



Approved By Ministry of Overseas Indian Affairs  
License No.:B-0403/MUM/PER/1000+/5/8837/2012



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**QUALITY STAFFING  
AND HR SOLUTIONS**

[www.leoenterprises.co.in](http://www.leoenterprises.co.in)



## WELCOME TO LEO ENTERPRISE

We cater to the individual needs of the clients engaged in various Industries such as Heavy Engineering Construction, Oil & Gas Industry, Hotel & Restaurant, Account & Finance, Airline, Hospital, Telecommunication, Marine Engineering and others.

leo enterprises since its inception has grown in leaps & bounds providing quality staffing & HR solutions to various corporates.

Today boast of the trust of clients, guarantee of services in competitive edge, international expertise, right candidates placement and virtueness of team have made us specialists and pioneers of industry. We continue to strive manpower efficiency to our clients.

## WHY US?

300 satisfied customers throughout Arabian Gulf Countries. Our corporate office is based in Mumbai, India and we have several offices throughout major cities in India. leo enterprises, an ISO 9001:2008 Certified Recruitment agency, with the approval of The Ministry of Overseas Indian Affairs which has gained substantial experience and developed a niche for specific recruitment overseas.

For more than 18 years, we have been helping our clients win by connecting the potential of people to the ambition of business. Our talent expertise makes us the worldwide leader in innovative work solutions. In an economy that has been in a state of volatility for years, recruitment has been all about precision.





**Khurshid Farooqui**  
**MD**

### **MD MESSAGE**

Being India's leading government recognized manpower consultant, LEO ENTERPRISES has become the ideal choice of leading companies who wish to recruit professional human resources from India.

The recruitment operations at Leo Enterprises is a highly defined and exclusive process, instrumented by priority, precision, pragmatism and expediency. The company adheres to a highly competitive and standardized methodology for the process of selecting 'the best' from amongst 'the best'. This methodology has been under sustained perfection. This infallible methodology is reflected in the confidence and trust of its vast clientele.



**LEO ENTERPRISES SINCE ITS INCEPTION  
HAS GROWN IN LEAPS & BOUNDS**

“ LEO ENTERPRISES SEAMLESSLY INTEGRATED TO BUSINESS AS AN INEVITABLE HR SERVICES PROVIDER.”

— **VISION** —

“ LEO ENTERPRISES AS AN ORGANIZATION AIMS AT HELPING BUSINESSES GROW BY MATCHING THE RIGHT TALENT TO THE SPECIALIZED STAFFING AND CONSULTING NEEDS BUILDING CAREERS FOR THE PROFESSIONALS.”

— **MISSION** —



**OUR HR EXPERTISE LIES IN THE CURRENT BOOMING INDUSTRIES.**



# OUR TEAM



Khurshid Farooqui  
MD



Parvez Farooqui  
Executive Director



Muzaffar Mujawar  
BDM



Farogh Ahsan  
Marketing Manager



# FACILITIES



## Location :

We are authorized agency for documents attestation and visa stamping legitimated by The Overseas Ministry Affairs at Navi Mumbai. Advantage of being in Navi Mumbai is the connectivity to the transport. Huge space, Employment/Industrialist hub, broad way roads, facilities of luxury hotels nearby and restaurants serving great delicacies of town. Best is eco friendly, planned network connectivity. With the international airport expected to be functional by 2018 and work on the Mumbai Trans-Harbour Link expected to start soon, along with the upcoming Metro route from Belapur to Taloja, experts informed that the city has benchmarked infrastructure development



## Hotels Nearby :

There are many luxury hotels around Navi Mumbai – a peaceful city. You can rejuvenate seeing the mesmerising scenic beauty here compare to city Mumbai. Hotels like Four Points, Ibis, Country INN, RAMADA are located nearby. Our office location caters to your requirements essential nearby. Navi Mumbai has various recreational facilities such as the golf course, central park, water falls in Kharghar, Parsik Hill, Wonders park in Nerul, mini seashore or Sagar Vihar and several gardens and jogging tracks.



## Interview Facilities :

The office state-of-the-art infrastructural setup which covers land area of 4000sq ft which comprises of fully air-conditioned cabins meant only for overseas clients to conduct interview. Overseas client can flexibly devote the required time period on applicants during interviews in these well-furnished cabins. Conference rooms available for meetings, High speed of internet for presentations, surfing internet. Facility of calling - domestic and international. Video conferencing for discussion of projects or session with candidates on particular topic, conducting Skype interviews, waiting room for candidates.



## Networking:

Our primary goal is to assist the growth of our clients by offering a total solution to their recruitment needs. We have the best known sources all over India. Also, internationally, we are well connected with embassies and extinguish clients which embark our manpower consultant the best recruitment agency. leo enterprises is known for its best recruitment facilities. The Company's keen understanding of multinational issues and facilities, and the environments enables us to be unique along with a global perspective. Our teams have decades of Indian and global work experience and have developed a thorough understanding of business trends and facility need of diverse sectors throughout the years.





# GALLERY







# RECRUITMENT PROCEDURE

## Analysis :

Analysing initiates the manpower recruiting process. Meeting the new need in an organization -this may be an entry-, mid- or upper-level management position. Criteria such as skills and competencies, experience, age, and education that best serve the position are also identified. Using this information, a standard application form is prepared to collate information provided by the applicants, in addition to their own resumes. The vacancy is then advertised.

## Processing :

The processing entails going through the applications submitted by the jobseekers. The employer identifies candidates who are suitable for the initial interview, which may be conducted over the phone, Skype interview or face to face. The candidate's character and communication skills are screened. The employer collects data through note-taking during the interview process and its cross checked.

## Shortlisting :

Analysing initiates the manpower recruiting process. Meeting the new need in an organization -this may be an entry-, mid- or upper-level management position. Criteria such as skills and competencies, experience, age, and education that best serve the position are also identified. Using this information, a standard application form is prepared to collate information provided by the applicants, in addition to their own resumes. The vacancy is then advertised.

## Selecting :

Selecting involves cross checking with the references provided. Information about the character and competencies of the applicant, the company applicant worked. Employers also carry out background checks to establish criminal records. A final interview may be carried out with the selected applicant to discuss matters such as salary, wages and working schedules. The interview also involve at times skill test which is been interviewed by the client, they conduct Skype interview or they personally attend the applicant. The selection process ends when the employer offers the vacant position to the most qualified candidate.

## Medical check-up :

After final selection, we send the candidates for medical check-up at the authorized medical centres the respective embassies of the country of employment.

## Further Assessment Training :

Employees passing the test or interview will be trained for further knowledge and skill to meet the standard qualification. The training programs include the languages training, skill improvement and orientation program with information about their duties and responsibilities while abroad and working environment and living conditions in the country as well as salient features of labour laws of the country.

## Application for visa:

Visa application will be submitted to the respective embassies of countries on basis of working , obtained by the employer's (work visa).

## Ticketing and Emigration:

The employer may send travelling expenses in favour of Manpower Recruitment in order to facilitate travelling as scheduled. We will obtain Emigration Clearance from the concerned Government Department for the candidates. Then, the applicants are ready to board the flight for respective work country.





# INDUSTRY



CONSTRUCTION



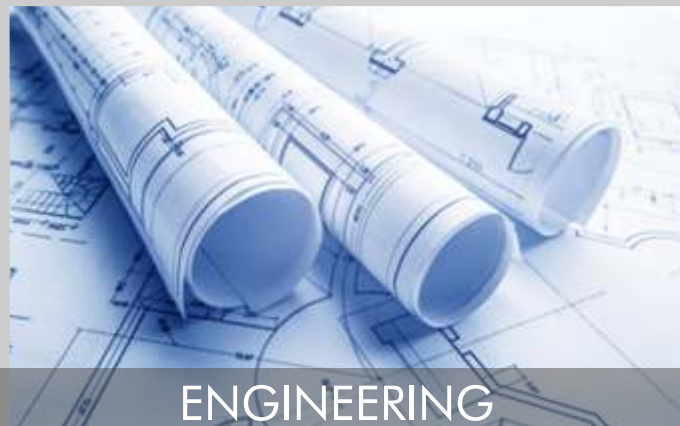
OIL & GAS



HOSPITALITY



HEALTHCARE



ENGINEERING



IT & TELECOM INDUSTRY



AGRICULTURE



RAILWAY

OUR CLIENTS

