



# AAKRITI

## RECRUITING PVT. LTD.

### COMPANY PROFILE

A Leading Manpower Supply Agency in Nepal  
having more than a decade experience in supplying  
Nepalese workforce around the global.

# A Brief Overview

## Vision

**Aakriti Recruiting envisages being a global leader in the sphere of recruitment industry, with a strong commitment to ethical relation and overall prosperity of the clients and candidates.**

Name of the Company : **Aakriti Recruiting Pvt. Ltd.**

Established Year : 2009 AD

Business Type : Manpower Consultancy & Recruiting Agency

Company Registrar No. : 66796/066/067

Agency License No. : 917/067/068

JITCO (Japan) License : 352 (Japan)

Saudi Embassy ID No. : 304 (Kathmandu)

Authorized Capital : USD 20 Million

Paid Up Capital : USD 10 Million

Certification Authority : Ministry of Industry GoN, Nepal  
: Ministry of Labor, Employment & Social  
Security, GoN, Nepal

Affiliation With : Nepal Association of Foreign Employment  
Agencies (NAFEA), Nepal  
: Chamber of Commerce, Nepal

Physical Address : Sinamangal - 9, Kathmandu, Nepal  
Post Box No. 5885

Telephone No. : +977-1-4110811, 4110826

Email : info@arplteam.com  
: aakritirecruiting@gmail.com

Website : www.arplteam.com

Contact Person : Kunchha Dorje Dimdong (Founding Chairman)  
Business Mobile No.= +977 980 101 7304  
kunchha@arplteam.com

Skype : arplteam

Twitter : arplteam

Instagram : arplteam

Employee : 25

Contact Office : 7

## Message from Founding Chairman



Valued Clients,  
Greetings from **Aakriti Recruiting Pvt. Ltd.!**

It's our immense pleasure to introduce ourselves as a fast growing recruiting agency in Nepal. We are dedicated team of professional offering top level recruiting services to our valued clients since **2009**. We supply non-skilled, semi-skilled, skilled and professional workers in Middle East countries (**Qatar, U. A. E., Oman, Bahrain, Saudi Arabia and Kuwait etc.**), South East Asian countries (**Malaysia, Singapore, Hong Kong, Japan etc.**) and European countries (**Malta, Cyprus, Turkey, Portugal, Poland, Czech Republic, Croatia, Romania etc.**) from Nepal.

We have hundreds of satisfied clients around the globe. We always consider the fact that the human potential should be utilized to the maximum extent for the better of the world. Our priority is always to bridge up the opportunities and human resources. We undertake the responsibility to provide the right man for the right job at right time.

On behalf of the entire Aakriti Recruiting, I look forward to being of further assistance to you at this exciting and important time in your life.

With best regards,  
**Kunchha Dorje Dimdong**  
Email: kunchha@arplteam.com  
kunchhanepal@gmail.com

## Message from Managing Director



Valued Clients,  
Greetings from **Aakriti Recruiting Pvt. Ltd.**

Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working as a team to create a quality and superior business junction for all who really aspire to excel, transfer and achieve their entire potentiality in their life professional. So our immense power stands to mediate between the job creators and the seekers on abroad. We are also deeply committed to promote close relationship with the business and the clients which has always geared up to making our organization one of the exciting company.

**Aakriti Recruiting** has resolved to bring about a change in the lives of our own fellowmen in Nepal, as well as companies who need their assistance. We hope you will find this brochure is informative and helpful.

On behalf of the entire **Aakriti Recruiting**, I look forward to being of further assistance to you at this exciting and important time in your life.

With best regards,  
**Shailesh Gautam**  
Email: admin@arplteam.com  
arpl.nepal@gmail.com

# Message from Int'l Marketing Manager



Valued Clients

It is an honor to be the part of foreign employment service in such of our developing nation where more than half of the income generates from this sector, which is counted as a remittance. Time is being so competitive nowadays that it is difficult to survive for every Organization. Strong Business Commitment, Qualitative services, extra mission and a distinct feature can only make quick development and enhancement, and so do we. „**Aakriti Team**“ not only aim to become a premier Company but always look forward to provide mutual beneficial to all of our national and international clients.

Our Corporate Team represents hard work, dedication, Commitment, trust and qualitative services, always assure our partners to maximize their satisfaction. The consolidate strength of our team offer full dedication on any given business activity with open policy in terms and flexibility and transparency.

Being an Int'l Marketing Manager, I am responsible to get all the updates from mid and lower level, communicate and control, keep updating to our international clients, Human Resource, Marketing, development and expansion, enhancement and all other related activities.

With best regards,

**Pema Dorje Lama**

Email: [aakriti.pema420@gmail.com](mailto:aakriti.pema420@gmail.com)

: [intl\\_coordinator@arplteam.com](mailto:intl_coordinator@arplteam.com)

# Message from Marketing Manager



尊敬するお客様へ

株式会社アクリティよりご挨拶申し上げます。

当社は、一流のビジネスの場を創造し、日々邁進し、経験豊かでダイナミックかつ献身的なプロフェッショナルがチームとして協力し合っています。人生や職業において真の成果を目指し、ご自身の可能性を最大限に引き出したいと願うすべての方々のための会社です。

私たちの力は、海外での求人者と求職者の間に仲介することにあります。また、ビジネスとお客様との緊密な関係構築にも深くコミットしており、常に刺激的な企業の一員となることに力を注いでいます。

弊社は、ネパールの同胞たちや彼らの支援を必要とする企業の人々の生活に変化をもたらすことを決意しました。このパンフレットが情報提供とお手伝いに役立つものとなることを願っております。

弊社全体を代表して、お客様の人生において重要な時期にさらなるお手伝いができることを楽しみにしております。

Shrestha Anil Kumar

Email: [anil@theabc.jp](mailto:anil@theabc.jp)

: [info@theabc.jp](mailto:info@theabc.jp)



# Our Management Team

Our management team consists of experienced and dedicated professionals who have been working in the recruiting industry in Nepal for more than a decade. They have a deep understanding of the local market, the needs of our clients, and the expectations of our candidates. They are committed to providing high-quality and personalized services to both employers and job seekers, as well as fostering long-term relationships based on trust and mutual respect.

Our management team is always ready to assist you with your hiring or career goals, and to help you find the best fit for your organization or yourself.



**Dilli Ram Bhujel**  
Director Public Relation



**Sandeep Lama**  
Operation Manager



**Surya G. C.**  
Executive Director



**Khil Raj Gurmchhan**  
General Manager



**Sangita Thapa**  
HR Manager



**Amir Lama**  
Public Relation Officer

## Our International Representatives



**Shankha Lal Tamang - Qatar**  
Marketing Director

📞 +974 5535 3885  
✉️ event.place2018@gmail.com



**Pemba Lama - Netharland**  
Int'l Marketing Manager

📞 +31627921797  
✉️ intl\_coordinator@arplteam.com



**Anil Shrestha - Japan**  
Int'l Marketing Manager

📞 +81 90 2078 7712  
✉️ anil@theabc.jp



**Karuna Tamang - Malta**  
Representative

📞 +356 7759 8890  
✉️ arpl.malta@gmail.com



**Ayaz Khan - U. A. E.**  
Marketing Manager

📞 +971 55 653 9094  
✉️ eayz107@gmail.com



**Roshan Baniya - U. A. E.**  
Marketing Manager

📞 +977 9845 822 340  
✉️ roshanbaniya5@gmail.com

# About Company

**Aakriti Recruiting Pvt. Ltd.** is a leading Recruiting/ Manpower Agency in **Nepal** approved by Government of Nepal. We are centrally located in Kathmandu (nearby Tribhuwan International Airport), Nepal. Since establishment in 2009, we have been recognized as the premier recruitment agency and have developed excellent working relationship with major companies in the Middle East, Europe and Asian Countries.

We maintain a huge data bank of varieties of candidates and keep continuous link with the best available personnel through regional representatives, media ads, technical institutions, universities and colleges. We undertake different tests and interviews on each candidate's qualification, work experience and capabilities. Those who are well qualified and meet the job descriptions are considered for recommendation to the clients.

We believe in our easiest, fastest and smartest approaches on service delivery to our valued clients. We are fully committed towards providing constructive value additions to our clients providing loyal, decent, capable, and suitable candidate who portrays a positive image. We operate with fully equipped business centre with qualified and experienced management team to provide professional, efficient and reliable services to our clients.



## **Vision:**

To be the leading global provider of talent solutions, delivering innovative and personalized solutions to meet the evolving needs of our clients and candidates.



## **Mission:**

To build strong, long-lasting relationships with our clients and candidates by providing exceptional customer service, innovative solutions, and a commitment to ethical and responsible business practices.



## **Goals:**

- Expand our global presence by entering new international markets.
- Develop and implement cutting-edge technology to enhance our recruitment process.
- Foster a diverse and inclusive workplace that values and supports our employees.
- Continuously improve our services to meet the changing needs of our clients and candidates.
- Achieve sustainable growth and profitability through strong business ethics & responsible practices.

# Our Services

**Aakriti Recruiting** believes in our easiest, fastest and smartest approaches on service delivery to our valued clients. We are fully committed towards providing constructive value additions to our clients providing loyal, decent, capable, and suitable candidate who portrays a positive image.



## International Recruitment

We specialize in International Recruitment basically supply workers from Nepal to around the globe including Middle East, European and Asian Countries. With strong tie up with renowned recruiting agencies, we also supply workers from Bangladesh and India to abroad.



## HR Consultancy

At **Aakriti Recruiting**, we provide the professional management consultancy services and advise on administration of human resources policies and procedures. We serve as internal consultants of any individual company by analyzing its current HR programs and recommending solutions. We also conduct different kinds of motivational and lead- reship training and workshop to our valued clients on regular basis.



## Outsourcing

In near future, we have planned to extend our business in outsourcing in local labor market. Outsourcing is the business practice of hiring a party outside a company to perform services and create goods that traditionally were performed in- house by the company's own employees and staff. Outsourcing is a practice usually undertaken by companies as a cost-cutting measure. As such, it can affect a wide range of jobs, ranging from customer support to manufacturing to the back office.



## Training & Trade Test

We have strong tie up with many Training & Trade Centers in Nepal. As we supply skilled and semi-skilled workers abroad, that is the reason we could able to make strong tie up with Technical Training Center, Language Center, Skill/Trade Test Center etc.





# Recruitment Process from Nepal

The formal recruiting process starts once the employer issues the workers' demand documents to the name of **Aakriti Recruiting**. The following papers should be issued by employer on behalf of our agency name:

1

## Documents Required

The following original documents are required for recruitment from Nepal.

1. Demand Letter
2. Power of Attorney
3. Agency Agreement
4. Guarantee Letter
5. Employment Agreement

**Note:** The original papers should be printed in employer's letter head and should be attested from the Chamber of Commerce & nearest Embassy of Nepal. Sample of above papers will be available on request.

2

## Authorization of Documents

On the receipt of original documents, we approach the Department of Foreign Employment (DoFE), Govt. of Nepal (GoN) for permission (the department may contact you directly to verify documents). On such occasions, we kindly request you for your co- operation in verification process.

3

## Interview Process

Once the permission granted by DoFE, GoN, the following process will go ahead:

1. Advertising in national daily newspaper
2. Pre-screening of suitable candidates
3. Final interview of candidates by the client and trade tests where applicable

4

## Medical Check Up

All the interview selected candidates are sent for medical check-up to the authorized medical centers.

5

## Visa Process & Issue

Only the visa processes of candidates who are medically fit and available for travel are processed. The employer submits for the visa and sends it back to us.

6

## Final Labor Approval

On receipt of the visas (in some cases Labor Department asks for original visa of workers), **Aakriti Recruiting** will submit the necessary documents to DoFE in order to recruit the Nepalese worker for the Foreign Employment. As per rule of DoFE, we are allowed for Final Labor Approval only 9 days after the authorization/verification of documents.

7

## Departure/Flight

Before departure, we make them the affidavit to be signed between the worker and the recruitment agency. Finally, we handover all the documents (original passport, air ticket, employment agreement etc.). With the best wishes, workers leave to the airport for their destination.

## International Partners

- Jobs Fountain, India
- M.S.International Manpower Consultant LLC,
- UAE NOVARIC Ltd., Malta
- Rahat Enterprises, India
- Aazam Enterprises, Bangladesh
- M. Gheewala Global HR Consultants, India
- Shanti Travels, India
- M. S. International, India

## Local Partners

- International Training Center, Kathmandu
- Life Skills Institute, Kathmandu
- Lalupate Polyclinic, Kathmandu
- Aquality Medical Center, Kathmandu
- Sungava Medical Center, Kathmandu



# Industries we work:



**Construction & Real Estate**



**Banking & Finance**



**Cleaning Services**



**Education Industry**



**Facility Management  
& Support Services**



**Health Industry**



**Hospitality Industry**



**Information Technology**



**Production & Manufacturing**



**Oil & Gas Industry**



**Retail Industry**



**Engineering & Technician**



**Agriculture**



**Heavy Requirement  
Operators & Drivers**



**Transpositions & logistics**

# Our Valued Clients

## Qatar

- Al-Tlal Trading & Contracting Co,
- Abdulla QF Al Thani Trad. & Cont. Est.,
- Al Kawther building steel factory
- Al Meera Consumer Goods (QSC),
- Al Sial Contracting & Real State, Doha,
- Al Waseet Almotamyz Interior Design,
- Alam Steel Factory
- Al-Doha Engineering, Doha,
- Archirodon Limited Doha,
- Asia Electro Mechanical, Doha,
- Blackbrun Projects Co WLL.,
- Cardiff Logistics WLL, Doha,
- GETC Group, Doha,
- Inter Arabia For Paper & Plastic,
- Khalifa Steel, Doha,
- Pearl Landscappint,
- Petro Emphor Co WLL,
- Petroserv Limited Qatar
- Plege Electro Mechanical Group WLL,
- Precious Trading Company,
- Prestige for Hospitality, Doha,
- Profit Trading & Cont. Co WLL,
- Qadco "qasr Al Andalus W.L.l"
- Qatar Group Business Integrated,
- Tawasol Project Development,

## Malaysia

- Alpha Security Network Sdn Bhd
- Eastern Steel Sdn Bh Selangor
- Equator Engineering Sdn Bhd
- Feather Care Sdn Bhd, Johor
- G15 Security Sdn Bhd, Kuala Lumpur
- General Packaging Sdn Bhd, Selangor
- Hill Industries Berhad, Salangor
- Hong Xin Construction Sdn Bhd
- Kedai Gunting NIA, Selangor
- Kilat Jalur Sdn Bhd, Selangor
- Otak-Otak Mr Noh, Johor Bahru
- PT Barokah Sadang Paloh, Johor
- Shastha Glory Resources & Network, Johor,
- STS Hong Mu Sdn Bhd, Johor

## Cyprus

- Archirodon Company Limited
- M. Adamos Blue Sunrise Emp. Agency
- N. P. Employment Services, Limassol

## Japan

- APE International Human Resources
- Theabc Recruiter Japan

## Malta

- Seabank Hotel and Resorts
- Europe Human Resource

## Saudi Arabia

- Abdulaziz Ahmad Al Ghafies Car Wash, Saudi
- Al Mishal Company, Jeddah, Saudi
- Ahmad Gafies Farm, Riyadh, KSA
- Ahmad Zahid Abdullah Contracting Est., Saudi
- Al Hasil, Dammam, Saudi
- Al Othaim Markets, Riyadh, Saudi
- Anas Al Rakayan Workshop, Saudi
- Arichirodon Ltd, Jeddah, Saudi
- Bilad Al-Janoub Auto Repair Workshop, KSA
- Capital Electric Est., Saudi
- Dar Altasheed Demand Saudi
- Est Murtada Ali Al Shihab Est
- Hamad Jasem Al Hosani Trading Est
- Institution Coffee Cup KSA
- Institution Rehab Alhabib Construction KSA
- Maher Al Rashed Restaurant KSA
- Mohamed Fehaid Al Aiami Contracting KSA
- Mohammed Al Rashid KSA
- Mohammed Rashed Fast Food
- Neptune Contracting Est
- Orient Prevision & Trading co. ltd.
- Restauran Mordi Saleh Hasil Bin Siroor
- Rokin Al Galaa-ARAMCO

## Bahrain

- Kooheji Contractors W.L.L.
- Aaqil Cleaning & Maintenance CO. W.L.L.
- Mexico Cleaning & Maintenance Services
- G4S Bahrain
- Delta Construction Co. W.L.L.
- Al Hassanain Co.

## Dubai

- Al Kanz Jewellery LLC
- Albonian Electromechanical Works
- Archirodon Limited
- Bwbatat Amman Techical Service,
- Managment Services Est
- Readymix Abhudhabi, Abudhabi
- SBS Building Cleaning Services
- Services, UAE Al Shaheen
- UAE Jabal Jerzem Technical Works
- UAE Transguard LLC

## Kuwait

- Archirodon Company Limited
- HOT Engineering & Construction Co.
- Kuwait Bruckner Construction Contracting Co.
- MAG Construction General Trading & Contracting,

## Morocco


## Mauritius

## Oman

- Archirodon Company Limited



# Recruiting License



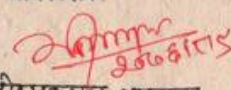
नेपाल सरकार  
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय  
**वैदेशिक रोजगार विभाग**  
**इजाजत पत्र**

इजाजत पत्र नं. ९१७ मिति: २०६६।०८।०९

वैदेशिक रोजगार ऐन, २०६४ को दफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र दफा ८ को प्रावधान बमोजिम विभागको मिति २०६६।०६।२४ को निर्णय अनुसार देहायका संस्थाहरू एक आपसमा गाभिएर आकृती रिकुटिङ प्रा. लि. संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ ।

एक आपस गाभिएका संस्थाहरू

क्र.सं.	संस्थाको नाम	इजाजत पत्र नं.
१.	आकृती रिकुटिङ प्रा. लि.	९१७
२.	ग्लोबल टिम रिक्रुटमेन्ट प्रा. लि.	१४२४
३.		
४.		
५.		
६.		

इजाजतपत्र जारी गर्ने अधिकारीको  
वस्तुतः-   
नाम, थर:- डा. श्रीधरकुमार अरुण  
दर्ता:- महानिर्देशक

नविकरण गरेको मिति	नविकरण बहाल रहने मिति	नविकरण दस्तुर	थप नविकरण दस्तुर	नविकरण गर्ने अधिकारीको सहि र मिति
	२०७७ आषाढ महिना सम्म			६.
२०६६।४।१५	२०६८ आषाढ महिना सम्म			साखा अधिकृत
२०६८।३।३१	२०६९ आषाढ महिना सम्म			साखा अधिकृत
२०६९।०८।२९	२०७० आषाढ महिना सम्म	१००००८		साखा अधिकृत
२०७०।४।१६	२०७१ आषाढ महिना सम्म			साखा अधिकृत
<b>शर्तहरू:</b> १. स्वीकृति नलिई शाखा कार्यालय खोली काम गर्न पाइने छैन । २. इजाजत प्राप्त मुलुकमा बाहेक अन्य मुलुकमा कुनै पनि शर्तमा कामदारहरू पठाउन पाइने छैन । ३. प्रचलित ऐन नियममा भएको व्यवस्थाको अतिरिक्त नेपाल सरकार/विभागले समय समयमा दिएका निर्देशनहरूको पालना गर्नु पर्नेछ ।				



# Recruiting License - Translation



Government of Nepal  
Ministry of Labour, Employment and Social Security  
Department of Foreign Employment

License No.: 917

Date: Nov. 25, 2019 AD

## LICENSE

This license has been conferred as the following mentioned organizations are merged and established as M/S. **Aakriti Recruiting Pvt. Ltd.** according to the decision of this department held on Nov. 11, 2019 AD pursuant to the provision mentioned in Section 11(2), 11 A and 11 B of Foreign Employment Act, 2064/2007 and Rules and 8 A of Foreign Employment Regulation, 2064/2007.

### Merged organizations

S.N.	Name of organization	License No.
1	Aakriti Recruiting Pvt. Ltd.	917
2	Global Dream Recruitment Pvt. Ltd.	1424
3		

License issuing officer's:

Signature: Sd.

Name, surname: Dr. Bhishma Kumar Bhusal

Designation: General Director



Distributed by:  
Nepal Notary Public Council  
S.N. 3280363



Renewal date	Validity	Renewal Fee	Additional renewal fee	Signature of renewing officer and date
	Till Jul. 15, 2020 AD			Sd. Section Officer
Jul. 30, 2020 AD	Till Jul. 15, 2021 AD			Sd. Section Officer
Jul. 15, 2021 AD	Till Jul. 16, 2022 AD			Sd. Section Officer
Jul. 15, 2022 AD	Till Jul. 16, 2023 AD	10,000/-		Sd. Section Officer
Jul. 23, 2023 AD	Till Jul. 15, 2024 AD			Sd. Section Officer



### Terms and conditions:

1. Branch offices shall not be opened without approval.
2. No workers shall be sent to any other nations except of licensed nation in any term.
3. Along with the provisions mentioned in prevailing Act, By-law; directions issued by the Government Nepal/Department from time to time shall have to be abided.

Distributed by:  
Nepal Notary Public Council  
S.N. 3280362







# JITCO (JAPAN) - License

S.No: 352

अनुसूची-३

Government of Nepal  
Ministry of Labour and Employment  
Department of Foreign Employment  
Kathmandu, Nepal

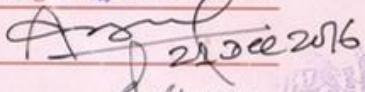
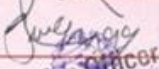


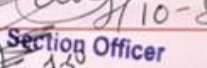
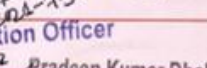
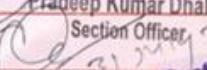
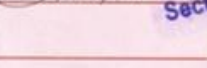
**AUTHORITY CERTIFICATE FOR  
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that AAKRITI RECRUITING PVT. LTD Company Licence No. 91710671068 situated in Sinamangsi 9, Kathmandu, Nepal is authorized as being the sending agency under Industrial Training and Technical intern Training Program under JITCO. This Certificate holder must Comply with the foreign Employment Law, JIRCO directive and instructions issued by the Ministry.

This certificate is valid 21 Dec. 2016 and should be renewed every year within 31 July its expiry.

  
Name: Mr. Kunchha Dorje Demdong  
Issue date: 21 Dec 2016

  
Authorized Signature

RENEWAL RECORD			
S.N.	Date	Renewed up to	Signature of the official
1.	21 Dec 2016	31 July 2017	
2.	25 June 2017	31 July 2018	
3.	16 July 2018	31 July 2019	
4.	28 July 2019	31 July 2020	
5.	10 August 2020	31 July 2021	
6.	30 July 2021	31 July 2022	
7.	26 July 2022	31 July 2023	
8.	31 July 2023	31 July 2024	
9.			
10.			



# Photo Gallery



With Rt. Hon'ble Prime Minister  
Mr. Pushpa Kamal Dahal



With Hon'ble Minister Labor, Employment &  
Social Security  
Mr. Sarad Singh Bhandari



With Hon'ble Deputy Prime Minister & Home  
Affairs  
Mr. Narayan Kaji Shrestha



With HE Saaed Hamadan AL naqbi  
UAE Ambassdor to Nepal



With Hon'ble Minister Finance  
Mr. Janardhan Sharma



Our team with Japanese clients





With Former Prime Minister  
Mr. KP Sharma Oli





With Hon'ble Minister Culture, Tourism &  
Civil Aviation  
Mr. Sudan Kirati





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