



# SWIFT

Recruitment Agency  
OP&HRD/4852/RWP/2022

**NO.1  
RECRUITMENT**  
*Agency in  
Pakistan*

WE AIM TO PROVIDE RELIABLE AND FASTEST MANPOWER SOLUTION IN PAKISTAN



ISO9001-2015 Certified Recruiting Agency

# Swift Recruitment Agency

7 to 20 Days **Fastest Recruitment Processor**

1



Analyzing Client's  
Recruitment And  
Business Industry

2



Sourcing Talent  
Client Needs

3



Visa Processing  
And Immigration  
Formalities Of  
Offered Candidates

4



Mobilization  
and  
Onboarding

# COMPANAY LICENCE

Ministry of Overseas Pakistanis and Human Resource Development



## OVERSEAS EMPLOYMENT PROMOTER'S LICENCE

(Non-Transferable)

[See rule7 & 9 (1)]

**LICENCE NO**

**OP&HRD/4852/RWP/2022**

Mr./Ms. **Muhammad Shahid S/o Ghulam Muhammad**

Messer **Swift Recruiting Agency**



Whose photograph is affixed above, is hereby authorized to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the Emigration Rule, 1979.

This Licence expires on the thirty first day of **December, 2024**

Islamabad

Dated the **11 OCT 2022**



**Joint Secretary**  
Muhammad Zubair  
Joint Secretary (Emig)  
Ministry of Overseas Pakistanis &  
Human Resource Development  
Government of Pakistan  
Islamabad



# About Us

Swift Recruiting Agency is an emerging, passionate and skilled overseas employment agency. Swift Recruiting Agency has proved itself as the best recognized recruitment brand internationally. We are the best overseas employment promoter and an entrusted name for overseas clients.

Swift Recruiting Agency roots in Management Consultancy, helping us bring a unique approach to recruitment services. We recruit across different industries for overseas clients. We have supported and shaped the careers of over 2000+ experts and partnered with many companies to fill their staffing needs. We have been associated with potential recruitment agencies and corporate companies for a long time for Head Hunting & Mega recruitment projects. Our loyal team primarily focuses on sourcing qualified manpower, verifying them, processing them, and prompt deployments.

Swift Recruiting Agency aims to complete every single project on time up to the supreme satisfaction of our clients. We understand the importance of the on-time availability of manpower for the projects. Our process is a natural result of constant and engaged work throughout years of experience with major companies as we do our best to assure that the right person will be selected for the right job.



# CEO Message

First and foremost, we extend our sincere thanks and gratitude for showing your interest towards our organization.

This is my great pleasure to introduce ourselves as one of the leading manpower recruiting companies operating in the Rawalpindi Pakistan. I would like to bring it to our valued clients' notice that Our company , with its competent staff members, stands for quality services in order to meet desired demand of clients.

I always consider the fact that the human potentiality should be utilized to the maximum extent for the betterment of the world. Hence, our priority is always to bridge up the opportunities and the human resources. In short, 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 time.

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

Sincerely Yours,  
Swift Recruiting Agency  
Overseas Employment Promoters  
Chief Executive

Muhammad Shahid



# Director Overseas

Equipped with the most pivotal expertise, Over director overseas holds the reins of the team. Being in the business for years specifically for overseas affairs, he has got not only the intimacy of recruitment but he also pushed it to the position where it tenders the credence in market.

He invents and reinvents various ways and techniques for providing better and compatible solutions to clients' needs; hence delivers beyond comparison!



# Our Services



## Manpower Recruitment

We are obliged to deal with our clients and offer them qualitative recruitment within time. You are not only guiding yourself to have skilled qualities but also encountering successful results.



## Work Visa Service

Swift Recruiting Agency is the top-tier recruitment agency in Pakistan for Saudi Arabia. We practice manpower recruitment for employers in Saudi Arabia.



## Human Resource

While considering HR Services, we mostly deal with the job definitions to HR Forms, employee checklists to letters, and e-alerts to inform....

# Our Clients



**AL BADR**  
MEDICAL SERVICES



M. S. SOBE COMPANY  
**Al Shareef**



الشركة العربية للموارد البشرية  
Eastern Human Resources




**SEPCO** شركة سيبكو العربية  
SEPCO Arabia Co.



شركة المبر المتحدة المحدودة  
M&M UNITED COMPANY LTD.

 **GALAXY**  
INTERNATIONAL

 **GULF SKY GROUP**



# Our Clients

Oct 11, 2015  
Mr. BT & SONN  
LIC # HDD0385/RWP/2014  
Rasulpindi - Pakistan

**ATTN: Mr. Muhammad Tabir**  
**DEMAND LETTER**

Dear Sir,  
We require you to recruit the following suitable personnel for our company M/s. (M. S. Sonn Ahkharaf company) under visa number No: 1300784350, dated 21/08/2015, from Pakistan in per details:

SR.	CATEGORIES	QUANTITY	SALARY
01	H. DRIVER	05	SR 1300/-/mo.
02	LABOUR LOADING	25	SR 700/-/mo.
03	TI & BOY	05	SR 700/-/mo.
04	TRUSS MECHANIC	01	SR 1500-2000
05	PL ELECTRICAL TECHNICIAN (P.C.)	01	SR 1700-2200

After 20 months all the employees will get security increment of 25% & after completion of 3 years, contract they will get bonus of amount of 50000, if success will have company follow 5 year will not get 50000 but in emergency case may be.

- The following terms & conditions shall be included in the contract:
1. Period of Employment: 3 years contract.
  2. Place of Employment: All over Saudi Arabia.
  3. Working Hours: 28 hours per day and 8 hour per week.
  4. Residence permit: Provided by the company free of cost.
  5. Air ticket: 1st Class First class ticket provided every 2 year provided by the company.
  6. Accommodation, water & Electricity: Provided by the company.
  7. Transportation: Provided by the company.
  8. Annual Vacation: 42 days after 2 year with pay & air ticket.
  9. Medical Insurance: Provided by the company.
  10. Retirement: As per Saudi Labor Law.
  11. Trade Unions: Not allowed in the factory.
  12. Discipline: As per Saudi Labor Law.
- All other terms and conditions shall be according with the prevailing laws of Saudi Arabia.

Ali M. S. Ahkharaf  
General Manager



P.O. Box 7900, Jeddah 21461, Saudi Arabia  
Tel: +966 (0) 2 885 0254  
Fax: +966 (0) 2 885 0685

رقب: 7900 جده 21461  
هاتف: +966 (0) 2 885 0254  
فاكس: +966 (0) 2 885 0685

Value: 227 Jan, 2015

## DEMAND LETTER

TO: M/S BT AND SONN COMPANY EMPLOYMENT PROGRAMS  
PO BOX 218 & HDD0385/RWP/2014  
Pakistan.

Dear Sir/Madam,

We request you to recruit and provide the following suitable personnel for our company from Pakistan in per the details given below from BT AND SONN COMPANY EMPLOYMENT PROGRAMS, Pakistan.

Number of Jobs Required

Sl. No	Job Title	Job Category	Qty	Salary in SAR
01	H. DRIVER	General Worker	05	500

- The following Terms & Conditions shall be included in the Contract:
1. Period of Employment: 3 years contract.
  2. Air Ticket: Provided after the completion of last year's contract.
  3. Working Hours: 28 hrs / week, 8 hrs. per day's work contract.
  4. Over Time: As per Saudi Arabia Labor Law.
  5. Probation period: 90 days.
  6. Residence Permit: Provided by the company free of cost.
  7. Accommodation & Transportation: Provided by the company.
  8. Trade Unions: Not allowed in the factory.
  9. Salary: 25 days per year.
  10. Medical Insurance: As per Saudi Arabia Labor Law.
  11. Other Terms & Conditions: As per Saudi Arabia Labor Law.

Thanking you,

Authorized Signatory  
M/S EASTERN HUMAN RESOURCES COMPANY



شركة الشرق الأوسط للإنشاء والتعمير  
Eastern Human Resources

# Our Clients

Recruitment for contract

C.E. 310028777

Recruitment/Industrial

بسم الله الرحمن الرحيم

مكتب وشركة التوظيف

310028777 - 0000

Recruitment/Industrial

**Demand Letter**

To: SA, HT & SOSS  
LC # 0000200000000000  
Ravelpindi - Pakistan

Subject: Demand Letter for Recruitment of Maintenance

Dear Sir,  
Please arrange the recruitment of Pakistan's workers of the following categories at the rate of Salary package shown against each employee for our establishment vide our Visa No. 29401447 Dated 29/05/2022.

Sl	Category	No	Basic Salary
1	Heavy Driver	08	1500
Total		08	08

- The terms and conditions of the contract will be as under:
1. Period of contract - 2 Years.
  2. Probation Period - 3 Months.
  3. Daily working hours - 08 Hours.
  4. Weekly Holidays - 1 Day.
  5. Accommodation - Company will provide.
  6. Transportation - Company will provide.
  7. Messing Facilities - As per company Policy.
  8. Company will provide food.
  9. Medical Facilities - As per company Policy.
  10. Air Passage - Round Ticket After completed 12 months.
  11. Other fringe benefits - As per company policy.

Signature of Employer

Signature of Agent

**Demand Letter**

To: SA, HT & SOSS  
LC # 0000200000000000  
Ravelpindi - Pakistan

Subject: Demand Letter for Recruitment of Maintenance

Dear Sir,  
Please arrange the recruitment of Pakistan's workers of the following categories at the rate of Salary package shown against each employee for our establishment vide our Visa No. 29401447 Dated 29/05/2022.

Sl	Category	No	Basic Salary
1	Worker	08	1500
Total		08	08

- The terms and conditions of the contract will be as under:
1. Period of contract - 2 Years.
  2. Probation Period - 3 Months.
  3. Daily working hours - 08 Hours.
  4. Weekly Holidays - 1 Day.
  5. Accommodation - Company will provide.
  6. Transportation - As per company Policy.
  7. Messing Facilities - As per company Policy.
  8. Company will provide food.
  9. Medical Facilities - As per company Policy.
  10. Air Passage - Round Ticket After completed 12 months.
  11. Other fringe benefits - As per company policy.

Signature of Employer

Signature of Agent

# Our Clients

## UNIVERSAL FACTORY

The Recruit & Manufacturer of Steel and Metal  
C.R. 402/9829 - C.G. 12942

**المصنع العالمي**  
شركة تصنيع وصيانة الصلب والاسمنت  
ج.ب. 402/9829 - ج.ج. 12942

Date: 19/03/2019  
MEMORANDUM  
TO: HRD/OP & HRD No. 3585/2014  
FROM: HRD/OP & HRD No. 3585/2014

Office No. 214/Floor: 40-Accade Pakistan  
Saeed Town, Rawalpindi, Pakistan  
Tel: +92-51-4822211  
Licenses: OP & HRD No. 3585/2014  
REF: Work Visa No. 32058128, Dweet  
30002198 JL (1449/2018) issued at  
Jeddah, U.S.A.

We hereby authorize you as source manpower of the following categories from PAKISTAN to work for our company as per the following details.

Sr	Category	Arabic Category	Quantity	Minimum Salary/Year
1	Maintenance Mechanic	ميكانيك صيانة	01	SR.2250-3050-300
2	Welding Heating Furnace Operator	معالج فرن اللحام	02	SR.1800-300
3	Turner	خراش	01	SR.2250-300
4	Hot Rolling Worker	العمل في فرن الصلب	05	SR.1500-300

### Terms and Conditions:

- Place of Employment: Saudi Arabia
- Period of Employment: 2 years (Renewable)
- Probation Period: 3 Months
- Accommodation: Provided by the company
- Local Transportation: Provided by the company
- Medical: Provided by the company
- Leave Benefit: as per Saudi Arabia Labour Law
- Working hours: 8 hours per day or 6 Days a week
- Ticket: ( Return Ticket To Home Country every 2 Years of Service.

For Universal Factory for Recruit & Manufacturer of Steel & Metal

Executive HR

A Branch of Universal City and Heat Exchangers Industries  
Head Office - Phase 2, Islamabad City  
Tel: 992 2344 882288; Fax: 992 2377 333333; 992 232 9722  
P.O. Box 28807 - 44000-17100 - U.S.A. - Fairfax Meadows Industrial Area  
E-mail: ufihrd@universal.com / ufihrd@universal.com

شركة تصنيع وصيانة الصلب والاسمنت  
مكتب الموارد البشرية  
عنوان: ج.ب. 402/9829 - ج.ج. 12942  
هاتف: 992 2344 882288 - فاكس: 992 2377 333333 - 992 232 9722  
صندوق بريد: 28807 - 44000-17100 - الولايات المتحدة الأمريكية - منطقة  
صناعة الميادون الصناعية - فايرفاكس  
البريد الإلكتروني: ufihrd@universal.com / ufihrd@universal.com



رقم الوثيقة:  
4784446

**مطعم الميراث**  
Member's Detail:  
ALDAJAJ ALMOGROSH RESTAURANTS  
CO

Member ID: 16494  
C.R. No: 300248794  
S.I: 9114772440  
Fax: 9114767177

رقم الترخيص:  
18494  
رقم الترخيص:  
31024791  
3114772440  
3114767177

التاريخ:  
23/04/2019  
24/12/2019

Date: 14/12/2019 G  
Demand Letter  
M/s ME and Sons OEP Licenses Op & HRD/3585/2014 - Islamabad - Pakistan Phase 2002 (14) following category agents for following block visa for on behalf of our Company Employee Catering Company Saudi Arabia.  
Visa Number: 1302813794  
Sponsor ID: 300248794  
Issue Date: 05-07-1441 H

التاريخ: 2019-12-24  
مطلب طلب  
السادة (إم بي أند سونز) شركة تصنيع وصيانة الصلب والاسمنت (HRD/3585/RWP/2014) Islamabad - Pakistan Phase 2002 (14) following category agents for following block visa for on behalf of our Company Employee Catering Company Saudi Arabia.  
رقم الترخيص: 1302813794  
رقم الترخيص: 300248794  
رقم الترخيص: 300248794  
تاريخ الإصدار: 05-07-1441 H

Sr	Category	شعبة	العدد QTY	الراتب Salary	مبلغ علاوة Food Allowance
1	Labor	عمال	10	1000	200
Total - الاجمالي					10

شركة تصنيع وصيانة الصلب والاسمنت  
مكتب الموارد البشرية

شركة تصنيع وصيانة الصلب والاسمنت  
مكتب الموارد البشرية

# Our Clients

رقم الوثيقة : 4284654  
**مجلس الإمارات**  
 Board Chairman  
 مجلس الإمارات - خدمات التوظيف

Member's Details:  
 ALDIAJAJ ALMOGHRISH RESTAURANTS  
 CO  
 Member ID: 164994  
 C.R. No: 300204791  
 Tel: 814772448  
 Fax: 814762777

2051  
 29/1/19

التاريخ : 27/02/1441  
 26/10/2019  
 السيد /إبراهيم بن عبد العزيز السويدي - مسقط - عمان

Date: 26/10/2019 G  
**Demand Letter**  
 M&RT and Sons OEP License Op & HRD/3585/RWP/2014 - Islamabad - Pakistan Please remark (P) following category against our following black visa to on behalf of our Company Employee Catering Company Saudi Arabia  
 Visa Number: 7002791180  
 Sponsor ID: 7001545917  
 Issue Date: 16-02-1441 H

SR. NO	Category	المهنة	العدد QTY	الراتب Salary	بدل غذاء Food Allowance
1	Labour	مجنل	9	1700 SR	Free
Total - الإجمالي			9		

رقم الوثيقة : 4284664  
**مجلس الإمارات**  
 Board Chairman  
 مجلس الإمارات - خدمات التوظيف

Member's Details:  
 ALDIAJAJ ALMOGHRISH RESTAURANTS  
 CO  
 Member ID: 164994  
 C.R. No: 300204791  
 Tel: 814772448  
 Fax: 814762777

2051  
 29/1/19

التاريخ : 27/02/1441  
 26/10/2019  
 السيد /إبراهيم بن عبد العزيز السويدي - مسقط - عمان

Date: 26/10/2019 G

**Demand Letter**  
 M&RT and Sons OEP License Op & HRD/3585/RWP/2014 - Islamabad - Pakistan. Please remark (P) following categories against our following black visa to on behalf of our Company Employee Catering Company Riyadh Saudi Arabia.  
 Visa Number: 7002791180  
 Sponsor ID: 7001545917  
 Issue Date: 16-02-1441 H

S. NO	CATEGORY	QTY	SALARY + FOOD ALLOWANCE
01	Truck Drivers	11	SR 1600 + FOOD

# Our Clients

NASIM S. AL-MUSABBI CONT. EST.

Trading, Network solutions, IT/PMO/ Project Support  
Services, Rental Heavy Equipment, Marine Maintenance  
Maintenance & Operations, General Contracting.

C.N. 000000000



**Demand Letter**

Date: 27/07/2015

To,  
ET AND NONS OVERSEAS EMPLOYMENT PROMOTORS  
License No. HRD/3585/RWP/2014

Dear Sir,

This is to request you to recruit the following Pakistan workers for employment on the behalf of our company and alias with the relevant authorities concerning recruitment under following terms and conditions our block visa no 13066/03864 Dated 1436-08-21.

S.No.	CATEGORY	QTY	SALARY (\$K)
1	CONSTRUCTION LABOUR	100	1100-200/02

**TOTAL VISA 100**

**Terms & Conditions:**

Food	No provided by company
Accommodation	Provided by company
Medical	Provided by company
Uniform	Provided by company
Transportation	Provided by company
Over time	As per company rules
Working hours/days	10 hours/Day
Period of Contract	2 Years
Leave	15 Days/year DR as per company policy
Joining Air Ticket	Provided (not provided by company)
Return Air Ticket	Provided by Company (After completion of contract)
Residential Permit	Provided/not provided by the company

All other terms and conditions are as per the Country Labor Law.

Thanking you,

**NASIM SOLMAN AL-MUSABBI**  
GENERAL MANAGER

Website: [www.nasim.com.pk](http://www.nasim.com.pk), P.O.Box: 4852, Dammam - 31411, Al-Qadisiyah - 31001, Tel: (965) 3349177 Fax: (965) 3349138  
Mobile: 9950771237, 9950744242 Email: [info@nasim.com.pk](mailto:info@nasim.com.pk), [hrd@nasim.com.pk](mailto:hrd@nasim.com.pk), [www@nasim.com.pk](mailto:www@nasim.com.pk)

**AL BADR**

MEDICAL SERVICES



الخدمات الطبية

Jan 7, 2016

M/L ET & NONS  
LIC# HRD/3585/RWP/2014  
Rawalpindi - Pakistan

ATT: Mr. Muhammad Tahir  
DEMAND LETTER

Dear Sir,

We request you to recruit the following suitable personnel for our company M/s. Al Badr Medical Group & Maktab - Jeddah under visa number No.130668444 dated 15/11/2015, from Pakistan as per details given below:

S#	CATEGORIES	QUANTITY	SALARY
01	Nurse (Female)	5	\$6,000

The following terms & condition shall be included in the contract:

- |   |  |
|---|--|
| 1) Period of Employment                 | 2 years  |
| 2) Place of Employment                  | Jeddah & Jeddah, Saudi Arabia  |
| 3) Working hours                        | 08 hours per day and 5 days per week   |
| 4) Resident permit                      | Provided by the company 100%   |
| 5) Air ticket                           | One way from air port provided every 2 years   |
| 6) Accommodation, water & electricity   | Provided by the company  |
| 7) Transportation                       | Provided by the company  |
| 8) Annual vacation                      | 15 days after 1 year with pay  |
| 9) Medical / Insurance                  | Provided by the company  |
| 10) Gratuity                            | As per Saudi Labor Law (15 days after 1 year with pay included in the salary)  |
| 11) Food Allowance                      | 1500 Saudi   |
| 12) Overtime                            | 1.5 times after  |
| 13) Probation period                    | 3 months probation and practical scientific and practical experience verified by the Saudi C-Consultant and the Saudi cultural attaché & 1 Medical Director and technical government must pass Prometric test before operating for using the Saudi C-Consultant for Health Registration in Saudi. Worker is qualified to work and reference attached to employer to employ in his country and not to carry any work of his work. |
| 14) Scientific experience and practical |  |

All other terms and conditions shall be accordance with the prevailing labor law of Saudi Arabia.

We look forward to welcome you at

**Al Badr Medical Group**  
General Manager  
Mr. Usayb Al-Masri



مكتبنا في: جدة - الرياض - الكويت - قطر - البحرين - عمان - الإمارات العربية المتحدة - مصر - ليبيا - السودان - اليمن - العراق - سوريا - لبنان - فلسطين - الأردن - مصر - ليبيا - السودان - اليمن - العراق - سوريا - لبنان - فلسطين - الأردن - مصر - ليبيا - السودان - اليمن - العراق - سوريا - لبنان - فلسطين - الأردن



# SWIFT

Recruitment Agency  
OP&HRD/4852/RWP/2022



PAK: + 92 330 634 5739 / KSA : +966 54 058 5627



Office # 10/A, Ground Floor Ali Arcade Plaza, 78/A Block ,  
6th road satellite town Rawalpindi



ms3532701@gmail.com



[www.swiftmanpowerrecruitment.com](http://www.swiftmanpowerrecruitment.com)