PROFESSIONAL VISA SERVICES

PVS

PROFESSIONAL VISA SERVICES

Overseas Employment Promoters

Licence # رقم الرخصة
HRD-3555/RWP/2014

We provide **Professionals**



مساند MUSANED



PROFESSIONAL VISA SERVICES
PVS

Message from C.E.O



First and foremost, I extend sincere thanks and gratitude for showing your intent towards PVS recruiting agency.

This is my great pleasure to introduce ourselves as one of the leading manpower recruiting company operating in the Rawalpindi/ Islamabad Pakistan.

We provide Professional Visa Services with sound legal status. We are approved by the ministry of Human Resources and Development Government of Pakistan under the licence number HRD 3555/RWP/2014.

I would like to bring it to the notice of our valued clients that our competent staff members, we stands for quality service in order to meet the demand of clients.

I always consider the fact that human potentiality should be utilized to the maximum for the betterment of the world. hence, our priority is always to bridge up the opportunities and the human resource. We undertake the responsibility to provide the right man for the right job. We are committed to provide efficient and professional consultancy services at all cost.

Should you have any queries or more information about us, please do not hesitate to contact us without any obligation, We shall always be looking forward to have the opportunity to fulfill your manpower needs.

Nasir Hanif

Sardar Nasir Hanif
C.E.O

Our Services

To become a market benchmark and a trend setter in the industry the company would be offering multiple services. Company is engaged in these basic services.

- Overseas recruitment
- Local corporate recruitment
- Training
- Development of man power

The key feature of Professional Visa Services is emphasis on service orientation and convenience for the client.

Our Team Work

For M/S Professional Visa Services. Customer's and Client's satisfaction is a priority, thus,, it has developed a specialized administrative structure. At the top we have our chairman and the managerial team, and it is followed by a group of qualified and trained administrative staff. Our staff have a detailed knowledge about the recruitment and deployment process of manpower, and have an in depth understanding to deal with people of different nationalities. the administration is divided into four section. Each section has adequate staff to carry out the functions.

Procurement

This section is responsible for obtaining resumes for different categories. This is one of the biggest section of M/S Professional Visa Services with huge staff strength.

Its network is spread throughout the country. It is here, that resumes are screened and scrutiny of short-listed candidates as per the requirement of the client is done.

Correspondence and comunication

Enabled by the latest machines and efficient manpower, this section monitors the daily working of all the other sections. This section is interlinked with all other sections and branches of M/S Professional Visa Services.

Processing

This section maintains VISA records, Documents and all endorsements. It also maintains liaisons with various high commission and government offices. It helps candidates to obtain their VISA.

Computerized Processing & Banking

We realize that selecting a competent candidate is a responsible job and a slight human flaw can lead to a loss of a vital candidate. We thus maintain computerized processing and data banking. Our data



has a job wise segregation, with more than 80,000 registered job seekers, to enhance the capability and availability of most suitable candidates. M/S Professional Visa Services screens several candidates and short lists the most competent candidates.

Procurement Procedure

As a matter of fact only a healthy and professional manpower can guarantee proper mobilization of the projects. Therefore we have adopted a very strict recruitment policy and security of candidates to select suitable workers for the clients.

Selection Procedure

Depending on the numbers/ position required to be selected, We workout the planning schedule & procedures. We are maintaining a well-update data of more than 2000 applicant's records. If the required position is not ordinary, we search through the data bank. Screen the CV thoroughly in relation to the required position, verify the authenticity of the copes certificates and testimonials of each candidate.

If the candidate is available and meet all the requirements of the client we forward the CV along with all relevant certificates/ testimonials and passport size Photos by courier, e-mail & fax abroad.

When we receive client's short-listing, we arrange seminars / interviews / trade tests as per instruction. Upon success of the seminars / interview / trade tests. Final list is prepared by the visiting foreign delegation with their remarks in the pro-printed evolution sheet & finalized the candidate's selection. Upon finalization of candidate's selection & client's approval, We start the VISA and other required

PROFESSIONAL VISA SERVICES

PVS

How **we Work**

documentation processing..

Following services are offered in connection with the recruitment of candidates.

- Technical Trade Testing Facilities
- Facilities & Assistance to Selection Representative
- Physical Trade Test Center

Passports

Police Clearance Certificate.

Medical Reports + Bio Metric.

Emigration Clearance etc.

Communication facilities (Tel, Fax, Email etc)

Finger Prints for Saudi Embassy

Air Tickets

VISA Processing etc.

International Driving License (if Required)











Technical Trade Testing Facilities

Interviews and selection process is mostly conducted in the technical trade testing center, which are fully equipped to examine and test the skill of the workers. A professional team of selection including on engineers (civil, electrical, mechanical, chemical etc.), Computer hardware and software, highly skilled and experienced technicians are available to examine the skill of the potential workers, Jobs like welder, all kinds of the technicians, masons, carpenters, steel fixers, pipeline welder, cable jointer, operators etc. are checked on the technical test center. The heavy duty drivers, equipment operators etc. are also checked on the different remote sites. Of course relevant documents, degrees and experience certificates are checked and screened but those candidates have to undergo there practical trade test.

Facilities & Assistance to Client's Selection Representative

In case of our client want to send his own representative for selection of their workers to provide all the facilities such as for boarding & loading with all communication facilities and trade test center where they can conduct interviews & examine their skills.

Physical Trade Test Center

We are very conscious towards the physicals fitness of the candidates, therefore all candidates are thoroughly checked by qualified physicians prior to finalize their selection. Those physician and hospitals are also approved by the Saudi consulate in our country. Individual files are prepared or each candidate counting following documents to be sent to the company for their record.

1. Education
2. Experience Certificate
3. Trade Test Report
4. Medical Reports (Certificates / Reports)
5. Photographs
6. Insurance Policy
7. Protector (Protector of Emigrants)
8. Bio Metric

After completion of all relevant documents & VISA endorsement, we arrange airline booking with consent or our client's convenience for dispatching the selected candidates. Flight's details are also communicated to the client at least 72 hours prior to the departure.

PROFESSIONAL VISA SERVICES

PVS

Recruiting **Categories**



PROFESSIONAL VISA SERVICES

PVS

Recruiting **Categories**



- Engineering & Technical
- Human Resources
- Information Technology
- Education Sector
- Managerial & Supervisory
- Skilled Labor
- Health and Sports
- Unskilled Labor
- Tailoring
- Travel
- Accountancy
- Sales
- Auto Industry
- Banking & Finance
- Driving
- Medical
- Catering
- Security

PROFESSIONAL VISA SERVICES

PVS

CONTACT US

+92 51 49 40 853
+92 300 53 13 853
pvs3555@gmail.com
www.pvs3555.com

REQUIREMENTS

1- Trade 2- Quantity
3- Age
4- Salary Package
5- Contract Details

RECRUITING

1-CV Selection
2-Zoom or Skype Interview
3-Delegation






Easy steps to **boost your Business**

VISA & PROCESSING

1-Medically fit
2- Passport valid
3-Bio Metric + Insurance
4- Protector

DEPLOYMENT

1- Ticket
2- Flight schedule
3-Departure

BOOST UP

Our recruited highly experienced professionals boost your business and work







Documents Required from the Clients

Demand Letter (on employer's letterhead)

Indicating required number and categories, Salary and other benefits like accommodation, medical assistance, food / allowance etc.

Power of Attorney (on employer's letterhead)

Attested by Pakistan Embassy authorizing our company to be your recruitment agent.

A Copy of C.R (for Saudi Arabia only)

An authority letter (Wakala) on employer's letterhead in favor of company attested by the Embassy of Pakistan and the Chamber of Commerce of respective country in Arabic and English agreement of employment.

Information Required from the clients

It is essential that M/S Professional Visa Services receives a brief on the.....

- Company's objectives and aims
- Detailed job description
- Required Qualification
- Salary Guidelines
- Required Experience
- Age group
- Benefits package
- Numbers of employees required under each category
- Approximate date for deployment
- Agreement Duration
- Vacation policy

We should be completely aware of the environment and surroundings our candidate is going to be in once recruited.


Government of Pakistan
Ministry of Overseas Pakistanis & Human Resource Development
Bureau of Emigration & Overseas Employment
Overseas Employment Promoter's Licence Renewal
Licence No 3555 / RWP issued on 16/09/2014
authorizing Mr/Miss/Mrs Nasir Hanif
of Messers Professional Visa Services
Director General
Bureau of Emigration & Overseas Employment
Ministry of Overseas Pakistanis & Human Resource Development
Government of Pakistan
Islamabad, Dated the 26/12/2022
Instructions and Conditions


MEMBERSHIP CERTIFICATE


MEMBERSHIP CERTIFICATE
PAKISTAN OVERSEAS EMPLOYMENT PROMOTERS ASSOCIATION (POEPA)

PROFESSIONAL VISA SERVICES

PVS

Services **with Experience**





OUR SATISFIED CLIENTS

PROFESSIONAL VISA SERVICES PVS

Our **Satisfied Clients**



































































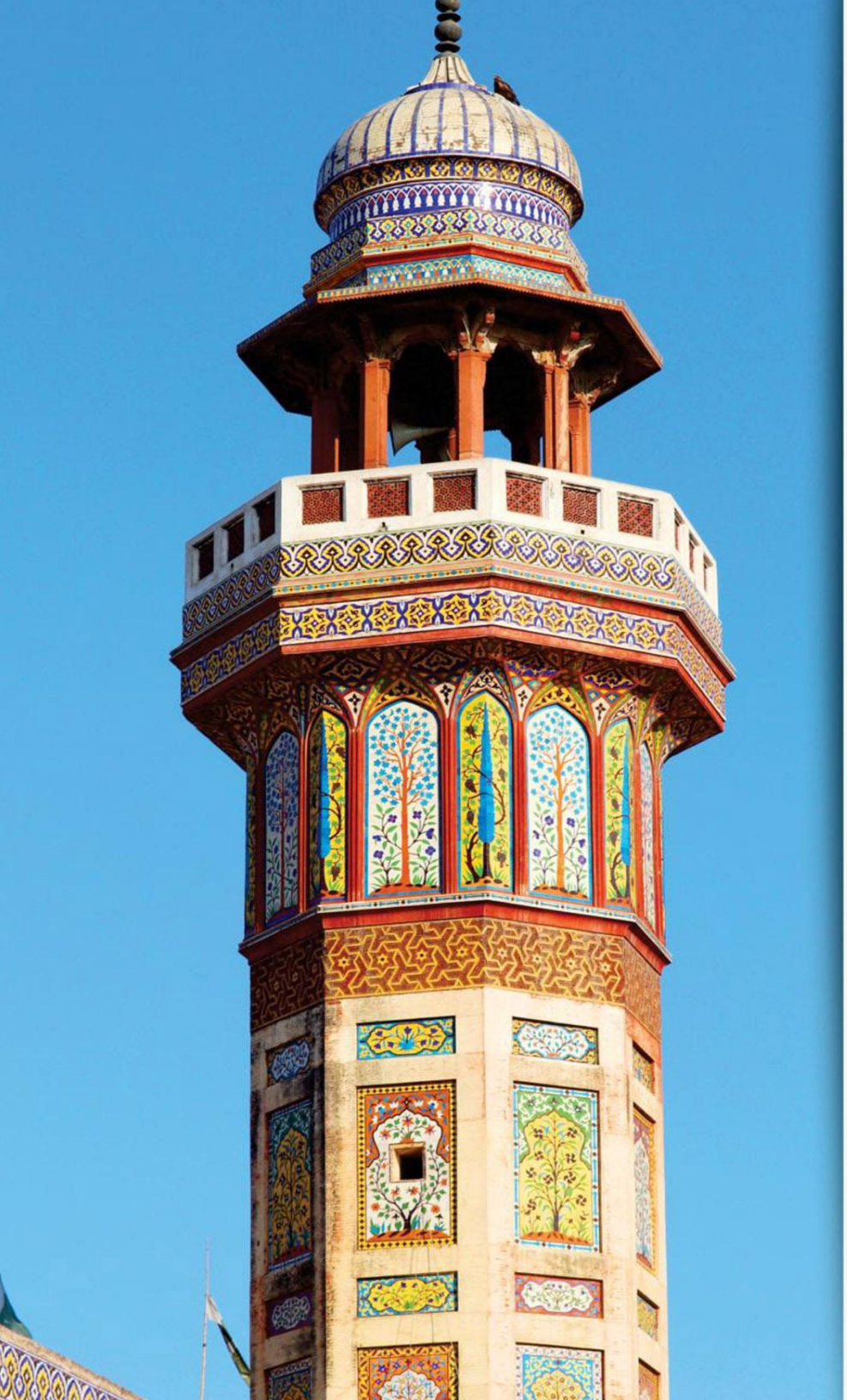












www.pvs3555.com

info@pvs3555.com

pvs3555@gmail.com

+92 51 84 88 853

9AM-5PM

+92 300 5 313 853

FOLLOW US facebook twitter LinkedIn TikTok

Office # 19, 2nd Floor, Habib Plaza, National Market Chandni Chowk, Rawalpindi, Pakistan

مساند
MUSANED

PROFESSIONAL VISA SERVICES
PVS

بروفيشنل فيزا سيرفيس

مكتب استقدام عمال من باكستان

مروجى التوظيف فى الخارج

رقم الرخصة # Licence
HRD-3555/RWP/2014

www.pvs3555.com

سردار ناصر حنيف
الرئيس التنفيذى
٠٠٩٦٦٥٤٨٨٧٣٥٦١

PROFESSIONAL VISA SERVICES
PVS

PROFESSIONAL VISA SERVICES

Overseas Employment Promoters

www.pvs3555.com

Sardar Nasir Hanif
CEO
+92 300 5313853
+966 54 8873561

Get in Touch

+92 51 4940853
info@pvs3555.com
pvs3555@gmail.com
Office # 19, 2nd Floor, Habib Plaza, Natoinal Market, Chandni Chowk, Rawalpindi, Pakistan