

An ISO 9001:2015 Certified Company



SHELLA CONSULTANTS

RECRUITMENT EXCELLENCE

**INTERNATIONAL
RECRUITMENT SERVICES**

About Us

Committed to establish and maintain a positive difference to your staffing needs, we at **Shella Consultants**, are a headhunting and manpower recruitment firm of high repute and acknowledgment. We have gained this recognition by providing exemplary customer service and competent employees to diverse corporates, of all sizes; in India, Gulf, Europe, U.K, U.S.A, Russia, Egypt, Sri Lanka as well as other parts of the globe.

We are in the business of effectively understanding your manpower requirements, procuring the candidate with the desired profile and building trusting relationships. With our industry expertise, we understand that company's today require more than a skilled candidate; they reach for employees who are productive, exhibit a positive attitude and have the ability to become a member of their team.

Apart from traditional practices to source candidates (like advertising in newspapers), we also incorporate innovative means to procure right professionals. Our experts leverage the power of technology-based recruitment and focus on online media to make sure that our clients receive the most suitable candidates for their organization.

Our Business Approach

Our systematic and streamlined methodology of recruitment helps to provide apt manpower according to the Client's requirement at the stipulated time. We have qualified and efficient staff, for testing, interviewing and assessment. The selection processes are handled by people with immense knowledge and experience in the field, enabling us to tackle your requisition promptly.



Our Search Methods

Our methods of handling the search for a candidate are tailored to specific circumstances. Keeping in mind the considerations like industry-specific skills and the location of such talent, we shortlist the candidates. The geographic scope of the search is agreed upon with our client, based on their work values.

Our Work Process

We pro actively tap the market for excellent candidates. Once the candidates have been identified, we conduct in-depth interviews with each individual, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits, compensation etc)

Our Team

We are equipped with powerful integrated recruitment technologies and have a team of seasoned expert recruiters. We have all the latest facilities in the areas of communication, frequent transport etc, leading to expedition of the entire process.

Additionally, all our recruiters have significant management experience. For most of the posts, they have "been there and seen it all". They understand the job requirement completely and appreciate that it is the human resource that forms the backbone of an organization's success.

Our USP

We have carved a niche in the placement industry and proved that we can make a difference to the quality of your staff by increasing the overall productivity and the talent pool of your company. All our programs are tailored to fit our client's hiring needs and financial concerns.

Some of our other discerning and value added services are:

- ☞ Our unique values matching service insure the best match between the candidate and the company, considering its values, goal, culture, in addition to the qualifications.
- ☞ Though adequate candidates are available for different vacancies, we provide the exceptional ones and we know how and where to find them.
- ☞ We have an established record with companies in almost all the sectors, like hospitality, manufacturing, oil and gas, banking, administration, agriculture, printing, power, automobile etc and with entrepreneurial firms, both public and private.
- ☞ Our easy access to candidates at national as well as international level provides us an impressive selection, for any location.
- ☞ We have developed beneficial interview techniques and our elimination rounds are conducted by the industry experts. Our clients do not have to spend time searching through CV's to find an appropriate candidate. We offer you the candidates of the highest quality and from amongst the best in the industry.
- ☞ We give all our clients the best of services and facilities, irrespective of the size of business contract. Companies seeking to fill a single "hard-to-fill position", say for a executive director will receive the same level of quality and service as that offered to our clients seeking labor force for massive hiring projects.
- ☞ We are experts at finding the exact type of individual that you need for all positions, ranging from grass roots level right through to directorships.

Vision

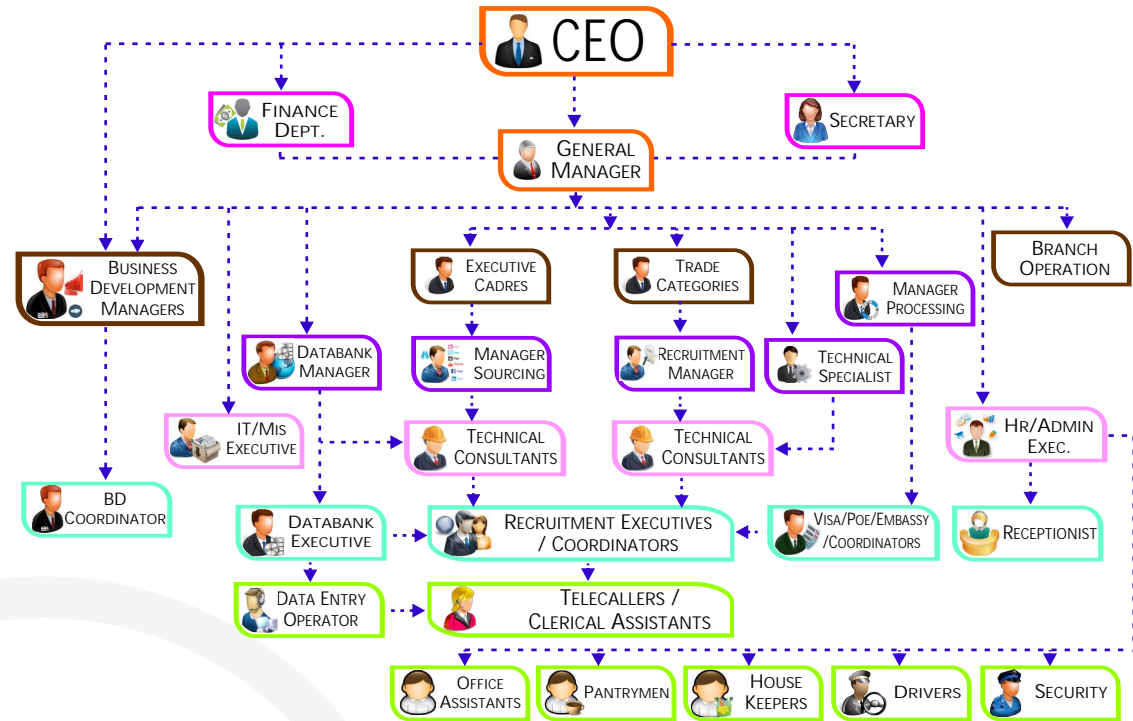
“Creating a Better Tomorrow than Today by providing Industry with World Class Manpower.”

Mission

“To be Market Focused, Process Centered Organization that Consistently Sources and Delivers Innovative Manpower Solutions to exceed the expectations of our Clients.”



Organization Chart



Infrastructure

Head Office : Over 3000 sq. ft. on the 12th floor in a prominent commercial location with modern equipment and latest communication facilities with 30 staff members. Capable of handling mobilization of over 5000 candidates per annum.

Network Office : Baroda, Chennai, Cochin, Delhi, Jaipur, Jalandhar, Jamshedpur, Lucknow, Patna and Visakhapatnam.

International Connection : Partner office in Abu Dhabi.

- ❖ High speed data communications.
- ❖ Felicitation for remote interview using video conferencing.
- ❖ Engineers/Professional in various fields on consultancy basis.



Why Shella

- Focus on the fortes
- Emphasis on people above skill sets

Our philosophy revolves around providing you with the right person, who fits with your company culture and values rather than just a candidate who satisfies your skill criteria. To achieve this, we employ a partnering recruitment strategy, understanding and evaluating a clients perspective as well as needs on a one to one basis.

- How do we ensure best standards?

The search for the right candidates goes beyond determining their professional skills and aims at discovering their real worth. While domain experts and specialists in HR, counseling and language skills screen the candidates, we have dedicated teams verifying documents for professional and personal integrity. We also take great care to ensure they are a suitable match in terms of health and character too. Further, candidates are given an orientation document giving information about the job and destination expectations and working environment and the country's diversity and language.

Our Promise

- To fulfill your manpower requirement on time.
- Give 3 months Guarantee period i.e. replacement during probation period.
- Timely deployment as per your schedule.



Services

OUR AMBIT OF SERVICES

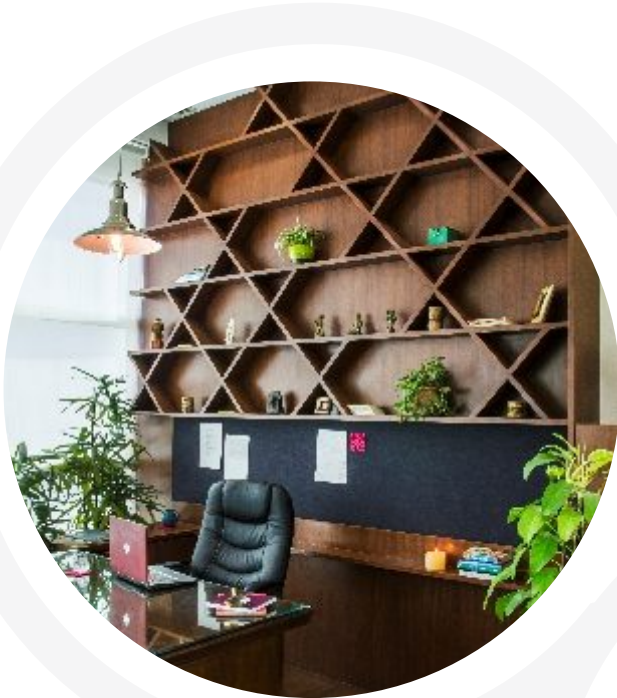
An extension of your HR division.....

Our capabilities are completely scalable and our processes provide industry-leading results, regardless of the size of your company or the project in question. Some of the areas where we assist our clients are:

Facilitating your global reach : Transcending the gender and geographical barriers, we identify the potential candidates from local, national or international locations, depending on your requirements. by industry, profession and profile.

Serving all the Industries and corporate : We have a wealth of experience gained within blue-chip and high-tech organizations as well as SME's segment, of all the possible sectors. We specialize in finding and placing workforce, professionals and senior management for companies across all industry sectors.

Searching for the candidate : We know where to locate the key people of your interest and how to generate their interest in your job opportunity. We work to ensure the perfect match.



Shortlisting the candidate : If required and on clients request, we conduct a full search for the best candidates for your open position and then interview & pre-qualify them. This round is taken by industry specialists as well as HR consultants to evaluate the candidate on dual criteria of professional knowledge (like professional expertise and employment goals) and individual fit in the prospective organization.

Training and Trade testing : We organize Training and trade testing of candidate to ensure that the candidate meets the client's requirement.

Medical formalities / assistance : We assist candidate to complete the medical formalities as per the medical/health requirements of that country.

Attestation of documents : We assist the candidate in obtaining the necessary attestation required through the HRD ministry & the consulate of that country.

Emigration clearance : We complete all the formalities of candidates requiring emigration clearance from the protector of emigrants of India.

Accommodation assistance : We assist the candidates with accommodation to suit their budget prior to their travel or during interview at the various location in India.

Resume writing : We provide assistance in writing an effective and creative resume that gets results to enhance the candidate's chances of being shortlisted for the interview significantly.

Post selection orientation and travel arrangements : Once the candidate has been selected and informed, we also arrange for his orientation program related to profile, code of conduct, labour laws of the country of employment etc. We also make complete travel arrangements including medical checkup, visa assistance etc.

Efficient and cost effective services : We provide a list of qualified candidates quickly and efficiently. By leveraging our world-class facilities, recruiters and advanced recruiting technology, we help you meet the recruiting goals from an investment that is lesser than the industrial average.

Tailor made solutions : We are a customized outsourced recruiting service organization, designed to provide a set of flexible, cost-effective hiring solutions to clients of every size and industry.

Database related services : We have an established but confidential client database and we will be glad to provide contact referrals, upon your request and after the review of your needs. We endeavor to maximize your return on human resource investment by capturing the high quality candidates needed by your business to stay competitive.

Recruitment Procedure

To begin with, **Shella Consultants** and the employer should execute an agency agreement between them stating adequately the terms and conditions regarding demand and supply of manpower from India. This agreement should be signed by both the parties towards acceptance of stated terms and conditions upon which the manpower trade will be executed.

Employers Part:

Registration on Online Emigrate Portal : The employer/principle will have to register on Emigrate system and raise the Demand Letter & Power Of Attorney through the portal.

Demand Letter : The employer /Principal will have to print the demand letter generated online from Emigrate portal on letter head issued in favour of Shella Consultants stating the job categories , number of workers required in each category , monthly salary , duration of contract and other amenities for workers such as food , medical , transport , air passage , accommodation etc.

Power Of Attorney : The employer /Principal will have to print the power of attorney generated online from Emigrate portal in favour of Shella consultants addressed to the Consulate General of the concerned Embassy in India , informing him that M/s. Shella Consultants is their bonafide Manpower recruiting agent fully authorised to deal with all visa matters , submissions and delivery , with the said Embassy. (Applicable to middle - east and far- east countries only).

Offer Letter (Agreement of Employment) : This is a standard employment contract between employer and employee.



Agents Parts :

Selection - We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorised representative. We arrange his /their accommodation, transport and all other logistic support required for the purpose. In case we are entrusted with the selection & testing of worker, we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives.

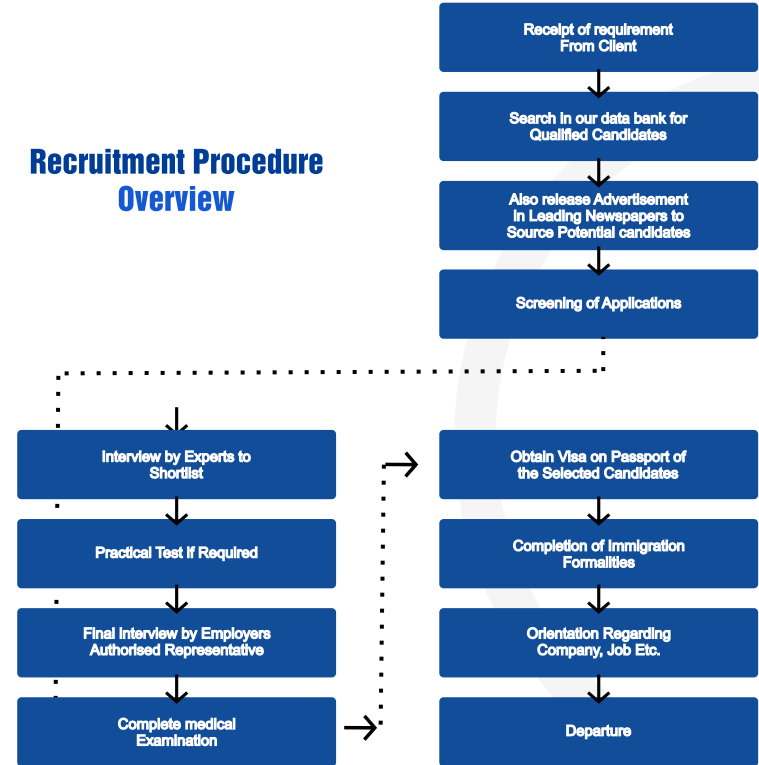
Medical Checkup - After final selection we send the workers/ candidates for medical checkup by the authorised medical centre of the respective Embassies of the country of employment.

Application for visa - For selected candidates, we will apply for the visa in the respective embassy as authorised by the employer.

Ticketing and Emigration - The employer may send PTA or remit necessary traveling expenses in favor of **Shella Consultants**, to facilitate traveling as scheduled. We obtain emigration clearance from the concerned Govt. Dept. for the candidates

Orientation before departure - **Shella Consultants** provides basic orientation to workers before traveling abroad. The workers are informed about their duties and responsibilities while abroad and first hand information of work environment there & salient features of labour laws of the country of employment.

Recruitment Procedure Overview



Industries we cater to

Our specialist division is established to provide a comprehensive and professional recruitment service across the segments and varied markets. Today, we have an established client-base, seeking candidates at all levels and qualifications to fill various challenging and exciting roles.

Oil and Gas

Construction

Heavy Equipments / Engineering

Operation and Maintenance Personnel

Power Plant

Banking & Finance

Hospitality

Shipping and Marine

Education and Training Sector

Medical and Pharmaceutical

Media / Communication / Advertising

Garments and FMCG

Printing and Publishing

Air Conditioning

Automotive

Agricultural

Office Administration

Security and Police Staff.



International Clients

Construction & Infrastructure

Roofing Ltd. (Uganda)	AFRICA	Shapoorji Pallonji and Co.	OMAN	ArabTec	UAE
Newtech (Sudan)	AFRICA	MEP Land & Marine Contractors	OMAN	Square General Contracting	UAE
Al Turk Heavy Transport	BAHRAIN	Sogex Oman Co.LLC	OMAN	Precast Exceed	UAE
Poullaides Construction Co.	BAHRAIN	Silver Falcon	QATAR	Silver Coast Contracting	UAE
Ahmed Mohammed Jassim Group	BAHRAIN	Qatar Dekor EM dekor wll	QATAR	Anel Emirates Contracting	UAE
Burhanholding	EGYPT	Oryx Engineering Solutions LLC	QATAR	Precast Exceed	UAE
Orascom Constructions	EGYPT / IRAQ / ALGERIA	RENAISSANCE CONSTRUCTION	RUSSIA	Seonyong Constructions	UAE
ITALCONSULT SAB	ITALY	D' Matco	SAUDI ARABIA	Arab Tower electrical Contracting and trading	UAE
NBK	KUWAIT	Specialised Contracting Company	SAUDI ARABIA	Gulf Turrets	UAE
Dar-Al-Handasah	LEBANON	Al-Turki Group (Mott Mac Donald)	SAUDI ARABIA	MAF Dalkia Middle East	UAE
IPT Power Tech	LEBANON	Allied Builders	SEYCHELLES	Al Ghurair Investment	UAE
ASHRAFI GROUP	MAURITIUS	W.L. Gore & Associates (Pacific) Pte Ltd	SINGAPORE	DEEPAK RAO CONTRACTING	UAE
Ajadeer United	OMAN	Unicon Development S.L.	SPAIN	Caphy Contracting	UAE
Al Gubira United	OMAN	ANC Group	UAE	Abu Dhabi Construction Company LLC	UAE
Al roya united Project (ASSO.)	OMAN	Al Faraa Construction	UAE	M/s. Zima General Contracting LLC	UAE
ABU Hamed Al - Hajri Trade and Cont. Est.	OMAN	Nova Construction	UAE	EJUNG CONSTRUCTION LLC	UAE
Truckoman	OMAN	Emmar Properties	UAE	Berkeley Engineering Consultants	UK
Al Hajri Constructions	OMAN	Dubai Gulf Contracting	UAE	Shinbo	UZBEKISTAN
Al Ansari Construction	OMAN	Damac Holding	UAE		

Hospitality / Health Care / Education

Govt of Botswana	AFRICA	Al Ahli Hospital	QATAR	Fillfilah Restaurants	UAE
Royal Safaris Ltd (Tanzania)	AFRICA	AL Ahmadani	QATAR	Flora Hospitality	UAE
leonor carrinho	ANGOLA	Dana club QATAR		IQRA EDUCATION	UAE
Gulafanshan Restaurant	BAHRAIN	LONDON ACADEMY	QATAR	Metropolitan Hotel	UAE
King Hamad University Hospital	BAHRAIN	Merzam Group of Hotels	QATAR	New India Model School	UAE
Mohammed Bin Khalifa Bin Sulman Al Khalifa	BAHRAIN	King Saud University	SAUDI ARABIA	New Medical Center	UAE
Manrik Group (EKA Hotel)	KENYA	Royal Care International Hospital	SUDAN	NMC Speciality Hospital L.L.C	UAE
Jamjoom Pharma	KSA	Pelligrini Catering	SWITZERLAND	RODA HOTELS	UAE
Marhaba Shopping Center	KSA	SPRUKFIELD SA	TOGO	Roda Hotels Group	UAE
Kuwait Central Blood Bank - Saray Clinic	KUWAIT	Al Ain Juniors School	UAE	Royal Care Medical Center	UAE
OXFORD INTERNATIONAL SCHOOL	KYRGYZSTAN	Al Habtoor Hospitality	UAE	THE SIDRA - Aspin Education	UAE
Gold Cross Hospital	NIGERIA	AL JAZEERA INTERNATIONAL CATERING	UAE	Workers Village	UAE

International Clients

Commercial / Retail

Computer Planet (Sudan)	AFRICA	Dar Naseem AlAndalos Team	BAHRAIN	Bhacker Suleman Jaffer Co	OMAN
Gateway bus services (Kenya)	AFRICA	Gulf Institute	BAHRAIN	Al Baeshan Group	SAUDI ARABIA
K. Chellaram (Zambia)	AFRICA	Techno Blue (Bahrain)	BAHRAIN	Exel (DHL)	SAUDI ARABIA
Mandela Auto Spares ltd. (Uganda)	AFRICA	VIA Advertising Services	BAHRAIN	Al-Habtoor Motors	UAE
Nalubaale Ltd. (Uganda)	AFRICA	050 Telecom	DUBAI	Commercial Bank International	UAE
Ruambuzzi Ltd. (Uganda)	AFRICA	DeLaval Ltd.	EGYPT	Oman Insurance Company - Together	UAE
TECHNO BLUE TRADING CO W.L.L	BAHRAIN	Al Faysal	KUWAIT	CIMA (UK)	UK
Al Gosaiabi Travels	BAHRAIN	Al Salam Partnership Co.	KUWAIT	IPSOS Interactive Services Europe (Romania)	UK
Al Zeera and Sons	BAHRAIN	Fahad Al Marzouk Printing & Publishing Est.	KUWAIT	Prestige (UK) Ltd	UK
American Express Bank	BAHRAIN	Yiaco Medical	KUWAIT	Yogesh Shah and Co.	UK
Andalus Consultancy	BAHRAIN	CASH N CARRY	NIGERIA	SPEC	USA

Manufacturing

Best Tigra Ltd. (Tanzania)	AFRICA	Drake & Scull	KSA	Sun Metal Group	UAE
Union Apparels (Mauritius)	AFRICA	FARGO	MALDIVES	Mega Carpets	UAE
S & B Metal Scrap Trading (Mauritius)	AFRICA	Rida National Plastics Ltd	NIGERIA	Emirates Neon Group	UAE
Jaykay Carpets (Nigeria)	AFRICA	Saud Bahwan Group	OMAN	Grundfos Gulf Distribution FZE	UAE
Kenana Sugar	AFRICA	Industrial Equipment And Services Company	QATAR	Neelkamal Plastics	UAE
Lafarge Building Material	AFRICA/FRANCE	Al Fardan Group	QATAR	Malisco Switchgear Industries.	UAE
Envoy Textiles Limited	BANGLADESH	Surya Fashions L.L.C, Moscow (Russia)	RUSSIA	Aseela Garments	UAE
Steelcase Inc	CHINA	Najran Dairy Co.	SAUDI ARABIA	Gee Bee Garments	UAE
Oriental Weavers Group	EGYPT	Mahmood Saeed Glass Industry	SAUDI ARABIA	Technical Metal Establishments	UAE
Arab Economic and Business Group	KSA	Dallah Albaraka Holding Co	SAUDI ARABIA	Arabian Cement	YEMEN

Manufacturing

Info Comp AUSTRALIA		Femro 3G Nigeria	NIGERIA	Accenture Management Consulting	UAE
Bank of Bahrain and Kuwait (BBK)	BAHRAIN	Platinum Corporation	NIGERIA	Al Heelam Cargo	UAE
Datawind Inc.	CANADA	TSL Logistics Limited	NIGERIA	BrightSphere Solutions FZE	UAE
3P Korp HONGKONG		Euronova POLAND		Govt. of Sharjah	UAE
UAE Exchange	INDIA	Gulf Drilling International Ltd (Q.S.C)	QATAR	Polo Rak Amusements LLC	UAE
Hello Partners	KOREA, SOUTH	Spanco Golden Key Solutions	QATAR	YUZU Agriculture	UAE
Kuwait TechNet Co	KUWAIT	V- Kool SINGAPORE		Berkeley Associates	UK

DOMESTIC CLIENTS



Oil and Gas

Reliance Energy
ONGC
Pipavav Energy
Cairn Energy
Whesoe Oil and Gas
Clough Oil and Gas
General Energy

Constructions

D K Infra
Shapoorji Pallonji & Co Ltd.
Subash Projects
Pandhe Group
Merint Infra
BSEL infra

FMCG, Retail & Hospitality

Asian Heart
Bhatia Hospital
Taj Group (Chennai)
Thai lotus
China Gate
BJN Group
The Park Hotel
Kaya skin care
Yogi Group of Hotels
N M Medical centre
Jones Lang Lasalle
Pallate India
Apeejay Surendra
Corporate Services Pvt Ltd

IT, Media, Telecom & Others

BSH Siemens
Emami Group
Accentures
Patel Group
Cosmonet Solutions Pvt Ltd
Arya Omni talk Wireless
Jumpgames (Reliance ADA Group)
Infobeans
Collabera
GTL Technologies
Creative land Asia Pvt Ltd
Future Media (India) Ltd.
LG International Corp
Dolphin Steel
TCI GLOBAL

DOMESTIC CLIENTS



Construction

Damac Group
Pan Realtors
Saint-Gobain Gyproc India Ltd
Simplex Infrastructure Ltd
Time Technoplast Ltd.
GTL Infrastructure Limited

Banks & Finance

Kotak Securities
IndusInd Bank Limited
ING Vyasa Bank
Vivro Financial Services Pvt Ltd
Aviva
Bharti AXA General Insurance Co. Ltd.,
Travelex Currency Services

Engineering

Larsen and Toubro
Punj Lloyds
Indian Oil Tanking
Hyundai Engineering
KBR
Feedback Ventures
Dar al Handasah
Edifice
Metso Minerals
Concorde Interiors.
Mahindra & Mahindra
Western Refrigeration Pvt.ltd.

CORPORATE DETAILS

We channelize our efforts under the astute leadership of **Mr. Kapil Gupta (CEO)**

A Management Graduate.

Having Diploma in Business Finance.

Post Graduate Diploma in Foreign Trade.

Diploma in E. Business Technologies.

Mastered The Art Of Handwriting Analysis (Graphology),
through which he can select the right candidate suitable for a particular job.

Having nine years of experience, he has traveled extensively to UK, France, Germany, Italy, Switzerland, Belgium, Netherlands, Dubai, Kuwait, Bahrain and Egypt regarding export matters and recruitment. He has brought complete professional approach in recruitment.



OUR MEMBERSHIP:

- 👉 INDIAN PERSONNEL EXPORT PROMOTION COUNCIL,
MEMBERSHIP No.: S-36

OUR LICENCES:

- 👉 LICENSE No.: B-0606/MUM/PART/1000+/5/6137/2003
- 👉 SAUDI ARABIA CONSULATE PERMIT No.:220/13/13

Our Banker : ICICI BANK, CHEMBUR

FAQ

Why should [Shella Consultants](#) be appointed as your favored supplier?

Shella Consultants is a Government Recognized and ISO certified Recruiting Agency. It is one of the major suppliers of qualified Indian manpower to worldwide projects. We have experienced and technically sound Recruitment Managers and trained staff in our head and branch office.

What is [Shella Consultants](#) staff strength and where are their branch locations?

We have a Team of 50 professional, trained and experienced staff members in our Head and Branch office. We have a branch office in Cochin.

What are [Shella Consultants](#) Areas of Specialization?

Over the years we have developed Specialization in handling manpower for Oil & Gas Projects, Power Plants, Petrochemicals & Refinery, Heavy Industries, Civil Construction projects, MEP Construction and Maintenance projects, Hotels & Resorts, Hospitals, Facility Management.

What is [Shella Consultants](#) Ten Points Plan as to how they would satisfy our recruitment requirement?

Please find below ten points plan as to how we would satisfy your recruitment needs. The under mentioned process are undertaken simultaneously:

- **Databank**
[Shella Consultants](#) has an extensive computerized databank. Basically highly Skilled & Technically qualified Professional categories required are sourced from our database.
- **Job Postings in Job portals**
- **Headhunting Activity**
We also conduct headhunting in demographic areas where certain specialized categories are available. This activity is an added advantage in sourcing required categories from Specific Industries.

- **Advertising**
The required categories are advertised in leading English language and in selected regional language newspapers which covers relevant cities where the candidates are targeted as per the industry.
We plan our advertisement schedules based on the categories required, and their availability.
- **Personal interview & Screening**
The cv's sourced from the above process are screened and short-listed by highly experienced and technically qualified Recruitment Managers on the basis of the job description provided by our client.
The skilled and semi- skilled categories undergo a trade test as per their specifications.
The overall grading of candidates is carried out based on their professional skills, previous experience, general knowledge, personality and adaptability for work environment. The candidate's shortlisted by us is then presented to the client's representative for the final selection.
- **Planning the Recruitment Trip for Client**
We prepare the itinerary for our clients to visit different cities in India for final interviews.
- **Hotel Bookings**
We also assist our clients to do the hotel bookings in different cities where the interviews are to be conducted.
- **Pre-Screening by our Recruitment Managers**
Our Technically qualified Recruitment Managers travel to different cities for pre-screening & shortlisting the candidates before the final interviews. Also our Managers travel with the delegates to different cities to provide them necessary assistance required at the time of the interviews.
- **Interview arrangements and Facilities**
We have a 3000 Sq. ft office space with 5 air-conditioned cabins to conduct interviews along with Computers, broadband connection, Intercom and Secretarial Assistance.
We use email, faxes, STD, ISD, Skype & Video Conferencing facilities for communication.
- **To make the entire Recruitment Trip successful we believe in good and strong communication and co-ordination with our clients and pre-screened candidates.**

What is [Shella Consultants](#) Depth of database available for Design, Engineering, Project Management and Construction Personnel in the Oil & Gas/ Refinery/Petrochemical sectors and Shella Consultants's ability to provide candidates for our requirement?

[Shella Consultants](#) has an extensive computerized databank and also have contractual access to premier jobsites which contains large database for all industries meeting the International Standard.

What differentiates [Shella Consultants](#) from their competitors?

1. Our Shortlisting and Selection process.
2. Our reputation and goodwill in the market which enable us to attract more candidates.
3. Our professional commitment to our clients and candidates.
4. We stand guarantee for a candidates if they are demobilized within 3 months from the date of joining . on account of non performance , medical unfit, refusal of work.

What is the estimated time frame required to successfully mobilize selected candidates to the Employer after acceptance of a job offer?

1. Blue Collar Workers: on receipt of the visa the selected candidates can travel within 15 days.
2. White Collar: on receipt of the visa the selected candidates can travel within 15 days .

Contact Us

Shella Consultants

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Thank You