Law
4. Agency Fee	Free of charge
5. Condition for the termination of Employment and Final Settlement	As per (country) Labour Law
6. Provisions in regard to Renewal of Contract	Subject to both parties' acceptance
7. Provisions in regard to Compensation for injury	As per (country) Labour Law
8. In case of death - disposal and transportation of dead body of the worker to home country	Provided by Company
9. Arbitration/Mode of Settlement of Industrial dispute	As per (country) Labour Law
10. Legal support	Any legal support, if required, to be done by the company
11. Interpreter	To be arranged by the company, if necessary
12. Ticket: Provided by employer offer two years	

Any other terms not mentioned in this letter will be subject to Country Labour Law.

Seal & Signature

Name & Position

Date

The Document should be Prepared in Company's Letterhead Pad

Sample Copy of Power of Attorney

POWER OF ATTORNEY

Know all men by these present that we M/S name of the company. address, do hereby appoint

MARJUQ TRADE INTERNATIONAL, Recruiting Licence no-2387, 55/1, Nayapaltan (Ground Floor), Dhaka-1000, Bangladesh. approved by Government of Bangladesh, Ministry of Expatriate Welfare and Overseas Employment, and holding licence number **RL # 2387** to be our lawful attorney and agent in respect of handling all the affairs concerning recruitment entering into contract with the selected employees, completion of Immigration facilities including deposit of security, registration fee, etc, with the protector of Emigrants and signing of all necessary documents required by the said office in connection with recruitment of persons for the services with the said company and to arrange their passports, air passages, etc. This Power of Attorney is valid for the period of 6 months commencing from the date of attestation of this Attorney, otherwise it will be automatically cancelled. To arrange the interview within 3 months from the date of agreement this time or otherwise it will be automatically cancelled from the attested date of this Power of Attorney. In witness we have executed this agreement dated ----- 2021 in presence of the subscribing witness.

Seal & Signature

Name & Position

Date

A

- 1) Demand Letter
- 2) Power of Attorney
- 3) Guarantee of Security Provision of Workers

Demand letter must contain a valid expatriate quota approval from the Ministry of Labour, Indutr (where needed) Relations & Employment of (country) along with approval for dormitory

B

- 1) Employment Contract
- 2) Work Permit

*** To apply to High Commission along with copy of ID card;**

The High Commission may request for any additional papers/documents

To:

The High Commission of Bangladesh in (country-----)

Address-----

Subject: Declaration on Attestation of Work Permit/Demand Letter/Power of Attorney/Guarantee of Security Provision/Employment Contract etc.

Dear Sir,

I, the undersigned owner/agent of the company-----

-----Tel:-----Fax:-----

-----E-mail:-----is going to recruit expatriate worker(s)-----person(s) from Bangladesh. In this connection, I would like to confirm the following:

- i) The employee(s) is/are fully aware regarding his/her job and salary & allowances and other benefits;
- ii) I have properly selected the right person(s) for the job to be assigned to him/her;
- iii) Any dispute, upon arrival of the employee(s), I will settle as per the employment contract and the law of the land
- iv) As agent, I hereby confirm that I did not charge any extra amount of money beyond the approved rate of the Government of Bangladesh, from the selected employee(s);
- v) The employee(s) is/are properly briefed about his/her nature of job and if there is any dispute between employer & employee(s) arise, I, as agent, will try my best to settle the dispute amicably.

Name:

Signature:

Date:

****I am attaching herewith a copy of my ID Card/Passport with this document.**

The Document should be Prepared in Company's Letterhead Pad

Sample Copy of Demand Letter

DEMAND LETTER

Ref. No.

Name of Person/Company

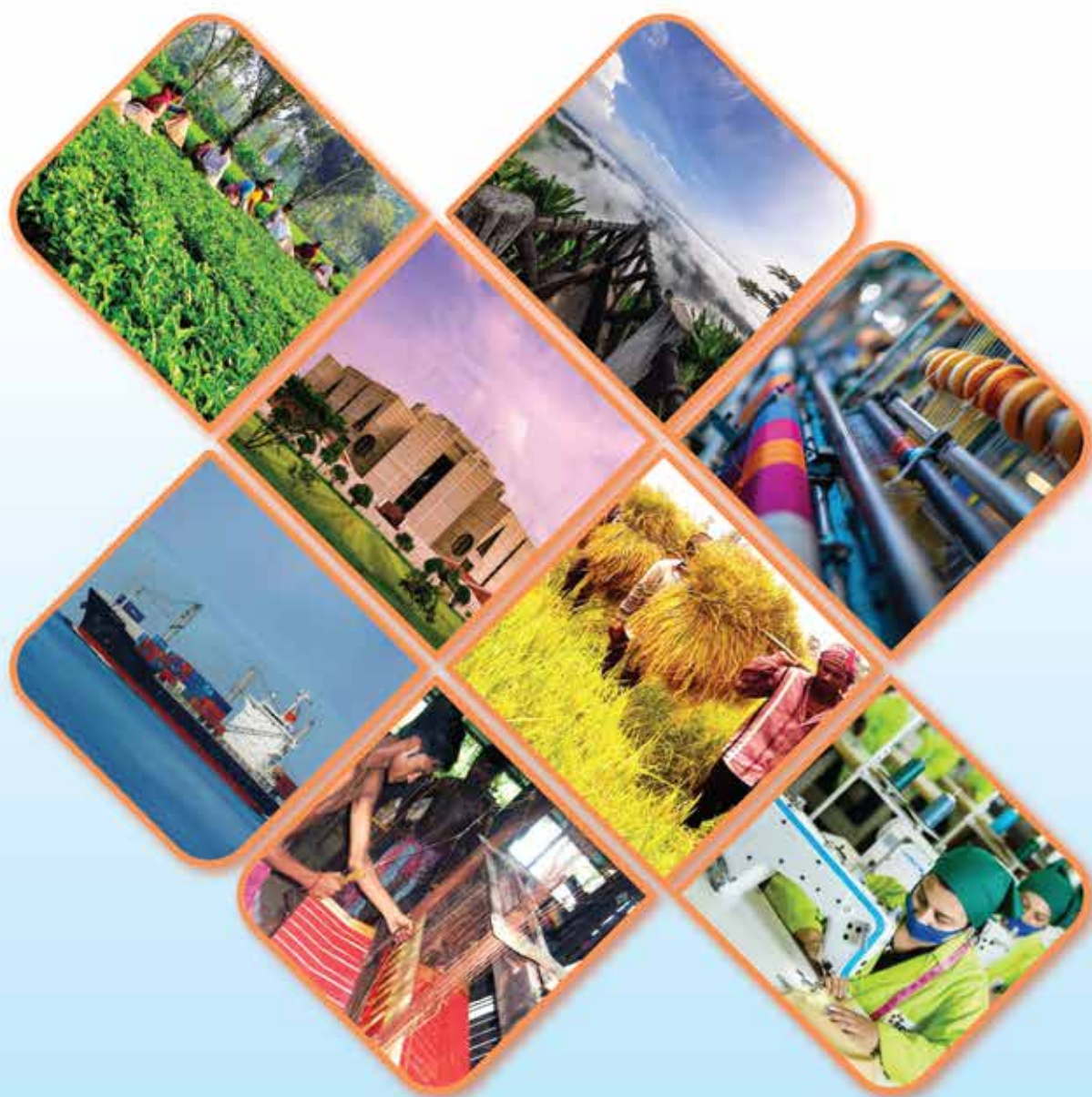
Address: **MARJUQ TRADE INTERNATIONAL**, 55/1, Nayapaltan (Ground Floor), Dhaka-1000, Bangladesh. Tel: 02 222 220 495 , Cell: 01733455380 (WhatsApp) 01552372895

E-mail : marjuqtradeint@gmail.com, Web: www.marjuqtradeint.com.bd

Tel/Fax/E-mail etc.

Kindly arrange to recruit Bangladeshi Nationals for our Company the following categories of jobs as per details of salary, terms and conditions given below:

Category	No. of post	Salary
-----	00	Salary -per month





MARJUQ TRADE INTERNATIONAL

Govt. Approved Recruiting Licence No. RL-2387