

لیو انٹرپرائزیز



LEO ENTERPRISES

ASSOCIATE OFFICES :

- NEPAL
- BANGLADESH
- UAE
- PHILIPPINES

HEAD OFFICE :

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Near Sanpada Station,
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Vashi, Navi Mumbai - 400 703.
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E : contact@leoenterprises.co.in

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Resourcing & Workforce Solutions

Approved by Ministry of Overseas Indian Affairs
B-0403/MUM/PER/1000+/5/8837/2012

DATA
ANALYSIS



Recruiting Exceptional Talents

LEO Enterprises is a leading executive search and selection company. We provide our clients with the most innovative executive search and selection methodologies, industry expertise and networking capabilities. Our services provide competitive advantage to clients through executive recruitment and high value human recourse consultancy.

Leo Enterprises, Approved By Ministry of Overseas Indian Affairs

License No: **B - 0403/MUM/PER/1000+/5/8837/2012** has been pioneer in Providing Human Capital to emerging industries in both Blue and White collar personnel. 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 corporate.

Today we boast of the trust of our 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.

“ Inception has grown in leaps to the corporate, managed service approach to recruitment ”



Khurshid Ahmed Farooqui
Founder / Chairman

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.



Farogh Ahsan
General Manager - Overseas

Being a Part of LEO ENTERPRISES for 10+ years, it gives me immense pleasure to serve our Business partners. LEO Enterprises is always striving to recruit, nurture and provide assign the best employees the region has to offer and being General Manager I feel highly honored to ensure all these commitments in perpetuation.

Working with our Respected Business Partners from every sector be it EPC/MEPI, Oil/Gas/Petrochemical, Power/Energy, Cement, Hospitality, Health care, FMCG throughout Middle East, I ensure all our practices are designed to be comprehensive and with complete transparency.

It's not just about work with us it's about a 360 approach that balances work with the diverse needs and interests of our employees. Thank you for taking time to learn about us. We would be glad offering the services ensuring the best quality in most suitable time frame.

Our Vision Mission & Values

Our Vision

Leo Enterprises aspire to be a profitable, respected, executive search and selection consultancy. To provide comprehensive, value-added executive recruitment services to our clients through a well-rewarded, dedicated term who work in an enjoyable and challenging working environment.

Our Mission

Leo Enterprises search and selection's mission is to make a significant commercial contribution to our client's successes through delivery of imaginative, creative and effective consultancy solution.

Our values

Clients and candidates are of paramount importance; this is reflected in our attention to detail, our integrity and discretion.

We strive for flexibility and creativity, at all times focusing on each client's individual requirements and delivering effective, tailor-made solutions.

We will provide a committed and through service, take nothing for granted and be rigorous in our efforts to deliver the highest quality results.

Our Management Team





OUR SERVICES ADDING REAL VALUE TO YOUR ORGANISATION

Passion

Integrity

Belief

Our executive recruitment and executive search consultants operate with the highest levels of professionalism, integrity and ethics.

We strive to always exceed our clients' expectations by adding real value to their business. Our ambition for our clients' success means we are always proactive and creative in identifying new services in markets. We invest heavily in training and development ensuring that all of our executive recruitment consultants apply the most reliable and effective tools and techniques for solving clients' challenges in a consistent manner.

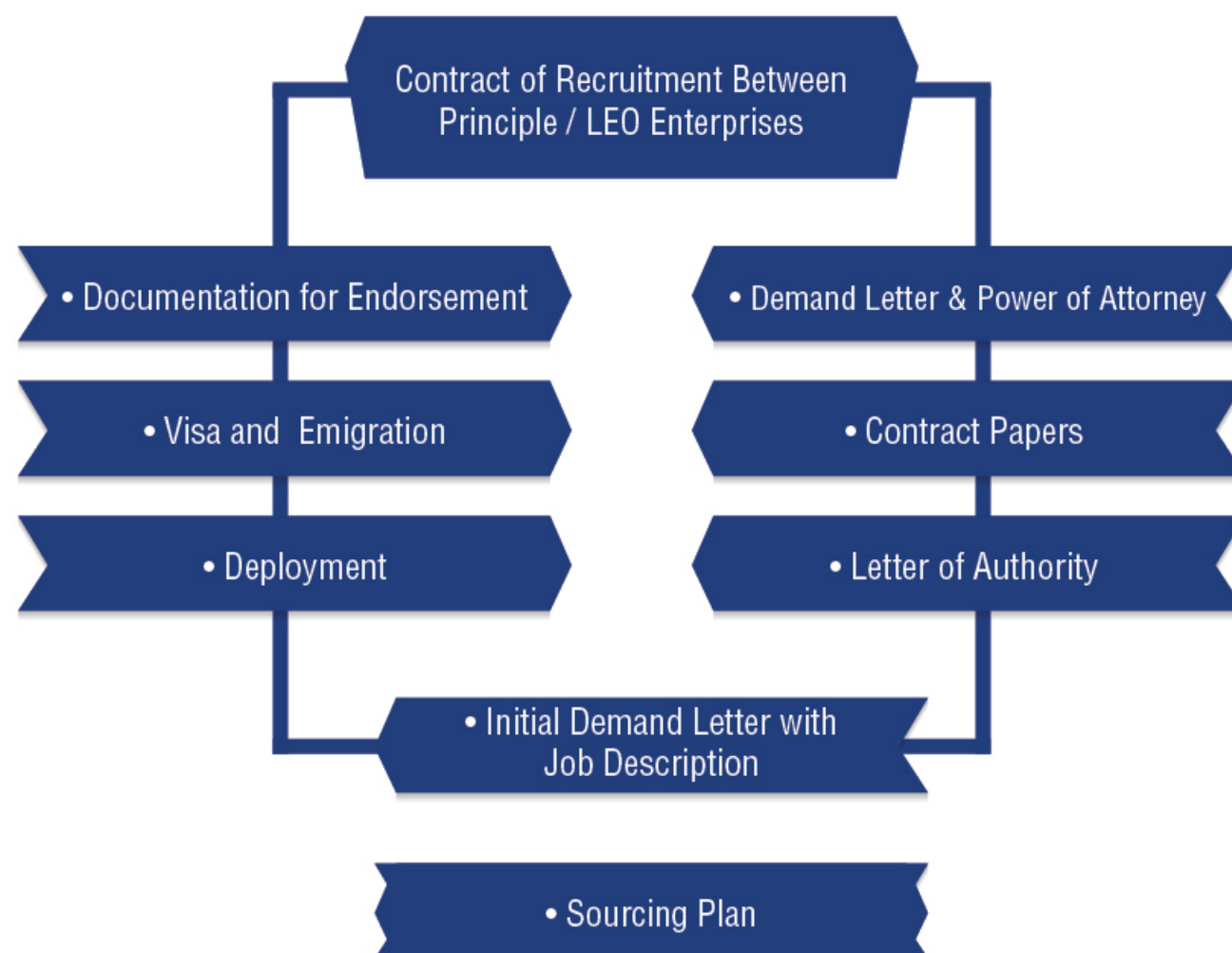
We work closely with our clients and have a wealth of knowledge and experience. Our executive recruitment skills are second to none.

“ OUR CONSULTANTS ARE ADAPTABLE AND APPROACH EACH RECRUITMENT ASSIGNMENT WITH IMAGINATION AND INITIATIVE. THEY ARE ALSO VERY DETERMINED - THEY MAKE THINGS HAPPEN. ”

- Executive search
- Management search
- Advertising selection
- Rapid database search
- Psychometric profiling
- Merger and acquisition research
- Recruitment process consulting
- Market intelligence / competitor analysis
- Salary surveys
- Response handling
- Agency management

BUSINESS RECRUITMENT WORK PROCESS

A Bird Eye View



DOCUMENTATION FORMALITIES

We follow the in-detail government provisions to avoid unnecessary hassles to the candidates. Basically, we require the following types of documents before making a final deal for sending candidates to overseas.

1. DEMAND LETTER :

Demand letter should be addressed to LEO Enterprises. The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits. Demand Letter should be signed by authorized person, bear company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

2. POWER OF ATTORNEY :

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes LEO Enterprises, Government Registered Licence _____ for sending workers legally. Power of Attorney should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

3. EMPLOYMENT AGREEMENT :

The employing company provide the employee employment agreement as per demand letter. The employment contract should be signed by authorized person and bear company seal.

4. SERVICE AGREEMENT :

Employing Company should provide us service agreement between company and recruitment agency. The service agreement should be signed by authorized person and bear company seal.

5. ELECTRONIC AUTHORIZATION LETTER :

The Saudi Government has introduced new online system called Enjaz it for obtaining MOFA number of candidates. For this, you have to authorize us through a Local Saudi Agency or directly from your side.

LEO Enterprises Executive Search and Selection Process

- Analysis
- Processing
- Short Listing
- Selecting
- Medical Check-Up
- Further Assessment
- Training
- Application for Visa
- Ticketing and Emigration



SKILLS



CANDIDATE



SEARCH



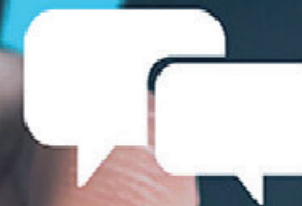
CAREER



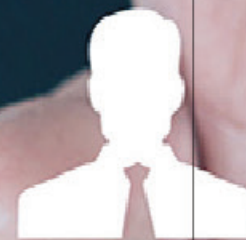
APPLICATION



CV

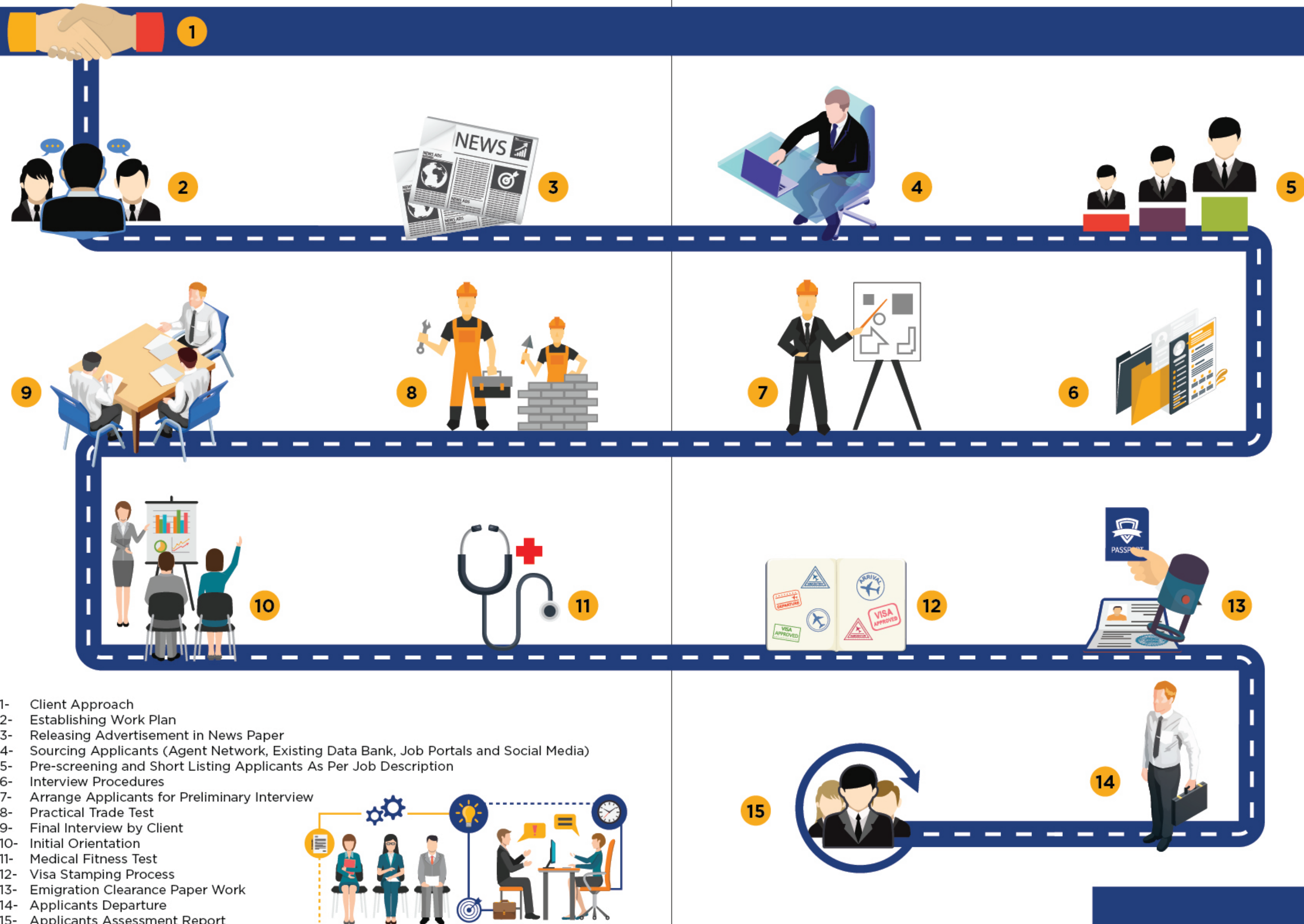


INTERVIEW



EMPLOYEE

RECRUITMENT



INDUSTRIES

We have recruiting professionals, Managers, Engineers etc. to following industries:



Air - Conditioning & Refrigeration



Civil Construction



Engineering



Hospitals



Automobile



Trading



Textile & Garments



Oil & Gas Industry



Consulting Firm



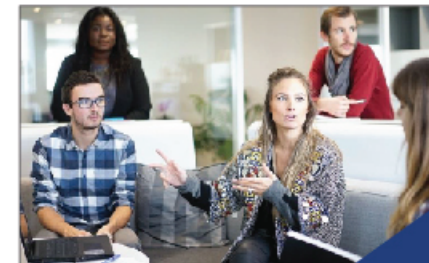
Account & Finance



Hospitality



Maintenance



Marketing



Interior

- Chef / Cook
 - Instrument Fitter
 - Civil Foreman
 - Foreman
 - Mason
 - Carpenters
 - Aluminium Fabricators
 - Welders & Fabricators
 - Auto Mechanics
 - Auto electricians
 - Plumbing foreman
 - Electrical foreman
 - Electricians
 - Steel fixer
 - Air-Conditioning Mechanics
 - Loader Operator
 - Turner
 - Duct man
 - Storekeeper / Telecaller
 - Safety Officer
 - Furnace Operators
 - Administrative Assistants
 - Male Nurses
 - Workshop Foreman
 - Laboratory Technicians
 - Sanitary Fitter
 - Excavator Foreman
 - Laundry Man
 - Dry Cleaning Operators
 - Structural Steel Erector
 - Gardeners
 - Ticketing clerk
 - Purchase Officers
 - Lathe Operator
 - Pipe Fitter
 - Fabricator
 - Helper / Cleaner
 - Waiter / Steward



“LEO Enterprises Ready to help you achieve that, and **more**”

- Leo Enterprises structure a compensation package consistent with the candidate's abilities and the client's needs. Our position as intermediary allows us to calibrate a fair and reasonable offer that is satisfactory to both parties.
- We provide candidates for all the level right from un-skill, semi -skilled, skilled technicians, office staff, engineers and others.
- Leo enterprises is best in recruiting most of the sectors comprising of Civil MEP, Maintenance, Retail, Hospitality, manufacturing etc.

CIVIL



Shuttering Carpenter



Furniture Carpenter



Mason



Steel Fixer

CIVIL



Scaffolder



Gypsum Carpenter

MEP



Electrical Technicians



HVAC



Ducting



Plumbing



Welding



Heavy Equipment Mechanic



Rigger



Trailer



Pipe Fitter



Light Mechanic



Networking



Dozer



Chef De Party



Crew Member



Cleaner



Waiter



Chef



Delivery Boy



ASM



Nurse

TRADE TEST CENTERS FOR TESTING SKILLS DURING INTERVIEWS

All center's in which we conduct interview for skilled categories are certified ISO 9001:2000. Art facilities for Training and Testing, and assuring Quality. All keep up with international standards.

Uninterrupted power supply and equipped with HT connections, Transformers, Generators and other back-up systems. Liquid argon tank and pipe line network at Bombay facilities, eliminating need to handle individual Argon cylinders.

International standard tools, tackles and consumables provided for training. Well-stocked store room catering to all the requirements. Elegant cabins and conference rooms for clients with high-speed Internet, fax and phone. Also in-house facility for Non-Destructive Testing with X / Gamma ray radiography, PT, MPT and UT etc.

Client Interview Site's



Client Interviews



Applicants Registration and Testing



Briefing Categories to White collars and Blue collars



Client Interviews for different trades



CLIENT RELATIONSHIP



OUR CLIENT LIST



PRESENT WORKING PROJECTS

- MATCO - RIYADH
- SHALFA INTERNATIONAL - RIYADH
- AL HENNA TRADING CO - RIYADH
- GROUND HANDLING LOGISTIC - RIYADH
- DEVELOPMENT WORKS FOOD CO - RIYADH
- BOUDL HOTEL - RIYADH
- AL IFTIKAR TRADING & CONTRACTING EST - RIYADH
- IBNA / SONS SALEH NASEER AL - KHELEWI FOR TRADING & INTRACROT - RIYADH
- MAISON MATHIS - BELGIAN CUISINE
- HALOOL TRANSPORT - RIYADH
- ALI MOHD. ALSUDAIS EST. FOR TRADING - RIYADH
- USKUDAR STEAKHOUSE - RIYADH
- ALTHOUGAN TRADING CO - RIYADH
- MOHAMMED HAMAD AL AHMAD & SONS TRADING AND CONTRACTING - AL QASSIM / RIYADH
- MASARAT NAHDA AL CO - DAMMAM
- SALEM MANSOUR AL SHEHHI TRADING EST
- RANEEM AL - ASTHMA EST - RIYADH
- NASSER IBRAHIM AL DHAFIRY - RIYADH
- AL ROBA AL AALY C.LTD

OUR CLIENTELE'S LIST

- SAAD AL MASSAD TRADING COMPANY, - JEDDAH.
- BINZAGR & PARTNERS COMPANY, - JEDDAH.
- JEDDAH CABLE COMPANY, - JEDDAH.
- GULF PACKAGING SYSTEM, - JEDDAH.
- ABDUL LATIF AL BABBAIN & BROTHERS COMPANY, - RIYADH.
- FIRST INFORMATION TECHNOLOGY, - RIYADH.
- AREEF UNITED COMPANY, - RIYADH.
- WAHA PETROCHEMICAL COMPANY, - RIYADH.
- GEEL ALFORASAN TRADING COMPANY, - ABHA.
- SAFAR AL LUFU EST, - MAKKAH.
- SAUDI SALWA INVENTORY & PROJECT DEVELOPMENT COMPANY LTD, - JUBAIL DAMMAM.

- BARKAT AL KHALEEG EST, AL KHOBER - DAMMAM.
- ABDULLA A. AL GHARAVI EST, - JEDDAH.
- SAYEED BIN MOHD UBAID BIN JAGER COMPANY, - JEDDAH.
- AUTO NEW CAR MAINTANCE CENTRE, - JEDDAH.
- SAAD BIN ABDUL AZIZ COMPANY, - RIYADH.
- AL JIZAN HOTEL, - ABHA.
- TATWEER GROUP, - ABHA.
- NAHIL COMPUTERS COMPANY, - RIYADH.
- AL FAROUK SAFE PASSES & COMPANY, - JEDDAH.
- AL MAJAAL TRADING COMPANY, - JEDDAH.
- ARAB COMPANY FOR INTERNET SERVICES, - JEDDAH.
- RKE TECHNOLOGY CORPORATION, - RIYADH.
- ARAB COMPANY DOWELL SCHLUMBERGER, - RIYADH.
- BRANCH OF AL-GHONEIM OF THE EQUIPMENT, - RIYADH
- HSBC COMPANY SAUDI ARABIA, - RIYADH.
- ABB COMPUTER COMPANY LTD, - RIYADH.
- NAHIL OF COMPUTER, - RIYADH.
- ABB ELECTRICAL INDUSTRIES COMPANY, - RIYADH.
- THE SAUDI INVESTMENT BANK, - RIYADH.
- WAHA PETROCHEMICAL COMPANY, - RIYADH
- SAUDI RESEARCH & PUBLISHING, - RIYADH
- MOHAMMED SULEMAN AL OTHAIM TRADING EST, RIYADH.
- AL MOAMMAR INFORMATION SYSTEMS, - RIYADH.
- MERAK ARABIA COMPANY LTD, - RIYADH.
- CLEARBAK COMPANY BTA LTD, - RIYADH.
- TRANSFORMERS COMPANY LTD, - DAMMAM.
- SCHLUMBERGER MIDDLE EAST, AL KHOBAR - DAMMAM.
- YOUR HEALTH MEDICAL CLINICS, - TAIF.
- AL MOAMMAR INFORMATION SYSTEM COMPANY.
- ETIHAD TELECOMMUNICATION COMPANY, - RIYADH.
- AL SUWAIKAT COMPANY, AL KHOBAR - DAMMAM.
- SEERA COMPANY, - MADINA.
- AND MANY MORE....

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

Validity of the Registration Certificate extended up to
18-09-2024

Director General of Emigration

उत्प्रवासी महासंरक्षी
Director General of Emigrants

ماتكو
MATCO
شركة محاور الغد
MAHAWER ALGHAD CO.

This is to certify that M/s LEO ENTERPRISES, Mumbai is our approved overseas
Manpower Recruitment Agent in India against Work Visas.

We are pleased to place on record that they have highly professional expertise and their services are commendable in handling our huge volume of qualified manpower supplies, especially during our emergent requirement time.

We wish LEO ENTERPRISES all the best wishes and compliment for their efforts and accomplishment.

طلال بن عبد الوهاب
الرئيس التنفيذي



ص.ب. ١٤٦٨٩ الرياض ١٤٣٤ المملكة العربية السعودية : ت: ٥٩٢ ٩٠ : ث: ٩٢ ٣٣٣ ١١ : ج: ٩٦ ٣٣٣ ١١ : ف: ٩٦ ٣٣٣ ١١
P.O.Box 14689 Riyadh 11434 Kingdom of Saudi Arabia, Tel: 92 0000 592, Tel: + 966 11 29 333 11, Fax: +966 11 29 333 45
Website: www.smantah.com Email: info@smantah.com

TESTIMONIAL



مطعم ومطبخ الهدوج
AL HADOOD RESTAURANT & KITCHEN
WWW.ALHADOOD.COM

APPRECIATION

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General Manager




شركة الحناء التجارية
AL-HENNA TRADING CO.
شركة مساهمة مغلقة
رأس المال: ٢.٠٠٠.٠٠٠ ريال سعودي
تجارة • مقاولات • زراعة • صيانة
Trading • Contracting • Agriculture • Maintenance

APPRECIATION

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Our best regards,
GENERAL MANAGER




مستعم ماجد عبدالله الرشدي
M. MAJID AL-RAKAI
General Manager & Director

APPRECIATION

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General Manager




شركة أيون الحجاز
OYON ALHEJAZ
Trading & Contracting Ltd. Co.
التجارة والمقاولات المحدودة

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GENERAL MANAGER



SAUDI PARTNER

Majid Abdullah Al-Rakai
Founder & Director



We, LEO ENTERPRISES a Foreign Employment Recruitment Agency, duly licensed by the Govt. of India, have firsthand experience and knowledge of the business environment of the region and its demands, we clearly understand the exact requirements of our clients and hence are in a better position to effectively cater their needs.

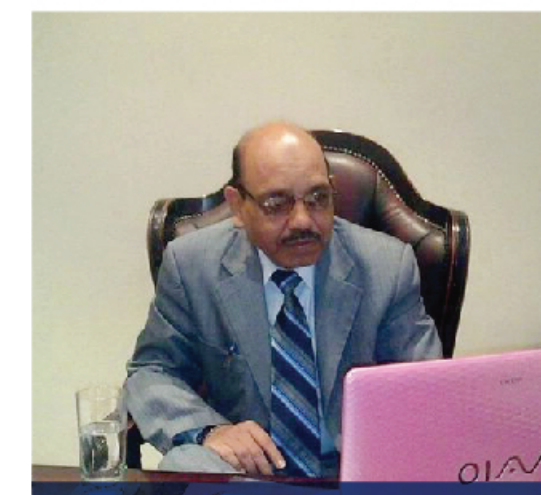
At LEO ENTERPRISES, the client's satisfaction comes first simply because we firmly believe in strong long term business bonds. Our highly efficient and dedicated team of staff is constantly preparing to fulfill virtually all your manpower requirements.

Best Regards,

Majid Abdullah Al-rakai
Founder & Director



MAJID GROUP
MAJID RECRUITMENT



Mohammed Raees Alam
Overseas Manager



G Square
Business Park

Location Vashi
A best of planned
Network connectivity,

International Airport
to be functional soon,

Metro Project
Upcoming

Hotels Nearby
Four Point,
RAMADA,
Country INN, Ibis



www.leoenterprises.co.in



Reception



Conference Room



Recruiting Department



**Visa Documentation
Department**

GLIMPSE OF OUR OFFICE