



Company Profile

GUARDIAN OVERSEAS EMPLOYMENT

EMPLOYMENT PROMOTERERS

LICENSE NO: OP&HRD/4729/RWP

Ministry of Overseas Pakistanis and Human Resource Development



OVERSEAS EMPLOYMENT PROMOTER'S LICENCE

(Non-Transferable) [See rule7 & 9 (1)]

LICENCE NO OP&HRD/4729/RWP/2022

Mr./Ms. **Saud Arshad Abbasi S/o Arshad Mehmood Abbasi**

Messer **Guardian Overseas Employment**



Whose photograph is affixed above, is hereby authorized to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the Emigration Rule, 1979.

This Licence expires on the thirty first day of **December, 2024**

Islamabad



Joint Secretary
Aftab Alam
Joint Secretary (Emig)
Ministry of Overseas Pakistanis &
Human Resource Development
Government of Pakistan
Islamabad

Dated the **23 FEB 2022**



About us

ABOUT US:

Guardian Overseas Employment” One of the leading manpower recruitment agencies in Pakistan supply manpower to entire Middle East region especially in UAE and Saudi Arabia. We are approved by Ministry of Labor, Government of Pakistan, Islamabad, vide registration / License No. OP&HRD/4729/RWP

Guardian Overseas Employment has dedicated to uphold the principles of integrity, quality recruitment services, industry, creativity and professionalism for our clients who are seeking for manpower recruitment agencies in Pakistan, The Company was established with the ultimate vision of serving Pakistan with most reliable overseas recruitment services and top of the list manpower recruitment agencies in Pakistan. We have created a bridge for the rest of the world for an order less search and placement business model. We have set great records of recruiting several thousands of workers in Middle East with best manpower benefits.

Are you looking for the skilled, well-trained and hard-working manpower recruitment registered recruitment agency in Pakistan? We claim to be the one stop solution for overseas companies. Our Motto is to serve with dignity and dedication. Your Inquiry will be nourished with pleasure and demand will be met with success.

OUR TEAM:



Guardian Overseas Employment
LIC NO - OP&HRD/4729/RWP

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CEO



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MANAGING DIRECTOR

OUR VISION:

Our vision is to promote overseas employment for Pakistan and to become one of the most trusted and credible resources in the world.



OUR MISSION:

Guardian Overseas Employment is on a mission to export quality manpower from Pakistan to employers hiring globally. Guardian Overseas Employment business strives to achieve success through deliver and service quality. Our Objective is to make overseas recruitment transparent and fast.



PROCEDURE OF RECRUITMENT

Recruitment in Pakistan must be carried out through an organization holding a valid O.E.P license .Our license no is OP&HRD/4729/RWP, Guardian overseas employment. The procedure of recruitment is simple and starts with preparation of documents as follow.



EMPLOYER RESPONSIBILITIES:

- Demand letter clearly specifying all the terms of employment (specimen will be provided on demand).
- Power of Attorney (WAKALA) should be attested from chamber of commerce and ministry of foreign affairs.
- Copy of commercial Registration (CR) of Saudi recruiting office from whom the power of attorney (WAKALA) has been made.
- Copy of Commercial registration (CR) of the employers company.
- Copy of Visa payment slip (AMAR TEHSIL).
- Copy of sponsor identity card.

RESPONSIBILITY TO GAURDIAN OVERSEAS FROM EMPLOYER:

- Guardian overseas must be given an appropriate power of attorney or E-WAKALA from the employer.
- A letter of demand addressed to GUARDIAN OVERSEAS containing no of vacancies ,types of trade, pay and allowances ,accommodation ,food ,medical facilities ,leave ,overtime and other relevant terms of services to be include in the contract .

- A letter addressed by the employer to the consulate /embassy of the country for which visas are sanctioned authorizing Guardian overseas employment to get the visas endorsed.
- The document as above are required to be attested as under.
- By the foreign ministry of the Employment the Embassy of Pakistan in the country of Employment.

Permission from the PROTECTOR OF EMIGRANTS:

The documents received from the employer are submitted to the protector of immigrant office (GOV OF PAKISTAN) for registration and permission.

Advertisement:

After confirmations of this sanction, jobs are advertised in widely circulated daily newspapers.

Initial screening:

Initial screening is done by the agency (GUARDIAN OVERSEAS EMPLOYMENT).

SELECTION PROCEDURE:



Selection is being done as per instruction of our Clients .there are six types of interview selection tools in GUARDIAN OVERSEAS EMPLOYMENT.

- Face to face interviews.
- Group interviews are carried out to short listed candidates.
- Individual interview the delegate meet the prescreened candidates on a one to one basis.
- Trade test candidate's skills are tested practically to evaluate the workmanship and its conformity to international standards.
- Final interview depending on the recruitment of the client, the final interview can be conducted either by our officials or employers delegate.
- Telephone interview.

TIME FRAME OF PROCESSING CASES:

- Permission obtaining from protector of immigrant s GOVT of PKISTAN (1 to 2 working days).
- Advertisement and provisionally selection (4 to 12 working days).
- Visa Endorsement by consulate /embassy (4 to 12 working days).
- Employee insurance (4 to 12 working days).
- Signing and approval F.S.A (foreign Service Agreement) by Emigration Office (1 to 2 working days).
- Ticketing (1 to 2 working days).

MINIMUM TERMS AND CONDITIONS SET BY GOV. OF PAKISTAN:

- Period of contract minimum one year.
- Probation period 90 days or as per labor law of the host country.
- Daily working hours eight (8) hours per day, maximum 12 hours per day with additional 4 hours paid as overtime.
- Weekly working six (6) days.
- Paid holidays.
- Weekly rest at least one (1) day a week.
- Rate of overtime as per labor law of host country or minimum 1.50 times of basic salary per hour.

- Accommodation free of cost bachelor accommodation not tents must be provided by employer with electricity, water, gas and bed.
- Messing facility free food or 25% of basic pay to be paid in levy of free food for skilled, semi-skilled and UN skilled workers. This provision of free food is not applicable to U.A.E, Malaysia and European countries.
- Medical facilities free to be provided by the employer.
- Free transportation to be provided by the employer from work to the residence.
- Passage economy class by air from the place of hire to the place of employment and back on expiry of contract .It is to be provide by the employer if not included in salary, which should be in addition to the minimum wages laid down.
- Vacation leave per year as per labor law of the host country.
- Illness leave per year ass per labor law of the host country.
- Social security /insurance employment to be covered at the cost of employer according to the labor law.

LONG LASTING RELTIONS:

We never consider our business and ultimate relationship with our principals on a single deal basis .Our objective is to have a sustained growth record and with this end in view ,post deployment ,Follow ups are always made as a part of our continuing commitment of services to our clients .we assure you ,our search for excellence will never stop .

GUARANTEE:

We stand guarantee for all persons selected by us .Anybody unfit be referred to us (during 90 days) after mutual decision ,we will repatriate him/her to his country at our expense .we can give all sort of guarantee according to the rules ,regulations and labor laws.

INDUSTRIES WE SERVICE



ENGINEERING STAFF RECRUITMENT



CONSTRUCTION STAFF RECRUITMENT



MEDICAL STAFF RECRUITMENT



TRANSPORTATION RECRUITMENT

INDUSTRIES WE SERVICE



OIL & GAS INDUSTRY RECRUITMENT



IT & TELECOMMUNICATION RECRUITMENT



SECURITY STAFF RECRUITMENT



POWER & ENERGY SECTOR RECRUITMENT

OFFICE STAFF

- ❖ Receptionist
- ❖ Stenographer
- ❖ Security Guard
- ❖ Time Keeper
- ❖ Office Boy
- ❖ Computer Programmer
- ❖ Telex Operator
- ❖ Clerk



ENGINEERING STAFF

- ❖ Drafts Man
- ❖ Foreman
- ❖ HVAC Engineer
- ❖ Electronics Engineer
- ❖ Agriculture Engineer
- ❖ Water Treatment Engineer
- ❖ Biomedical Engineer
- ❖ Elevator Engineer
- ❖ Civil Engineer
- ❖ Quality Control Engineer
- ❖ Industrial Engineer
- ❖ Chemical Engineer
- ❖ Mechanical Engineer

MEDICAL STAFF

- ❖ General Surgeon
- ❖ Orthopedic Surgeon
- ❖ ENT specialist
- ❖ Ophthalmologist
- ❖ Pediatricians
- ❖ Dermatologist
- ❖ Medical Oncology
- ❖ Obstetrics & Gynecology
- ❖ Radiologist
- ❖ physician
- ❖ Matron
- ❖ Nurses
- ❖ Laboratory Technicians
- ❖ Ward Boys



TECHNICIANS

- ❖ Electrical Technicians
- ❖ Boiler Technicians
- ❖ Soil and Fertilizer Technicians
- ❖ HVAC Technicians
- ❖ AC and Refrigerator Technicians
- ❖ Elevator Technicians
- ❖ Mechanical Technicians
- ❖ Pump Technicians
- ❖ Diesel Technicians
- ❖ Petrol Technicians
- ❖ Hydraulic Mechanic
- ❖ Swimming Pool Technicians
- ❖ Decorator
- ❖ Carpenter





HEAVY EQUIPMENT OPERATOR:

- ❖ Bulldozer Operator
- ❖ Grader operator
- ❖ Scraper operator
- ❖ Ripper Operator
- ❖ Excavators Operator
- ❖ Loaders Operator
- ❖ Shovel Operator
- ❖ Trailer Driver
- ❖ Tractor Driver
- ❖ Forklift Operator
- ❖ Drilling machine Operator
- ❖ Heavy Truck Driver
- ❖ Light Motor vehicle Driver
- ❖ Crane Operator

IT professionals

- ❖ Auto cad professionals
- ❖ C/C++,Java programmers
- ❖ Support engineers
- ❖ Data base Programmers
- ❖ Hardware engineers
- ❖ Hardware software upgrade
- ❖ Software developers
- ❖ Web developers
- ❖ Network engineers
- ❖ SQL server programmer
- ❖ Oracle programmer
- ❖ Software engineers



ACCOUNTS & ADMINISTRATIVE STAFF



- ❖ Chartered Accountant
- ❖ ACCA
- ❖ Administrative Manager
- ❖ Accounts assistant
- ❖ Book keeper
- ❖ Clerks
- ❖ Computer operator
- ❖ Junior Accountant
- ❖ Marketing Manager
- ❖ Project Accountant
- ❖ Secretaries
- ❖ Time Keeper

OUR TRUSTED PARTNERS



CONTACT US

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