



ADNAN ENTERPRISES

RECRUITMENT AGENCY (INDIA)

An ISO Certified Company

Registered : Govt. of India Ministry of External Affairs

RC No. B-0775/MUM/PART/1000+/5/6033/2002

Registered : Govt. of India Ministry of External Affairs RC No. B-0775/MUM/PART/1000+/5/6033/2002

the most excellent
manpower recruitment agency

Approved by :
Saudi Consulate Mumbai
Saudi Embassy New Delhi,
And Kuwait Embassy, New Delhi.



مؤسسة عدنان مستشاري قوي الأيدي العاملة

مصدق من قبل الحكومة الهندية ووزارة العمل - المعتمدة من السفارة السعودية نيودلهي
والقنصلية - مومباي رقم التسجيل - بي - ٠٧٧٥ / يوم إبر / ١٠٠٠ / ٢٣ / ٥ / ٢٠٠٢

COMPANY PROFILE



Bahrain



Qatar



Kuwait



Oman



UAE



Saudi Arabia



MOHAMMAD ILYAS ANSARI
(CHAIRMAN & CEO)



MOHAMMAD ADNAN ANSARI
(Managing Director)

About us

Adnan Enterprises is one among and leading Manpower Recruitment Agency in India, the Middle East and Far East Asia, offering Professional and Specialist Recruitment Consultancy Services. Adnan Enterprises is already recognized as highly successful in providing its clients, reliable, qualified and cost effective solutions to their HRD & Personnel needs either from our comprehensive database or through creative advertisements, extensive search & selection.

Adnan Enterprises were established and are managed by professionals having extensive experience in HRD, IT Industry Marketing, Financial Management, Constructions Industries etc. with the entire necessary infrastructure.

Adnan Enterprises is registered and Licensed by the Government of India for conducting international recruitment services. RC No. B-0775/MUM/PART/1000+/5/6033/2002 Approved: by Saudi Embassy New Delhi, Saudi Consulate Mumbai & Kuwait Embassy New Delhi

At Adnan Enterprises we want to understand your goals, your needs and how the inevitable changes of this business are affecting your world. With such an understanding we then match the right talent to deliver successful results.

Aside from being high performance... we're also the nicest people you'll ever meet.

OUR MISSION

Our mission is to build a bridge between employee and employer. We achieved this status by the dedicated accomplishment of a highly motivated, professional and experience team who are highly dedicated. Our past long professional experience helped us boost our confident to face any kind of challenges of this industry, we are fully aware the relationship build on trust will last long and good yield. We wish to become a part of your success other than being only a Manpower Recruiting Agent We assures you at our utmost honesty and Business Trust. The choice you make by appointing us your Manpower Recruiting Consultant would not be a disappointment to you later. At MKT, we work as a family that ensures you to reach the target in time and to your utmost satisfaction. This absolute commitment to you to meet your expectation and confidence that has in us. Going by our record track of accomplishment and our ever growing list of prestigious and satisfied clients, we are confident that you too will choose us to source your Manpower requirements.

OUR VISION

We, as a team, work towards achieving the vision of the Company and endeavor to benchmark ourselves as a highly Professional firm power-driven by the stalwarts in the domain of Human Resource management. We aspire to make a profound presence in the international market by becoming the No.1 outsourcing partner for Human Resource management. We follow the philosophy of treating every customer like the only customer.

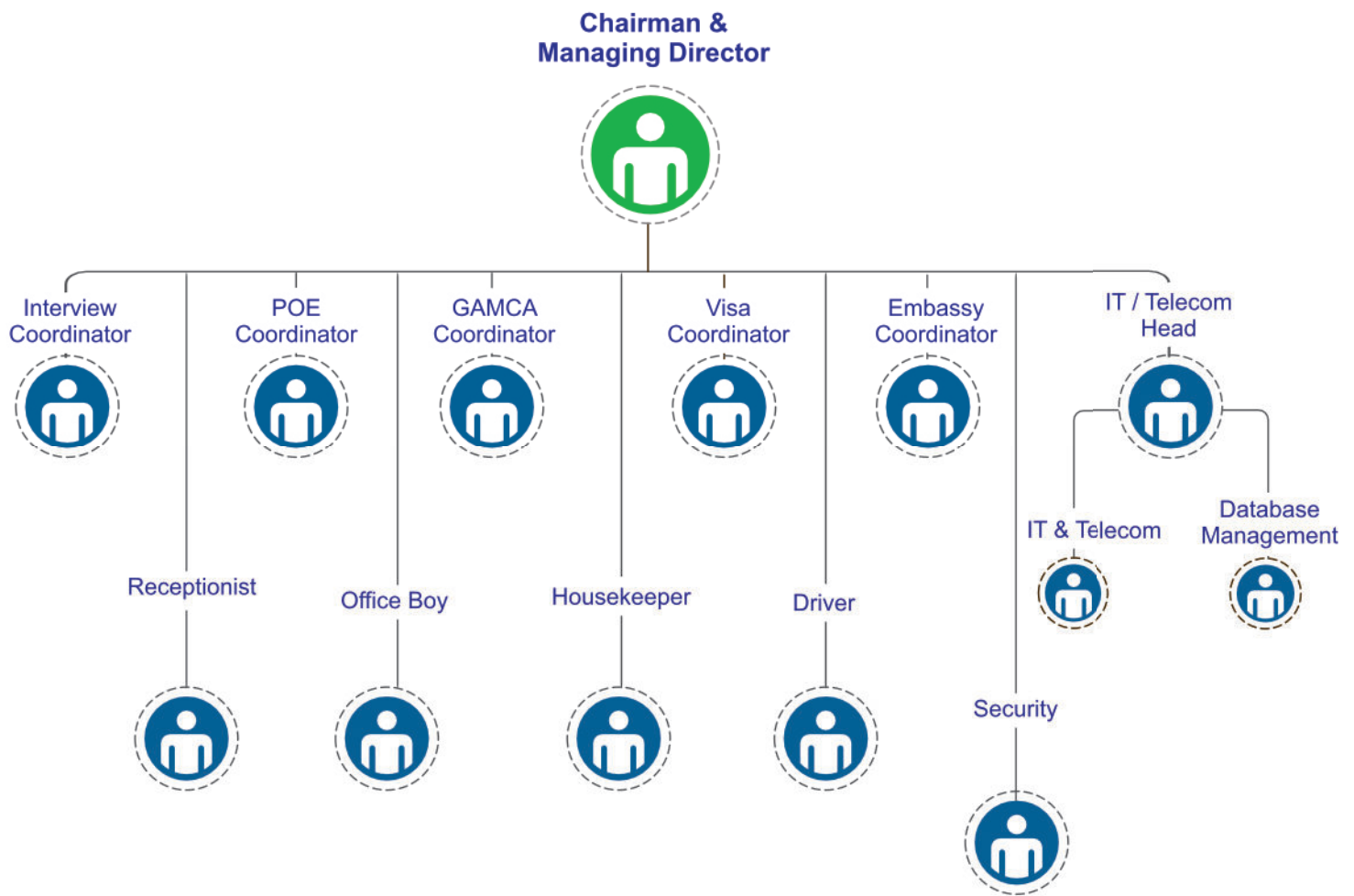


OUR TEAM

We work as a team and provide each client with a dedicated team of consultants for client service and candidate selection, availability to the client 24/7. Our matrix structure based on industry and geography enables us to offer greater depth in each of our industry practices; bring in strong focus to the divers geographies we are present in. It is helping us consistently deliver the best resources to our clients across vertical

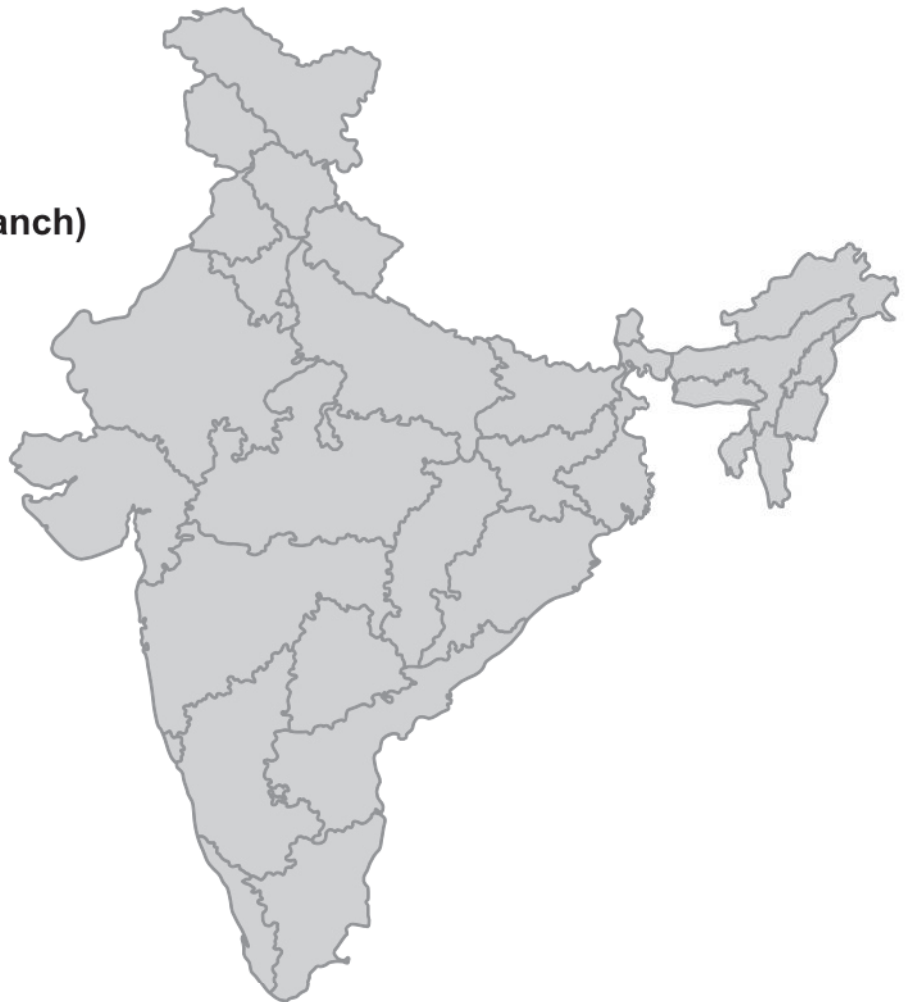
Over the years, our resourcefulness and uncompromising commitment to our work ethic has given us a signal triumph and brought many loyal clients back to us time and again. Many even refer our services to their business associates and acquaintances making our hold stronger in the business of global recruitment.

Our services do not stop at finding the right candidates for you. As a responsible manpower solution provider, we do ensure that all selected candidates are properly briefed on employment transparent with the client as well as the candidate.



OUR ASSOCIATES

- ★ **New Delhi (Registered Branch)**
- ★ **Lucknow**
- ★ **Patna**
- ★ **Chennai**
- ★ **Bangalore**
- ★ **Hyderabad**
- ★ **Thiruvananthapuram**



BUSINESS ETHICS

We aim to provide extensive services to both the client & the candidates and ensure maximum job satisfaction. Our approach is very transparent. Adnan Enterprises believe in value of human capital which we consider as the most important asset of the company. We believe in the philosophy that 'success is a moving target' hence we keep on improving employee efficiency leading to organizational effectiveness. We believe in setting new & exemplary standards for delivering quality, professional commitments. We not only focus on providing extensive job services to candidates as per their requirement & expectations, but also provide best of recruitment services to our clients. We stand for the complete satisfaction of the clients recruiting manpower for various sectors and choosing the right person for the right job profile. We follow all rules & regulations set by Government of India ensuring fair practices reflecting in business.

CSR

We at Adnan Enterprises a great emphasis on the social & economic upgradation of the people around which we operate.

- Providing employment opportunities to people irrespective of any business based on Caste, Religion, Color.
- Imparting professional career guidance to youngsters & fresh graduates at free of cost.
- Providing financial support to stakeholders for their contingencies.
- Donations to charitable trust.
- Support / assistance to physically challenged.
- Providing Assistance to school going children.
- Providing help to financially poor people.
- Preserving natural resources — Paper Saving, Using Public Transport System, etc...

A strong sense of social responsibility is therefore an integral part of our value system.

SAUDI CULTURE ATTESTATION OFFICE NEW DELHI EMBASSY

ADNAN ENTERPRISES, a trusted provider for Visa, Attestation and consular services for decades. Our association with diplomatic missions in providing the services for the customers in India and Middle East have made ADNAN ENTERPRISES an icon of confidence in the minds of our customers. With special appreciation received from the Office of Cultural Attach — Kingdom of Saudi Arabia, we have been satisfying the customers by simplifying the process of Attestation and Visa stamping. As an approved agency and panel member of Royal Embassy of Saudi Arabia & Cultural attach, it will be our pleasure in associating with you for providing visa stamping and attestation services. The details are as follows:

CULTURE ATTESTATION - SAUDI ARABIA :

We are one of the registered Panel Agent of Saudi Cultural Attaché, Royal Embassy of Saudi Arabia, New Delhi, India. We are processing the entire document, related to recruitment of Ministry of Higher education, other government jobs, private jobs, which required attestation from Saudi Cultural Attach.

We would like to introduce ourselves as a specialist of legalization documents from all departments like HRD, Home Department Attestation as well as all Embassy Apostile Attestation.

We are a well managed by the group of young and experienced people with a strong technical and innovative team. We offer rich services to the clients for all Embassy Attestation. Genuine Attestation Services is the one-stop solution center for all Attestation requirements.

We Provide the Complete process of attestation for your Educational, Non-Educational, Commercial and all other Documents Attestation from HRD, MEA, GAD, SDM, NOTARY, HOME MINISTRY, ALL EMBASSIES, CONSULATE, and all other related departments.

The entire work is done as per the specific need of our customers & clients within the time frame promised.

We give importance to your precious documents & time. We assure you of our Best services at affordable prices and readiness to help you anytime during business hours.

- MEA
- Normal Apostille (MEA)
- Maharashtra Home +Apostille
- Maharashtra +MEA
- SDM+MEA
- SDM+Apostille
- CHAMBER of Commerce
- UAE Embassy
- Qatar Embassy
- Kuwait Embassy
- Saudi Embassy
- Oman Embassy
- Malaysia Embassy
- Iraq Embassy
- All other Embassy

OVERSEAS RECRUITMENT

We are recognised for our effective overseas placement consultancy services. Our staff has sound knowledge of all aspects of overseas placement and they work hard to provide our clients with the assistance for the most suitable overseas jobs.

AGENCY AGREEMENT:

We work in close co-ordination with our clients for executing an agency agreement stating the terms and conditions, which will then result in the manpower, trade going to be executed.

SEARCH:

Our consultants have specialization exclusively in overseas recruitment as per the requirement of our clients. We will help you identify a position's core competencies and build our interview around those selections so that, using our detailed interview summary, you will be able to make a more informed hiring decision.

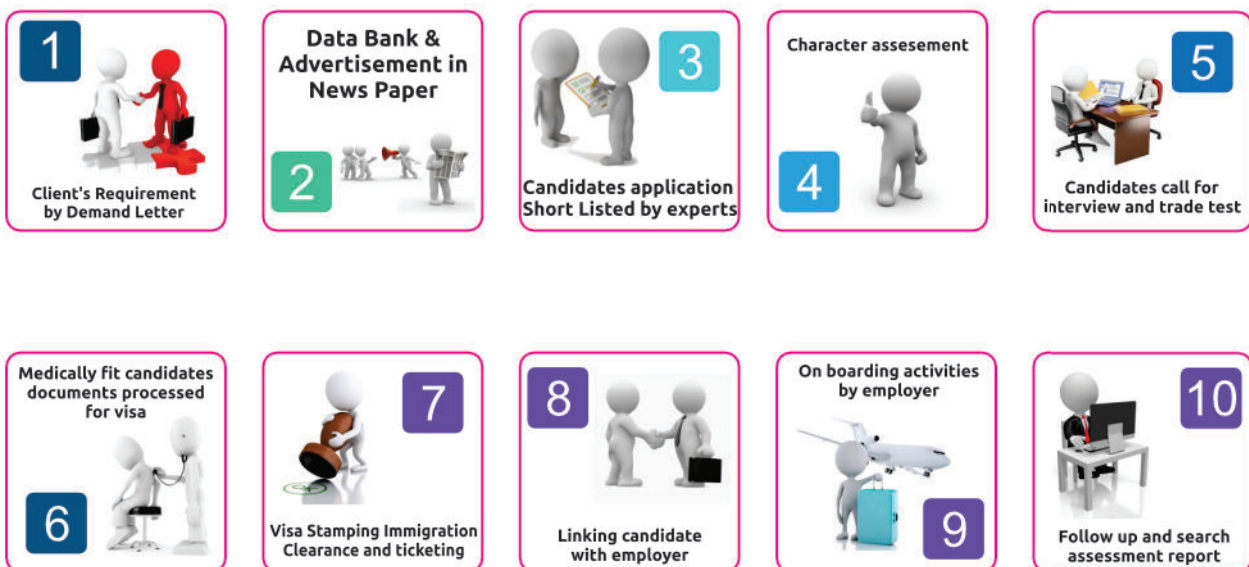
SELECTION:

Professionals and other manpower categories selected by us are carefully screened and rigidly trade tested in the countries from where they are required in order to insure this, our organisation retains a body of professional examiners and human resources management consultants to assist in rigid selection manpower. They relate well with you and understand your needs deeper. They also understand candidates better and deliver best-fit candidates in stipulated time.

INTERVIEW BY CLIENT'S:

We conduct formal interviews of the applicants at our office premises or at any other venue preferred by the Employer or his Delegates. The selection process is done with the help of experts under the direct supervision of our team professionals. We provide best secretarial assistance to the interviewers.

Recruitment process



REQUIRED DOCUMENTS

We require following documents from clients to grant recruitment authority from Indian Government & to advertise in Daily National News Papers.

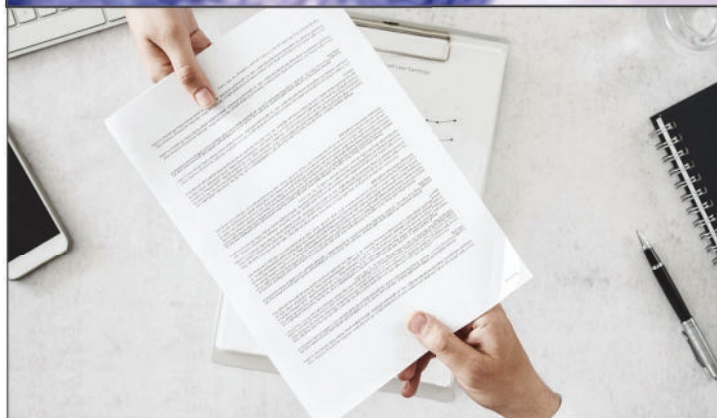
1. Power of Attorney (Attested by Chamber of Commerce and Foreign Affairs & Indian Embassy)
2. Demand Letter (Attested by Chamber of Commerce and Foreign Affairs & Indian Embassy)
3. Contract to be signed by Employer and Employee
4. Agreement Letter between Employer and Adnan Enterprises
5. Guarantee Letter

Required documents from Saudi Arabia to recruit Manpower from India

1. Visa Slip.
2. Consulate Authorization.
3. Demand Letter.
4. Power of attorney.
5. Commercial Registration.
6. Employment Contract.
7. Agency agreement.
8. Guarantee Letter.

Required documents from Malaysia to recruit the people from India

1. KDN approval (from Labour Ministry).
2. Translation letter (from Labour Ministry or Home Ministry).
3. Demand Letter.
4. Power of Attorney.
5. Agency Agreement.
6. Employment Contract.
7. His Excellency (Letter written by Employer Company to Malaysian Consulate in India).
8. Letter from Indian Embassy to Labour Department of India.
9. Notary Public.
10. ID copy of authorized person of Employer Company.



REGISTRATION CERTIFICATE

Royal Consulate General of Saudi Arabia
Mumbai
 (Only to Enter The Consulate)

Valid upto **10-02-2023**

UNOFFICIAL

Reg. No: **392/10/21/E**
 Name : **ADNAN ANSARI**
 Agency: **ADNAN ENTERPRISES**

Acting Consul General
MOHAMMED ABDULKAREEM ALENAZI

AGENCY CARD

وزارة التعليم
 Ministry of Education

Abdus Samad
 97181 49270

ADNAN ENTERPRISES

B4/162, 2nd Floor, Near Escort Hospital
 Sarai Julena, New Delhi - 110025

By Speed Post

No.I-11011/6033/2002-OE-1A
 भारत सरकार / Government of India
 विदेश मंत्रालय / Ministry of External Affairs
 (Office of Protector General of Emigrants)

Chankya Puri, Akbar Bhawan,
 New Delhi, Dated the 25th May, 2019

To,
M/s Adnan Enterprises, 5-A, Dargah Street, Opp Husein Colony,
 Khansaheb Compound, Near Mahim Police Station, Mahim (West), Mumbai-400016

Subject: **Renewal of Registration Certificate under the Emigration Act, 1983.**

Sir,

I am directed to refer to your application dated 02nd November, 2018 on the above cited subject and to enclose herewith your Registration Certificate No. B-0775/MUM/PART/1000+/5/6033/2002 and Emigration Book duly authenticated and valid upto 3rd February, 2024 duly endorsed on it.

2. Please acknowledge the original Registration Certificate and Emigration Book. In all future correspondence, please quote the Registration Certificate number in full.

3. This issues with the approval of the Protector General of Emigrants/ Registering Authority.

Note: The Terms and conditions of the Registration Certificate printed on the Certificate should be read carefully and violation of these and conditions may result in suspension/ cancellation of Registration Certificate.

Yours faithfully,
 (Asst. Secy) (A) (Signature)
 Under Secretary to the Government of India
 Tel. 011-24675142

Encl: As above

Copy to:
 1. POE Mumbai
 2. eMigrate, MEA
 3. PS to PGE
 4. Guard File

CERTIFICATE NO. B-0775/MUM/PART/1000+/5/6033/2002
 GOVERNMENT OF INDIA
 MINISTRY OF OVERSEAS INDIAN AFFAIRS
 CERTIFICATE

For grant of a Certificate under section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for employment of Indian workers with foreign employers.

is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:

(i) that the business shall be conducted at:
 5-A Dargah Street, Opp Husein Colony,
 Khansaheb Compound, Near Mahim Station,
 Mahim, Station, Mumbai (W.)
 Pin-400016.

(ii) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment Centre at a place other than the place indicated in the application, the holder of the certificate, has to obtain the prior approval of Registering Authority.

Validity of the Registration Certificate extended upto: **03-02-2024**
 Protector General of Emigrants

Validity of the Registration Certificate extended upto: **03-02-2024**
 Protector General of Emigrants

سفارة المملكة العربية السعودية
 نيودلهي

Box No:
B/22
 Date of Expiry:
03.02.2024

Abdus Samad
Adnan Enterprises
MUM/6033

اسم المندوب:
 اسم المكتب:
 رقم الترخيص:

القسم القنصلي
 فايز بن سلطان الزهراني
 FAIZ M. AL-ZAHIRANI

Valid Upto 31, Dec. 2016 **0119-A**

وزارة التعليم
 Ministry of Education

Representative's Name
ABDUS SAMAD
 Agency's Name
ADNAN ENTERPRISES
 Agency's License Number
B-0775/MUM/PART/1000+/5/6033/2002
 Agency's License, Valid Upto
03-02-2019

Signature Representative
 Signature of the Supervisor of Cultural Affairs

REPRESENTATIVE ENTRY CARD OF AUTHORISED AGENCY FOR THE PREMISES OF CULTURAL ATTACHE OFFICE

Royal Consulate General of Saudi Arabia
Mumbai
 (Only to Enter The Consulate)

Valid upto **10-02-2023**

UNOFFICIAL

Reg. No: **392/10/21/E**
 Name : **MUSTAFA DHOLAKIYA**
 Agency: **ADNAN ENTERPRISES**

Acting Consul General
MOHAMMED ABDULKAREEM ALENAZI

OUR ASSETS

We have had the opportunity to work or varied industries around Globe and we have experience in recruiting in the field of

Civil Construction	Electro Mechanical Contractor	Plant & Heavy Equipment	Infrastructure	Oil and Gas
Shipping & Logistics	Fit out and interior	Facility Management	Hospitality	Landscaping

We Adnan Enterprises supply the below mentioned categories from different parts of india.

Construction And Engineering	Engineers (Civil, Electrical, Mechanical, HVAC	General Foreman (Civil, Electrical, Mechanical HVAC,
Mason, Steel Fixer, Carpenter)	Charge Hand (Labour, Mason, Steel Fixer, Carpenter)	Store Keeper
Time Keeper	Document Controller	
Data Entry Operator	Computer Operator	Comp boss
Office Assistant	Office Boy	Mason (Block, Plaster, Tiles, Marble, Finishing)
Steel Fixer	Furniture Carpenter	Shuttering Carpenters
Scaffolder	General Helpers	Plant & Heavy Equipment Operators
Light Drivers	Bus Drivers	Heavy Duty Drivers (Truck / Trailer)
Bobcat Operator	Forklift Operator	JCB Operator
Shovel Operator	Bulldozer Operator	Excavator Operator
Mobile Crane Operator	Tower Crane Operator	Concrete Batching Plant
HVAC	Central Air Condition Mechanics	Window Air Conditioner Mechanics
Split Air Conditioner Mechanics	Mechanical	Mechanical Fitter
Plumber / Asst. Plumber	Pipo Fitter	Rigger
CNC Lathe Operators	Duct man	Duct Fabricator
Duct Erector	Duct Insulator	Welders (Structural, X-Ray, TIG, MIG, 3-G, 6:G, Pipe)
Diesel Mechanic	Auto Denter	Painter
Mechanical Helpers	Steward	Catering & Hotel Industries
Waiter	Room Boy	Cook
Asst. Cook	House Keeper	Barman
Butcher	Cleaners	Electrical
Electrician (House, Industrial, High, Tonion, HVAC)	Asst. Electrician	Electrical Helpers
Cable Jointer	Wins-r construction And Engineering	Engineers (Civil, Electrical, Mechanical, HVAC
General Foreman (Civil, Electrical, Mechanical HVAC, Mason, Steel Fixer, Carpenter)	Charge Hand (Labour, Mason, Steel Fixer, Carpenter)	Store Keeper
Time Keeper	Document Controller	Data Entry Operator
Computer Operator	Comp boss	Office Assistant
Office Boy	Mason (Block, Plaster, Tiles, Marble, Finishing)	Steel Fixer
Furniture Carpenter	Shuttering Carpenters	Scaffolder
General Helpers	Plant & Heavy Equipment Operators	Light Drivers
Heavy Duty Drivers (Truck / Trailer)	Bus Drivers	Bobcat Operator
Forklift Operator	JCB Operator	Shovel Operator
HVAC	Bulldozer Operator	Excavator Operator
Mobile Crane Operator	Tower Crane Operator	Concrete Batching Plant
Mechanica	Central Air Condition Mechanics	Window Air Conditioner Mechanics
Split Air Conditioner Mechanics	Plumber /Asst. Plumber	Mechanical Fitter
Pipo Fitter	Rigger	CNC Lathe Operators
Duct man	Duct Fabricator	Duct Erector
Duct Insulator	Welders (Structural, X-Ray, TIG, MIG, 3-G, 6:G, Pipe)	Diesel Mechanic
Auto Denter	Painter	Steward
Waiter	Mechanical Helpers	Catering & Hotel Industries
Room Boy	Cook	Asst. Cook
House Keeper	Barman	Butcher
Cleaners	Electrical	Electrician (House, Industrial, High, Tonion, HVAC)
Asst. Electrician	Electrical Helpers	Cable Jointer
M. • r • il Wins-r		



OUR ESTEEMED CLIENTS



ADNAN ENTERPRISES
RECRUITMENT AGENCY (INDIA)
An ISO Certified Company

مؤسسة عدنان
مستشاري قوي الأيدي العاملة

مصدق من قبل الحكومة الهندية ووزارة العمل - المعتمدة من السفارة السعودية نيودلهي
والقنصلية - مومباي رقم التسجيل - بي - ١٠٧٧٥ / بوم / انر / ١٠٠٠ / ٢٠٢٠ / ٢٠٢٣ / ٥ / ١

Head Office Address : (MUMBAI)

5-A Dargah Street, Khan Saab Compound, Fort Road, Opp. Mahim Police Station, Mumbai - 400016.

Contact Person : Mohammad Ilyas : +91-9869438647 / 9821421640

Contact Person : Mohammad Adnan : +91-7045260279

E-mail : abu_adnaan@yahoo.com / adnan@adnanenterprise.com

Telephone : +91-22-24443458

Email : adnaan.entp@gmail.com / info@adnanenterprise.com

Website : www.adnanenterprise.com

Branch Office Address : (DELHI)

B-4/ 162, Sarai Jullena, Near Escorts Heart Hospital, New Delhi - 110025, India

Contact Person : Mohammad Alam Ansari

Mobile : +91-9891576676

E-mail : abu_adnaan@yahoo.com

