



REEM MANPOWER CONSULTANTS

## “INTRODUCTION”

We the M/s. REEM Manpower Consultants hereby welcome you to the hub of manpower expertise that has helped in giving a new meaning to human resource as the most essential factor to the never ending demands and objectives of any corporation or business since last 21 years. Reem Manpower Consultants is a leading executive search international recruitment consultant, which has associated with global clients to provide with best manpower from different part of India. We have a sincere and devoted team of professional consultants contributing ACE manpower to diverse corporates of all sizes; with different business interests. We have a track record of recruiting thousands of management professionals, technical and non-technical personnel, skilled, semi-skilled and un-skilled workers for corporate giants in Gulf, Middle East and other countries. Because we listen and understand businesses and industries better, we have been providing excellent quality services consistently.

We are a registered company approved by Govt. of India (Ministry of Labor) under the license number # 002268/BOM/ PER /1000+2/3/4/3922/93 valid upto 05/2019

We having our head office in DUBAI (AJMAN) as REEM COMMERCIAL BROKERS & CONSULTANTS We are a registered company approved by Govt. of U.A.E

The success combination of recruitment companies is to have the Right People, with the Right Skills, to provide your organization with the Right Talent. This is a plan all companies aspire for and few achieve. We GUARANTEE for the same.

The motto of our company is to provide our clients with the best service. We work as a family and that is the secret of our success. We have employed the best talent in the industry and given them the best facilities. Their personal skills and satisfaction are a guarantee from us that clients are in good hands.

We have our office located in the Heart of Mumbai It is equipped with all the essential communication facilities including fax, telephones, broad band.

internet connections, Video conference, computerized data bank and more. The customized software used for data ensures complete privacy of the clients with smooth and efficient data flow. International Airport is at a close proximity from our OFFICE.

### **Selection**

We match opportunities with talent for better productivity.

Over and above our own expertise in selection, we encourage clients to follow specific standards and procedures of assessing competence levels of candidates. This helps us understand and enhance client association in a professional manner.

### **Early Screening**

Our technical experts undertake screening and pre-selection procedures of candidates. To supplement this, we hire empanelled consultants to lead projects across locations to evaluate and screen CVs.

Advertisement through national dailies and vernacular news print media is another big source of available and willing candidates who apply to us on specific need basis.

Certain technical trades are available due to surroundings, industry and where family business traditions are kept alive by father and son continuing in the same trade. This enables us to hand pick certain categories which are professionally strong in their required tradesmanship.

Our winning source is recycling of personnel who are available to us after completion of an assignment. It is a reliable method of keeping our databank loaded with tried, tested and experienced personnel.

Experienced engineers take screenings and pre-qualifying interviews at job sites.

We can also test candidates at Trade Test Centers. Some centers are pioneers as their procedures and results are accepted in major companies across the world

During preliminary interviews, IQ level, basic and safety knowledge, familiarity with job, tools & tackles experience, attitude and approach towards work is ascertained.

In some cases, the evaluator does out a practical test for confirmation. This is followed by a final interview.

#### In-depth Interviews

- A pre-selection report is sent for a comprehensive picture to prospective employers.
- A candidates ability to do any other job is explored as an option to facilitate employers to classify and place the candidate using his maximum abilities.
- Short listing interviews are conducted twice a week for three weeks for a project after receipt of applications, which usually begin on day following publicity.

#### **Verification**

Depend on us to sift true and real talent-driven opportunities.

Keeping true to our commitment of 100% reliability, we rigorously verify all candidates in our database before considering them for deployment. Original certificates and credentials are duly checked for candidates appearing for interviews. Our experienced employees can judge a wrong credential instantly. Yet we encourage checking to ascertain genuineness at any given time. All Trade Test Certificates are individually checked from the issuing authority.

#### **Documentation**

Comprehensive documentation leads to speedy processing.

At Reem Manpower we strive to blend together the symbiotic requirements of both employers and job seekers. To mobilize manning requests for our clients, we require the necessary documentation listed below.

- Demand Letter
- Special Power of Attorney
- Employment Contract
- Authorization letter for POE
- Job description/Selection criteria for each position
- Deployment Schedule detailing mobilization and demobilization plans
- Visa details
- Any other documentation to complete company procedures.

We help clients compile required legal documentation for a speedy processing of hiring requests.

### CATEGORY LIST

Administration and Office Department

in DHMS

H.R MANAGER	3500	5000
SECRETARY	2500	3500
TIME KEEPER	1500	2000
DATA ENTY OPERATOR	1500	2000
ACCONTANT	2500	3500
ASST. ACCOUNTANT	2000	2500
STOREKEEPER	2000	3000
Construction Supervisor	2500	3500
Counter Salesman	2000	2500
Office Assistant	1500	2500
Office Boy	1200	1500
Production Manager	3500	5000
Safety Officer	2500	3500
Salesman	2000	3000
Security Guard	1200	1500

Document Controller	2000	2500
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### Air Conditioning Department

**in DHMS**

A/C Mechanic (Window & Split)	1500	2500
A/C Technician (HVAC)	1500	2500
Auto A/C Mechanic	1200	1500
Duct Man	1200	1500

### Carpentry Department

**in DHMS**

Carving Carpenter	1500	2000
False Ceiling (POP)	1200	1500
Finishing Carpenter	1200	1500
Finishing Foreman	1500	2000
Furniture Carpenter Charge hand	1500	2000
Furniture Carpenter	1200	1500
Furniture Polisher	1200	1500
Furniture/Wood Painter (Brush/Spray)	1200	1500
Glass Cutter	1200	1500
Gypsum Carpenter	1200	1500

### Civil Department

**in DHMS**

MATERIAL ENGINEER / PLANNER	3500	5000
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PROJECT ENGINEER	3500	5000
QUANTITY SURVEYOR	3500	5000
LAND SURVEYOR	3000	4000
CIVIL ENGINEER	3500	5000
CIVIL FOREMAN	2500	3500
All Rounder Painter	1200	1500
Aluminium Fitter	1200	1500
General Maintenance Technician	1500	2000
Gypsum Painter	1200	1500
Plumber	1200	1500
Lab Technician (Concreting)	2500	3500
Marble Cutter & Polisher	1500	2000
Mason (Block Plaster Tiles)	1200	1500
Mason Charge Hand	1200	1500
Scaffolder	1200	1500
Steel Fixer (R.C.C)	1200	1500
Steel Fixer (Chargehand)	1200	1500

### Computer Department

**in DHMS**

AutoCad Draughtman (Mechanical)	2500	3500
AutoCad Draughtsman (Civil / 3D MAX)	2500	3500
Computer Hardware Technician	2500	3500
Computer Operator	1500	2000
Data Entry Operator	1200	1500
Network Administrative	3000	5000
System Analyst	3000	5000
Driver / Operator Department		
Heavy Truck Driver	1500	1800
Asphalt Operator	1500	2000
Bobcut Operator	1500	2000

Buldozer Operator	1200	1500
Concrete Pump Operator	1500	1800
Crane Operator	1500	1800
Crawler Crane Operator	1500	2000
Dozer Operator	1200	1500
Excavator Operator	1200	1500
Forklift Operator	1200	1500
Grader Operator	1500	1800
Heavy Bus Driver	1500	2000
Hydra Crane Operator	2000	2500
Hydraulic Mechanic (Heavy Vehicles)	2000	2500
Hydraulic Mobile Crane Operator (Hydra)	2000	2500
J.C.B Operator	1500	2000
Light Driver	1200	1500
Loader Operator	1200	1500
Mobile Crane Operator	1200	1500
Over Head Crane Operator	1500	2000
Poklain/Excavator Operator	1200	1500
Roadroller Operator	1200	1500
Showel Operator	1500	2000
Tower Crane Operator	1500	2000

### Hotel & Hospitality Department

**in DHMS**

Asst. Manager	3000	4000
Butcher	1200	1500
Captains	2000	2500
Cook (INDIAN /CONTINENTAL)	1500	2000
Arabic Cook	1500	2000
Tandoori Cook	1500	2000
Waiters	1500	2000
Sweet maker	1500	2000



Pastry Man	1500	2000
Bell Boy / Room Boy	1200	1500
Executive House Keeper	2500	3500
Floor Supervisor	2500	3500
Hair Dresser	1200	1500
HANDY MAN	1200	1500
House Keeper	1200	1500
Laundry Manager	2000	3000
Receptionist	2000	3000
Pressman	1200	1500
Linen Keeper	1200	1500

### Machine Shop Department

**in DHMS**

Auto Denter	1200	1500
Auto Electrician	1200	1500
Auto Mechanic (Petrol & Diesel)	1200	1500
C N C Machine Maintenance	1200	1500
Cable Jointer (High Tension)	1200	1500
CNC Operator	1200	1500
Diesel & Petrol Mechanic	1200	1500
Fiber Glass Moulding Maker	1200	1500
Fire Fighting Technician	1200	1500
Generator Mechanic	1200	1500
Glass Film Technician	1200	1500
Lathe Machine Operator	1200	1500
Machinist (Composite)	1200	1500
Miller	1200	1500
Millwright Fitter	1200	1500
RIGGER	1200	1500
Turner	1200	1500

## Mechanical Electrical & Electronic Department

in DHMS

Fabricator Foreman	1500	2000
Arc Electric Welder	1200	1500
Cable Jointer	1200	1500
Electrical Engineer	3500	5000
Electrical Foreman	2500	3500
Electrical Supervisor	2500	3500
Electrician	1200	1500
Mechanical Draughtsman	2500	3500
Mechanical Engineer	3500	5000
Mechanical Foreman	2500	3500

## Miscellaneous Department

in DHMS

Barber	1200	1500
Fire Fighting	1200	1500
Fitter (Glow Sign Board)	1200	1500
Gardner	1200	1500

## Tailoring Department

in DHMS

Car Seat Maker	1200	1500
Coat Tailor	1200	1500
Curtain Maker	1200	1500
Embroider by Hand	1200	1500
Embroider by Machine	1200	1500
Gents Tailor	1200	1500

Juki Machine Mechanic	1200	1500
Ladies Cutter Master	1200	1500
Ladies Tailor	1200	1500
Over Lock Operator	1200	1500
Sewing Machine Operator	1200	1500
Sofa Maker (Upholstery)	1500	2000

### Welding Department

**in DHMS**

3G Welder	1200	1500
Mig Welder C.S. Pipe	1500	2000
Tig Welder S.S. Pipe (Sch. 80/40)	1500	2000
6G Arc Welder	1500	2000
Aluminium Fabricator	1500	2000
Argon Welder	1500	2000
Fabricator (Duct/Plate/Structural/Pipe/Sheet Metal	1500	2000
Fabricator Fitter	1500	2000
Gas Cutter	1200	1500
Gate-Grill Fabricator	1200	1500
Pipe Fabricator	1200	1500
Pipe Fitter	1200	1500
Welding Machine Technician	1500	2000
Welding/Piping Foreman	2000	2500



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