



# K.M.S



## KAZI MANPOWER SERVICES

YOUR SOURCE FOR QUALITY CANDIDATES

INDIA



KUWAIT

COMPANY MAGAZINE 2024

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**EMIR OF THE STATE OF KUWAIT**

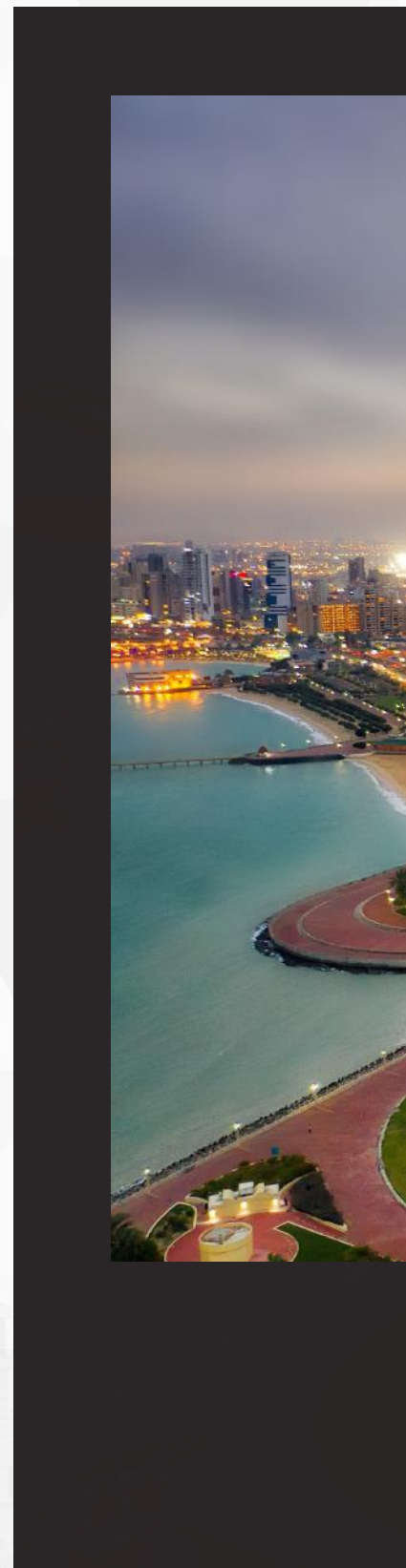


سمو أحمد العبد الله الأحمد الصباح  
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**THE CROWN PRINCE OF THE STATE OF KUWAIT**

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# INTRODUCTION

Established in 2011, Kazi Manpower Services is a leading recruitment and human resources provider. Over the years, we've excelled in supplying manpower to various sectors including hospitality, construction, healthcare, and manufacturing.

In joint venture with Yanabia Al-Masiya, Al-Sabika Company, Arif International and Great India Travel Agency, we operate as an overseas placement agency based in Mumbai, India. Together, we offer job opportunities for semi-skilled and non-skilled workers in Kuwait, Saudi Arabia, Qatar, Bahrain, Oman, UAE, and beyond.

Our main aim is to deliver top-notch services, and client satisfaction is our priority. We take pride in our quality service and assure you of our full cooperation in the days ahead.

Thank you for choosing Kazi Manpower Services as your business partner. Trust our expertise for consistently excellent service.

## المقدمة

تأسست شركة كازي الخدمات العمالة في ٢٠١١. وتعمل في مجال توظيف وتوريد الموارد البشرية خلال السنوات القليلة الماضية. وقد أحدثت الشركة تأثيراً في توريد الموارد البشرية في مختلف الفنادق والمطاعم وشركات التجهيزات الغذائية والانشاءات والرعاية الصحية والشركات التجارية والتصنيعية، الخ.

تقدم نحن شركة الينابيع الماسية وشركتها الشقيقة شركة الصبيكة مع كي إم إس بصفتها وكالة توظيف خارجية كائنة في الهند (مومباي)، والتي تعمل بموجب مشروع مشترك مع عارف إنترناشيونال وجريت انديا ترافل أجنسي الوظائف العالمية للعمالة الماهرة ونصف الماهرة في الكويت والمملكة العربية السعودية وقطر والبحرين وسلطنة عمان والإمارات العربية المتحدة، الخ.

هدفنا الأساسي هو تقديم الخدمات الفائقة وشعارنا رضاء العميل. نفاخر بجودة الخدمات التي تقدمها إلى عملائنا. متطلعين دائماً إلى تقديم أفضل الخدمات والتعاون الكامل خلال الأيام المقبلة.

شاكرين لكم اختياركم كازي الخدمات العمالة لتكون شريككم التجاري. واضعين أفضل ما لدينا من خدمات تحت تصرفكم في جميع الأوقات



# WHO

# WE ARE?

AT KAZI MANPOWER SERVICES, FORMERLY KNOWN AS K.M.S, WE BELIEVE THAT GREAT BUSINESSES ARE BUILT BY GREAT PEOPLE. LOCATED IN MUMBAI, WE ARE A LEADING MANPOWER PROVIDER IN THE GCC, PRIMARILY IN KUWAIT.

Our proprietor, Mr. Fayez Saleh Al-Azmi, and Marketing Manager, Mr. Arfan Kazi, bring over a decade of experience in recruitment and related services. They have served under the umbrella of M/s. Al-Yanabiya Al-Masiya and its sister company, Al-Sabika Company, licensed under No. 1394/2006, situated at Al-Munakh Commercial Tower, Bahrain Street, Salmiya, Kuwait.



كما يقال دائما، تبدأ الشركة المميزة بموظفين مميزين حيث تعتبر شركة كازي الخدمات العمالة، المعروفة سابقا باسم كي إم إس، الكائن مقرها في مومباي شركة رائدة في مجال توريد العمالة في دول مجلس التعاون الخليجي وتحديدا في دولة الكويت.

يتمتع صاحب الشركة السيد / فايز صالح العازمي ومدير التسويق السيد / عرفان كازي بخبرة واسعة تزيد عن عقد من الزمان في مجال التوظيف والخدمات الأخرى في الشركة

التالية : السادة / الينابيع الماسية، وشركتها الشقيقة الصبيكة الحائزة على الرخصة رقم م / ٢٠٠٦/١٣٩٤، والكائنة في برج المناخ التجاري شارع البحرين السالمية الكويت

# OUR STRATEGIC PARTNERS



## 01

M/s. Arif International, located opposite Pydhonie police station, Mumbai-400003, India. Licensed under No. B-738/MUM/PER/1000+41/2/7923/2007.

## 02

M/s. Great India Travel Agency, situated opposite the Municipal Office, Kurla(W), Mumbai, India. Licensed under No. B-0805/MUM/PER/1000+5/7677/2006.

Both of these companies are comprehensive manpower recruitment and labor supply agencies, operating across India and the GCC. They have a joint venture with Al-Yanabiya Al-Masiya and its sister company, Al Sabika Co.

**Mr. Kazi Arfan has been granted power of attorney by both agencies, authorizing him to submit quotations, offers, and sign documents on their behalf.**

## الشريك الإستراتيجي

١- السادة عارف إنترناشيونال مقابل مخفر شرطة بيدهوني مومباي ٤٠٠٠٠٣ الهند. رخصة رقم  
٤١٠٠٠٠/٢/٧٩٢٣/٢٠٠٧ / MUM/PER/٧٣٨-B

(٢- السادة جريت إنديا ترافل أجنبي مقابل المكتب البلدي كورلا ويست

MUM/PER/٠٨٠٠ / مومباي الهند رخصة رقم ٥٠٠٠٠ / ٧٦٧٧/٢٠٠٦

الشركتان المذكورتان أعلاه هما وكالتين ميزتين لتوظيف وتوريد العمالة في الهند ودول مجلس التعاون الخليجي، وقد أبرما مشروع مشترك مع الينايبع الماسية وشركتها الشقيقة الينايبع الذهبية

وقد منحت الوكالتان توكيل إلى السيد / كازي عرفان لتفويضه نيابة عنهما لتقديم عروض الأسعار والعروض والتوقيع على كافة المستندات اللازمة

# MEET THE TEAM



**Arfan Kazi**

Marketing Manager

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**Nigar Afroz Irfan Ahmed**

Secretary

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## **Mr. Fayez Saleh Al-Azmi**

Proprietor

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## **Rizwan Kazi**

Operations Manager

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# MISSION, VISION & VALUES



## VALUES



### OUR MISSION

We aim to become a trusted leader in manpower services and overseas placement in India. Client satisfaction drives us. We act urgently, respond promptly to needs, and consistently deliver top-notch staffing services.



### OUR VISION

Our goal is to provide outstanding recruitment solutions for both clients and job seekers across all industries.

01

**Trust:** Your trust in us guides our actions.

02

**Professionalism:** We are committed to excellence.

03

**Respect:** Every interaction is marked by respect.

04

**Productivity:** We ensure optimal efficiency from our workers.

05

**Empowerment:** We support and advise individuals for their development.

06

**Client Care:** We deeply understand and exceed client expectations.

07

**Golden Rule:** We treat others as we want to be treated.

08

**Integrity:** We promise only what we can deliver and always keep our word.

# RECRUITMENT FLOW CHART



# RECRUITMENT

**01**  
UNDERSTANDING  
CLIENT  
REQUIREMENTS

**02**  
DISCUSSING  
EMPLOYMENT  
CONDITION

**03**  
PREPARE  
EMPLOYMENT  
AGREEMENT

**06**  
START  
RECRUITMENT  
PROCESS

**05**  
SUBMIT  
CONTRACT FOR  
APPROVAL

**04**  
SIGN  
EMPLOYMENT  
AGREEMENT

**07**  
CONDUCT  
MEDICAL  
CHECKUP

**08**  
ARRANGE POLICE  
CLEARANCE  
CERTIFICATE (PCC)

**09**  
CONDUCT FINAL  
CANDIDATE  
INTERVIEW



## SELECTION AND TIME FRAME

- » Initial Screening is done by agency (K.M.S) as per instructions of clients.
- » The selected candidates will be available for a face to face or webcam/Phone-interview depending upon the requirement of the Clients.
- » Once Shortlisted, the candidates will be available for a max. period of **30-45 days**.
- » The candidate will complete the medical examination, PCC, Passport application or renewal (If any) within a maximum period of **6 weeks**.

## DEPLOYMENT SCHEDULE

Sr. No.	DESCRIPTION	PERIOD
1	Collection and Interviews of Candidates as per Staff Request by K.M.S	1 week
2	Screening of Candidates as per Demand Letter	1 week
3	Health Checkup/Medical Process	3 days
4	PCC (Police Clearance Certificate)	1 week
5	5 Work Training/HR Orientation	3 days
6	Visa Stamping	1 week
7	Immigration	1 week
8	Travel Arrangements/Departure of Candidates	3 days



## DOCUMENTS REQUIRED FOR PROCESSING

01

DEMAND LETTER (STAFF REQUEST)

03

JOB OFFER

02

POWER OF ATTORNEY

04

EMPLOYMENT AGREEMENT

# OFFERED MANPOWER SERVICES

Our proficient and experienced workforce demonstrates a deep understanding of organizational dynamics, ensuring seamless integration within diverse sectors, including startups and SMEs. We classify all categories of manpower into four distinct groups, tailored to meet the specific needs of your organization.

PROFESSIONAL



SKILLED



SEMI-SKILLED



UN-SKILLED

HERE IS A SNAPSHOT OF SOME OF THE INDUSTRIES WE SPECIALIZE IN:

## HOTEL, RESTAURANT, HOSPITALITY & CATERING SERVICES:



- WAITER
- BARTENDER
- ROOM ATTENDANT
- DELIVERY BOY
- HOUSEKEEPING
- LAUNDRY MAN
- BUTCHER
- RECEPTIONIST
- LINE COOK
- KITCHEN HELPER
- BARISTA
- CHEF



## F & B AND BAKERY STAFF:



- RESTAURANT MANAGER
- BAKERS
- PASTRY CHEF
- CAKE DECORATOR
- PIZZA MAKER
- BURGER CHEF
- CHAPATI MAKER
- COMMIS, CAPTAIN
- SHISHA MAKER
- SWEET MAKER



## SUPERMARKET & MALLS:



- SALESMAN
- SALES SUPERVISOR
- CASHIERS
- LOADING/UNLOADING
- HELPER
- TROLLEY BOYS
- STOCK CONTROLLER
- DATA ENTRY
- STORE KEEPER
- BUTCHERS



## HEALTHCARE/MEDICAL:



- DERMATOLOGIST
- DENTIST
- ASSISTANT NURSE (ANM)
- STAFF NURSE (GNM)
- PHYSIOTHERAPIST
- LAB TECHNICIAN
- CAREGIVERS
- PORTERS
- PHARMACIST
- CLINICAL ASSISTANT



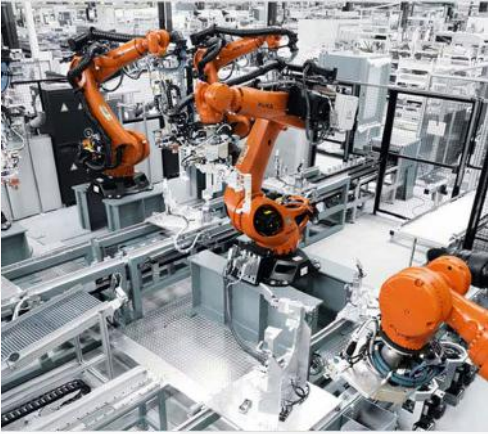
## BEAUTY, SPA & SALON:



- HAIR STYLIST
- SALON ASSISTANT
- MASSAGE THERAPIST
- MANICURIST
- AESTHETICIAN
- RECEPTIONIST
- PEDICURIST
- HENNA ARTIST
- BEAUTICIAN
- NAIL TECHNICIAN



## TRADING & MANUFACTURING:



- MERCHANDISER
- ACCOUNTANT
- SUPERVISOR
- LABOURS
- STOCK CONTROLLER
- STORE KEEPER
- WAREHOUSE HELPER
- MACHINE OPERATOR
- TECHNICIAN
- FORKLIFT OPERATOR
- HEAVY & LIGHT DUTY



## SHUTDOWN PROJECTS:



- RIGGING SUPERVISOR
- QC INSPECTOR
- MATERIAL COORDINATOR
- BOLTING SUPERVISOR
- STORE KEEPER
- HSE OFFICER
- PIPING FOREMAN
- FIRE WATCHER





## ENGINEERING & TECHNICAL PROFESSIONALS:



- CIVIL/MECHANICAL ENGINEER
- IT PROFESSIONALS
- SAFETY OFFICERS
- HVAC TECHNICIANS
- FOREMAN
- RIGGERS
- FIREFIGHTERS
- GYPSUM CEILING
- ELEVATOR TECHNICIAN
- CONSTRUCTION LABOUR
- MASONS/FABRICATORS
- PAINTERS
- STEEL FIXERS

## MECHANICAL OPERATIONS, AUTOMOBILE & MAINTENANCE SERVICES:



- TECHNICIANS
- MACHINE OPERATORS
- ELECTRICIANS
- WELDERS (ARC & GAS)
- WELDING (TIG)
- DENTER PAINTER
- TYREMAN
- SHUTTERING
- CARPENTER
- AUTO ELECTRICIAN
- FABRICATOR
- SPARE PARTS
- HEAVY PETROL & DIESEL MECHANIC

# POWER OF ATTORNEY FROM INDIA







## OUR REGULAR CLIENTS IN KUWAIT



المجموعة الخليجية  
GULF GROUP



A Member of Sadita Holding



ARABI PLASTIC FACTORY



مجموعة المركز الدولي للمواد الغذائية  
INTERNATIONAL CENTER GROUP CO.



Al Khabbaz Restaurant





# CONCLUSION



## IN SUMMARY,

**Kazi Manpower Services** is dedicated to providing top-notch recruitment solutions for both employers and job seekers. Our aim is to be the go-to agency for manpower services and overseas placements in India, driven by client satisfaction and a commitment to excellence. With values like trust, professionalism, and integrity at our core, we promise to continue delivering exceptional service. Thank you for choosing us as your trusted partner.

# KAZI

## MANPOWER SERVICES

YOUR SOURCE FOR QUALITY CANDIDATES

### Contact Us

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- ☎️ 55743334, 66345407  
(Arfan Kazi - Marketing Manager)
- ✉️ [Kazi.recruitment@gmail.com](mailto:Kazi.recruitment@gmail.com)



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