



Saptakoshi
Human Resource

COMPANY PROFILE



www.saptakoshihr.com



Saptakoshi Human Resource Pvt. Ltd. started its operation in the country in 2010, Due to our full dedication, hard work and honesty, we became one of the leading manpower agencies in the country. With pride and enjoyment, now we're dealing with more than 100 multinational clients around the world since a decade or more. From the annual targets set, every year, we're achieving more than 90% of the actual target. Moreover, this year, 2016, is special for us as we achieved 130% of the actual target. It has been and will always be a culture of Saptakoshi Human Resources Pvt. Ltd. to provide equal benefit and opportunity to the management and staffs who've given to the entity from the initial stage through the capabilities and performances from the very junior level. We specially thank and respect our most experienced and promoted senior hierarchies for their contribution. At present, 90% senior Executives, Directors and other path showers of Saptakoshi Human Resource Pvt. Ltd. have given their valuable contribution for more than a 8 years. We're making our best possible efforts to support national priorities by reducing unemployment, generating more foreign remittance as well as upliftment of deprived people of Nepal. Why Saptakoshi Human Resource Pvt.Ltd?

12 years of proven track record.

One of the most admired and prominent manpower agency in Nepal, Saptakoshi HR demonstrates its commitment by upholding numerous sustainable practices throughout the organization . The quality of our service is an important factor contributing to our continued success. Hence, we place great emphasis on developing responsible business alliances (RBA) standards that cover ethical recruitment. Our operations are subjected to regulatory requirements and potential liabilities arising under applicable law in Nepal. It is our polices to comply in all aspects with all applicable laws in respective countries.

Our vision

Saptakoshi Human Resource is determined for company 's expansion by striving for dynamism & efficiency in the development of the recruitment to be globally recognized as a leading overseas recruitment agency through our commitment by building an everlasting and mutually rewarding business while keeping a long-term relationship with the clients, candidates & colleagues as associated with.

Our Mission

Our mission is to generate technically strong, well-educated and experienced skill full human resource to the Employers.

Sailent Feature

We have been providing recruiting service since decades to a large spectrum of reputed companies by ensuring competent.

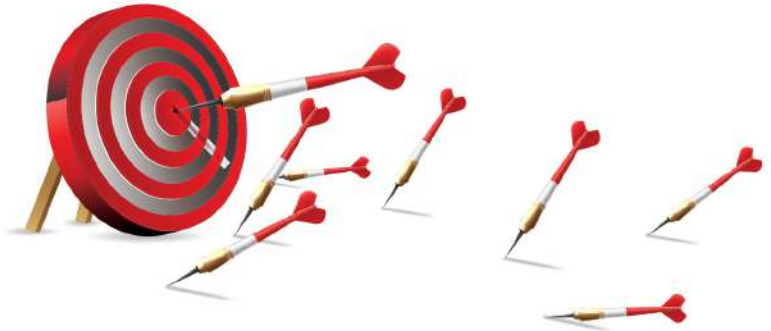
WHY SAPTAKOSHI HR ? |

Integrity

We embrace and uphold the highest standards of personal and professional ethics, honesty and trust.

Quality Candidates

Because our candidate service is so attentive, we attract the best people creating a high-quality talent pool for recruiters.



Years Of Experience

With over half decades passed since we started business we have developed a prominent and respected position in the foreign recruitment market in Nepal.



MESSAGE FROM CHAIRMAN |



Mr. Tak Bdr. Tamang
Chairman

+977-1-4483524 /4483525

info@saptakoshihr.com

www.saptakoshihr.com

Message From On behalf of Saptakoshi Hr, I wish to invite you all to partake in our Journey to be the leading supplier of Nepalese Manpower worldwide. It brings me great pride to lead SaptakoshiHr towards the committed goal of providing quality manpower worldwide as per the client's demands and also to provide working class people suitable jobs with the prospect of growth in their chosen field.

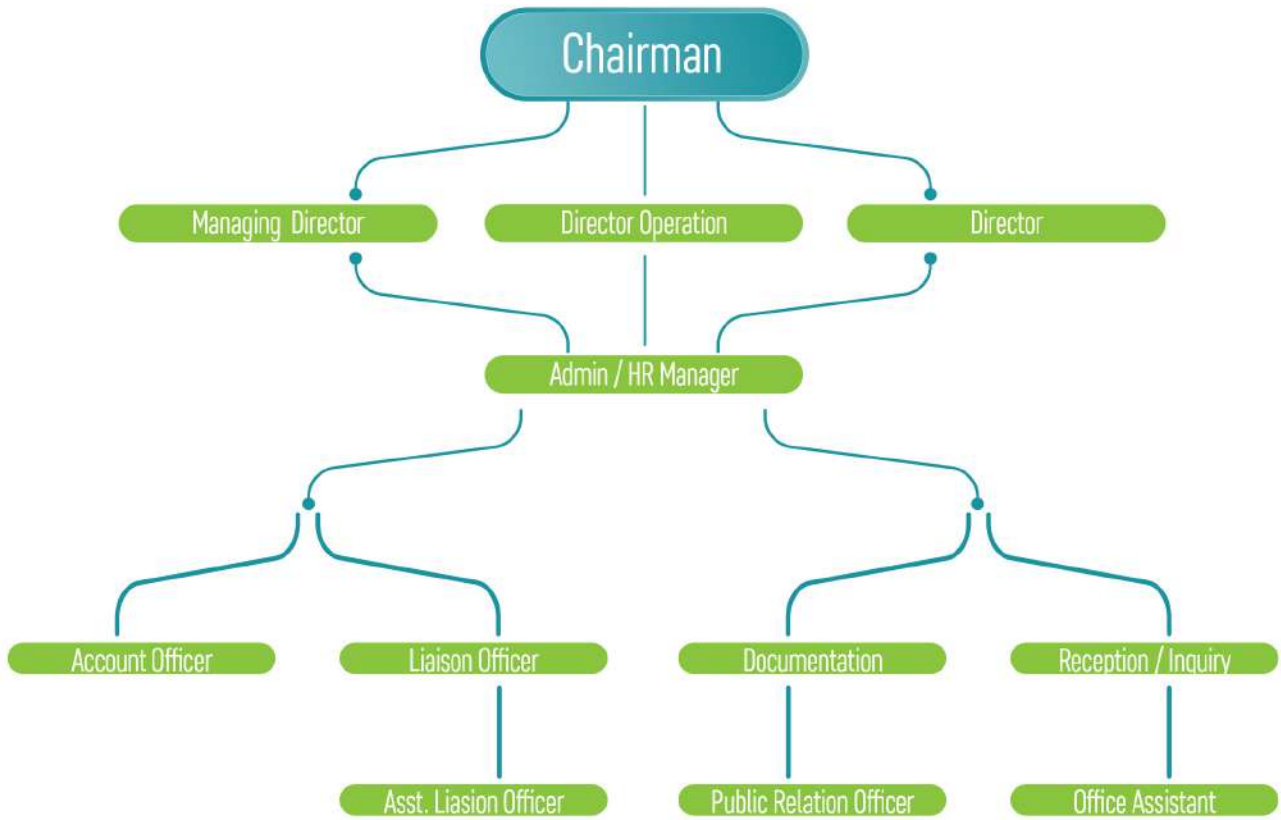
We are committed to improving the quality management system whilst keeping in mind the utmost satisfaction of both the clients and our personnel. We have been able to set up a benchmark in our services provided with the help of our top personnel who are dedicated and maintain a high level of professionalism.

We maintain a high level of transparency with our legal structures and recruitment procedures as per the laws and regulations set by the Government of Nepal.

So, with years of experience under our belt and a high level of transparency combined with the dedication of our highly trained and professional staff who are willing to go the extra mile, SaptakoshiHr would be the perfect and reliable choice for both foreign employment seekers and overseas employer companies.

As we move forward towards the future I would like to thank you all for taking the time go through our website. All of you are always welcome in our company.

ORGANIZATION CHART



CODE OF CONDUCT |



Saptakoshi Human Resource Pvt. Ltd. Supports and upholds a set of core values and principles.

Our success depends on the recognition of these values and principles by our employees. Our management team will therefore, continue to demonstrate its contribution to achieving goal.

The code of conduct sets the standard for how we collaborate to develop and deliver our services. all employees must abide by the code and other applicable policies and procedures of the company.

Saptakoshi Human Resource maintains compliance with the regulations and requirements with responsible business alliance (RBA)

All of us are committed to driving business growth and success by upholding the highest standards of labour conduct for the best interest of our employees and customers.

Our dedication to our key values, leadership traits and culture of integrity will help us continue to succeed as a competitive, healthy and sustainable business.

Saptakoshi Human Resource Pvt. Ltd. and its employees are bound by the law at all times. compliance with all applicable laws and regulations must never be compromised. additionally, employees shall adhere to set of internal rules and regulations in their daily operations, to provide a better more well rounded services.



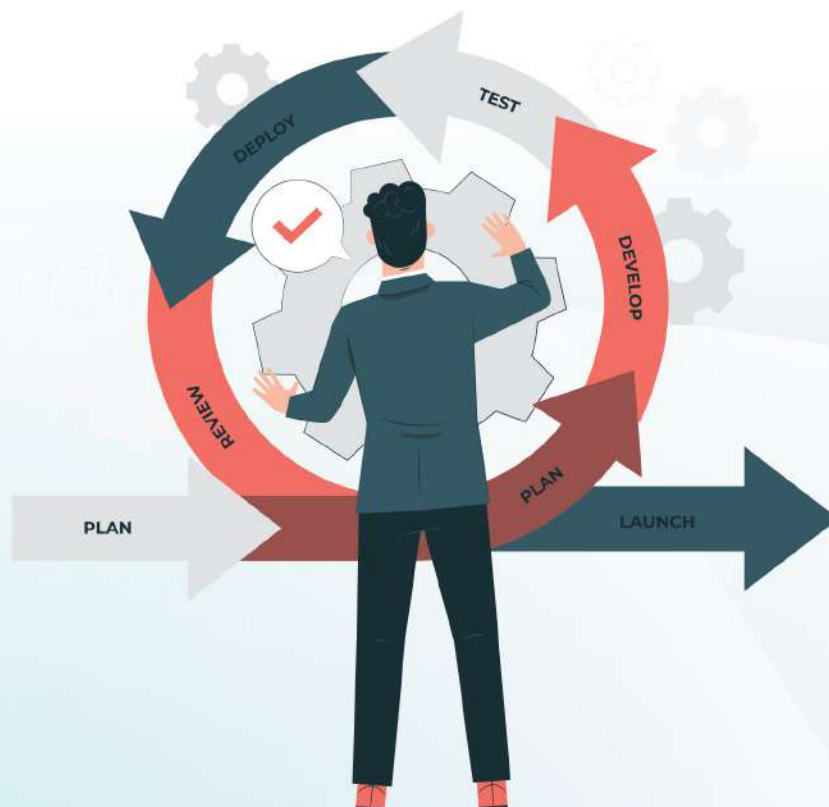


Saptakoshi Human Resource Pvt. Ltd. demonstrates its commitment by upholding numerous sustainable practices through the organization. The quality of our service is an important factor contributing to our continued success. Hence, we place great emphasis on developing Responsible Business Alliances (RBA) standards that cover the (1) Labour, (2) Health and Safety, (3) Environment and (4) Ethics. We implement strict procedures to ensure its quality.

These procedures include:

- I. Setting a standard of operating procedure to guide the workers in their daily works to ensure they are working together with the company.
- II. Putting stringent requirements in workers selection ensuring workers are not discriminated or harassed in securing a job position.
- III. Always complying to the regulatory requirements and customer requirements.
- IV. Demonstrating our commitment from the top, including the continued integration of sustainability into company goals and decision-making.

Our operations are subjected to regulatory requirements and potential liabilities arising under applicable law in Nepal. It is our policy to comply in all aspects with all applicable laws in respective countries .



RECRUITMENT PROCESS |



To begin with, the employer and the Saptakoshi Human Resource Pvt. Ltd. should execute an agency agreement between them stating adequately the terms and conditions regarding demand and supply of manpower from Nepal. This agreement should be signed by both the parties towards acceptance of stated terms and conditions upon which the manpower trade will be executed.

1. Demand Letter
2. Letter of Authority
3. Agreement of Employment
4. Recruitment Agreement
5. Guarantee Letter

NOTE: Above mentioned all the 5 Papers should be attested from Chamber of Commerce and Nepal Embassy. Please go through Nepalese embassy website for guidelines in regard to prepare the above documents for the respective countries.

1. Legal demand document set received from First Party/company by M/S SHR.

2. Legal Demand document set promoted to Ministry of Labor Department for Pre/ Initial Approval via M/S SHR.

3. After receiving initial approval, publish in newspaper for advertisement in regard to source candidates as per company requirement.

4. Selection of candidates by SHR (Pre interview) prepare data/ reports and provide it to company.

5. Final interview by company delegates, final selection is made and the list is granted to SHR.

6. Collect original passport, Photo, Medical report PCC, and concerned document of candidates to the company for Visa process by SHR.

7. Complete document sent to concerned Company for visa process.

8. After receiving visa, process for orientation, insurance and visa of concerned candidates and submit to Ministry Labor department for the Final approval.

9. Plan for the candidates' deployment and provide the related information/ itinerary to the company in advance for their necessary Preparation.

10. After candidates received by company, Arrival information should be Provided SHR.

CATEGORIES | ☰



Hotel & Catering

Manager & Assist Manager
Public Relation Officer &
Restaurant Captain
Cooks (Continental, Chinese,
Indian, Tandoor & Arabic)
Asst. Cooks
Waiters/ Waitress
Fast Food Crew
Food and Beverage Control-
lers
Food and Beverage Manager
Bakers/Pastry
Barmen
Kitchen Helpers
Dishwasher
Laundry Men
Bell Boy

Receptionist
House Keepers room Boy

Doctor/Nurse

Doctor (Nephrology) MD
Nurses (General wards) Diploma
Asst. Nurses (Cleaners)
Male-Diploma
Technician Lab Diploma
X-Ray Technicians Diploma

Official Personnel

Officer Manager
Asst. Manager
Manager-Marketing, Sales,
Administration
Accountants, Cashiers
Secretaries, Storekeepers,
Purchasers

Clerks, Typist,
Data Entry Operators
Office Boy

Supermarket/Hypermarket

Salesman
Cashiers
Trolley Boys
Helpers
Cleaners

Engineering/Air Conditioners

Engineer
HVAC Foreman
HVAC Supervisors
HVAC Technicians



Hotel & Catering

Manager & Assist Manager
Public Relation Officer &
Restaurant Captain
Cooks (Continental, Chinese,
Indian, Tandoor & Arabic)
Asst. Cooks
Waiters/ Waitress
Fast Food Crew
Food and Beverage Controllers
Food and Beverage Manager
Bakers/Pastry
Barmen
Kitchen Helpers
Dishwasher
Laundry Men
Bell Boy
Receptionist
House Keepers room Boy

Doctor/Nurse

Doctor (Nephrology) MD
Nurses (General wards) Diploma
Asst.Nurses (Cleaners) Male-Di-
ploma
Technician Lab Diploma
X-Ray Technicians Diploma

Official Personnel

Officer Manager
Asst. Manager
Manager-Marketing, Sales,
Administration
Accountants, Cashiers
Secretaries, Storekeepers,
Purchasers
Clerks, Typist,
Data Entry Operators
Office Boy

Supermarket/Hypermarket

Salesman
Cashiers
Trolley Boys
Helpers
Cleaners

Engineering/Air Conditioners

Engineer
HVAC Foreman
HVAC Supervisors
HVAC Technicians

Official Personnel

Pattern Makers
Cutting Masters
Production Managers

Supervisors
Tailors
Checker Helpers

Information Technology

Computer Engineer
System Administrator
Software engineer
Programmers
System Analyst
Network Administrator
Data Entry Operators

Building Structure Maintenance & Construction Group

Electricians
Plumbers, Welders, Steel
Fixers & Pipe fitters
Carpenters (Finishing &
shuttering)
Electronic Technicians
Painters (Spray Wall)
Mason construction Helpers
Mason Brick/ Block Layers
Mason Tile / Marble fitters

Auto Mechanic & Maintenance

Light Vehicle Drivers
Car/Van/Mini bus Drivers
Heavy Equipment Operators
Truck/Lorry/Trailer/
Forklift/Crane drivers
Motor/Grader/Dozer/Backhoe/
Roller Operators
Bulldozer/Scrapper Operators
Auto Mechanic/Diesel Ma-
chine Mechanic
Heavy duty Mechanics
Wireless Technicians
Bar Tenders

Security Sector

Ex-British Army
Ex- Indian Army
Ex-Nepalese Army
Ex-Nepal Police
Watchman
Security Officer
Security Supervisors
Civil Security Guard
Body Guard



OUR VALUED CLIENTS |

OUR VALUED CLIENTS |

QATAR

METITO
HIDAYATH GROUP
STS GROUP
HARINSA
REGENCY GROUP HOLDING
TOP MARINA
MOVENPICK
GULF INDUSTRIAL
THE CAT GROUP
CARDIFF INT'L SCHOOL (CIS)
CLAVON ENGINEERING GROUP
AL RAWABI GROUP
BANDARY ENGINEERING
SEC (SHANNON ENGINEERING)
HEC
BUTEC
DENSITY ENGINEERING
DOHA GATE TRADING
EUROPEAN SECURITY
ASCEND GROUP
CHOICE FOOD SUPPLIES
ELITE PAPER RECYCLING
FBA GROUP
MMS
HOT TEA
ENGINEERING CUBE
SONYU GROUP
QD - CPC
THE PERALL QATAR

K.S.A.

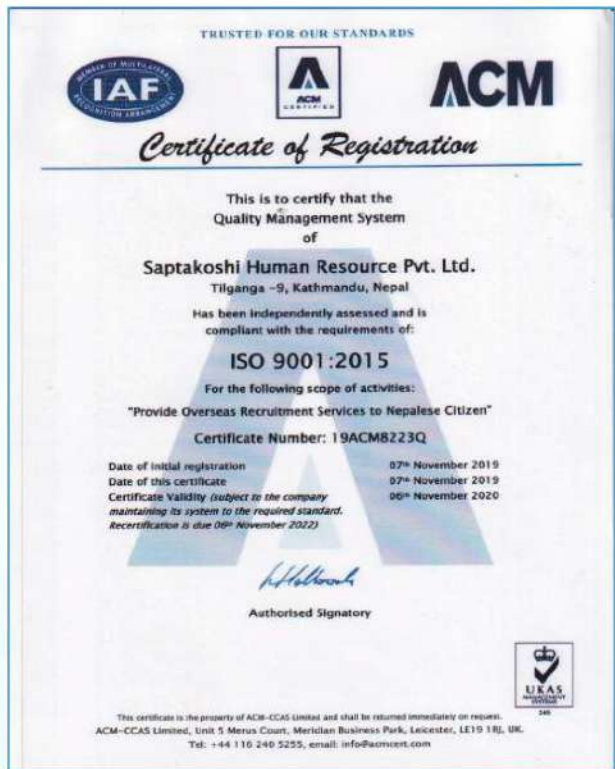
SIMPLIFIED SOLUTIONS

UAE

AMINCO SECURITY
ALMANDOOS ALAMAR
ILLUMIN8
AL DOURI GROUP



ACKNOWLEDGEMENT CERTIFICATE



LEGAL DOCUMENTS |



Doc. Reg. 884/067/068



SAPTAKOSHI
Human Resources Pvt. Ltd

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Email: info@saptakoshihr.com

Name of the representative of the Agency : **Ashman Tamang**
 Agency Name : **SAPTAKOSHI HUMAN RESOURCES (P.) LTD.**
 License No. **884/067/068**
 Date of Issue : **23/10/2021**
 Card No. : **233**

Rami Saad Alasmari
Authorized Seal and Signature

Distributed by:
Nepal Society Public Council
S.N. 341156

Government of Nepal
Ministry of Labour and Transport Management
Department of Foreign Employment

Office Seal

License No.: 884/067/068 Date : July 27, 2010

LICENCE

This licence has been given to **Saptakoshi Human Resource Pvt. Ltd.**, hereby authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2008 and the terms and conditions specified in this licence.

License issuing authority:
 Name: Mohan Prasad Sapkota
 Designation: Director General
 Signature: Sd.
 Date: July 27, 2010

13 JUL 2010

Distributed by:
Nepal Society Public Council
S.N. 341157

Table of Renewal

Renewal date	Renewal Valid up to	Renewal Charge	Additional Renewal Charge	Signature of renewing authority
July 12, 2021	Mid July 2024	30,000		Sd. Section officer July 12, 2021

Terms:

- No activity shall be done having opened a branch office without obtaining approval.
- No activity shall be done through an agent.
- No worker shall be sent in any manner to any country other than those countries for which the licence has been obtained.
- In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

13 JUL 2010

Government of Nepal
Ministry of Finance
Department of Inland Revenue

(Official seal)

Permanent Accounts Number (PAN) Registration Certificate

Date: **18 05 2010**
Day Month Year

PAN: **304300653**

Office of Inland Revenue: **Kathmandu -1**

Name of Business: **Saptakoshi Human Resource Pvt. Ltd.**
 Type of Taxpayer: **Private Limited**
 Address: **Ward No. 09, Simarungul
Metropolitan City: Kathmandu
Kathmandu**
 Business Activities: **Foreign Employment.**

Tax Payer's signature: Sd. Signature of Tax Officer: Sd.

Points to be noted by the taxpayer:

- Bills and invoices shall be sequentially listed at the time of transaction.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 25 days after making returns on periodical basis, month or every two months every four months.
- A person who is carrying on the business subject to section 20, shall submit monthly statement and pay amount of income tax within 25 days after expiry of every month unless the arrangement has been made otherwise.
- The returns of every financial year shall be submitted by 30th October.
- If the returns are not submitted and amount of tax is not paid in time, the interest and fine shall be imposed.
- The certificate shall be displayed at the place of business/office in a manner conspicuous to all.
- Please keep contact with this office if there is any confusion.

26 SEP 2018

Government of Nepal
Ministry of Industry
Office of the Companies Registrar

Registration No. 72895/066/067

Certificate of Incorporation of company

This certificate of incorporation has been issued to **M/S Saptakoshi Human Resource Private Limited**, having incorporated it on **Monday the 17 day of the month of May of the year 2010**, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: 17-05-2010 Sd. Asst. Registrar

Terms: The business as per the objectives of the Company should be carried out only after obtaining permission from the concerned body which is to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted licence for implementation of the objectives.

26 SEP 2018

OUR SISTER CONCERN



Brilliant Minds
Education Consultancy Pvt. Ltd.



Sahara Adventure
Tours & Travels Pvt. Ltd.



Saptakoshi Human Resource P. Ltd.
Govt. Lic. No.: 884/067/068

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