

COMPANY PROFILE



PRATIK HUMAN RESOURCE PVT. LTD.



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Name of the Company	:	Pratik Human Resource Pvt. Ltd.
Types of Service	:	Manpower Consultant and Recruiting Agency
Registration Authority	:	Ministry of Industry & Commerce Office of the Company Registrar Company Registration No: 185674/074/075 Ministry of Foreign Employment Department of Foreign Employment Govt. License No: 1541/078/079 Ministry of Finance Department of Internal Revenue Pan No: 606757746
Member	:	Nepal Association of Foreign Employment Agencies
Contact Person	:	Mr. Dinesh Dhimal (Chairman) Mobile No.: +977-9840018748 Email: dhimal1979@gmail.com Ms. Urmila Rai (Operation Director) Mobile No.: +977-974285133 Email: raiu0088@gmail.com Mr. Pradip Dhimal (Int'l Marketing Director) Mobile No.: +977-9851003408 Email: pradipdhimal555@gmail.com
Capital Structures	:	Authorized Capital - 20 Million Nepalese Rupees (USD 175,000) Issued Capital - 10 Million Nepalese Rupees (USD 87,500)
Legal Advisor	:	Mr. Bam Bahadur Khatri
Official Bank	:	Prime Commercial bank Ltd.
Operated / Managed by	:	Business Finance and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.
Working Experiences	:	Comprehensive background in Implementing and accomplishing Company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
Address	:	Sinamangal - 09, Kathmandu, Nepal Tel: +977-1-5913092 Email: info@pratikhumanresource.com pratikhumanr@gmail.com



At Pratik Human Resource Pvt. Ltd., we have the ability to align diversified and intricate HR needs of our clients by providing reliable and strategic staffing solutions. By understanding the significance of aligning talent strategy with business strategy we tend to offer workforce solution that drive businesses forward. Our capability in fast delivery has gained us the reputation of being a reliable and efficient global executive search firm

Pratik Human Resource Pvt. Ltd. is an international recruitment and employment agency based in GCC market .Our team offers high quality services to provide the best outcomes in the recruitment and employment of personnel from a diverse set of business sectors.

With our domestic partner agencies spread across Nepal's diverse social and economic topography, we have access to a wealth of eligible workers ranging from unskilled and skilled laborers to educated professionals. Our partners abroad rely on our professional recruiting to fill positions in a wide range of industries. We've earned the trust of our clients through matching the right candidates with the right opportunities – our discretion and attention to placing workers where their skills are valued is why we remain a reliable source for both job seekers and employers.

Our business is about people. We succeed when we provide motivation and opportunities for personal growth and career development. Our recruiting methods are designed to evaluate each individual candidate and match him or her with a position that allows them to maximize their potential. We know that productive people are a business's greatest asset, and our experience in placing Nepal's workforce abroad assures that companies can count on us for employees who can help them achieve their visions.

Pratik Human Resource Pvt. Ltd. has always been dedicated to supplying quality employees to companies and changing lives through providing the Nepali workforce with career opportunities. We are the world's reliable source of qualified workers from Nepal.





With the opening of new competitive era, it gives me an immense pleasure to introduce ourselves as Pratik Human Resource Pvt. Ltd. , duly licensed by Govt.of Nepal Lie No. 1541/078/079, have firsthand experience and knowledge of business environment according to the region and its demands. Our paramount and cherished objective is to make recruitment and placement easy, efficient & impeccable to help both employees and clients. We clearly understand the exact requirements of our clients and hence are in better position to effectively cater their needs.

At Pratik Human Resource Pvt. Ltd., the clients satisfaction comes to first simply because we firmly believe in strong long term business bonds, our highly efficient and dedicated team of staff is constantly prepared to fulfill virtually at manpower requirements. We clearly understand the exact requirements of our clients and hence are in better position to effectively cater their needs.

We consider the manpower as a treasure for the common well being of mankind.

Dinesh Dhimal
Chairman



Greetings !
Dear Valued Clients,

We at Pratik Human Resource Pvt. Ltd. firmly believe that human potentiality should be utilized to the maximum extent for the betterment of the world and they are the organization's assets; we therefore understand the importance of providing you the best people to work in your good organization having a motto of "Your satisfaction is our Achievement. We have developed the expertise and know how in calibrating qualified candidate for the position as per your organization requirements through personal interview by our Agency professional HR consultants.

Having been in the industry for a long time, we envision global prosperity as well as mutual welfare of both skilled Nepalese and overseas business deprived of such talent. Pratik Human Resource Pvt. Ltd. comprehensive data bank enables us to make on the spot placement possible in extremely urgent cases. Our team have more than years of experience in manpower recruitment, they are well qualified academically and technically. To find out exactly what they can do and can't do. We want the best out of them which means the best for you. We do feel that there is ample scope for us to work for you to full fill your needs in manpower.

If necessary we can meet, discuss and finalize other terms and conditions to our mutual business interests. We can assure you of complete satisfaction with our style of operation, confidentiality as well as fruitful results as we consider your satisfaction as our achievements.

Thanks & best regards,

Sincerely Yours

Pradip Dhimal
Int'l Marketing Director



Pratik Human Resource Pvt. Ltd. is fully committed to recruit the Nepalese human resource abroad by getting them under the process of all kinds of technical and professional training to be semi-skilled and skilled people.

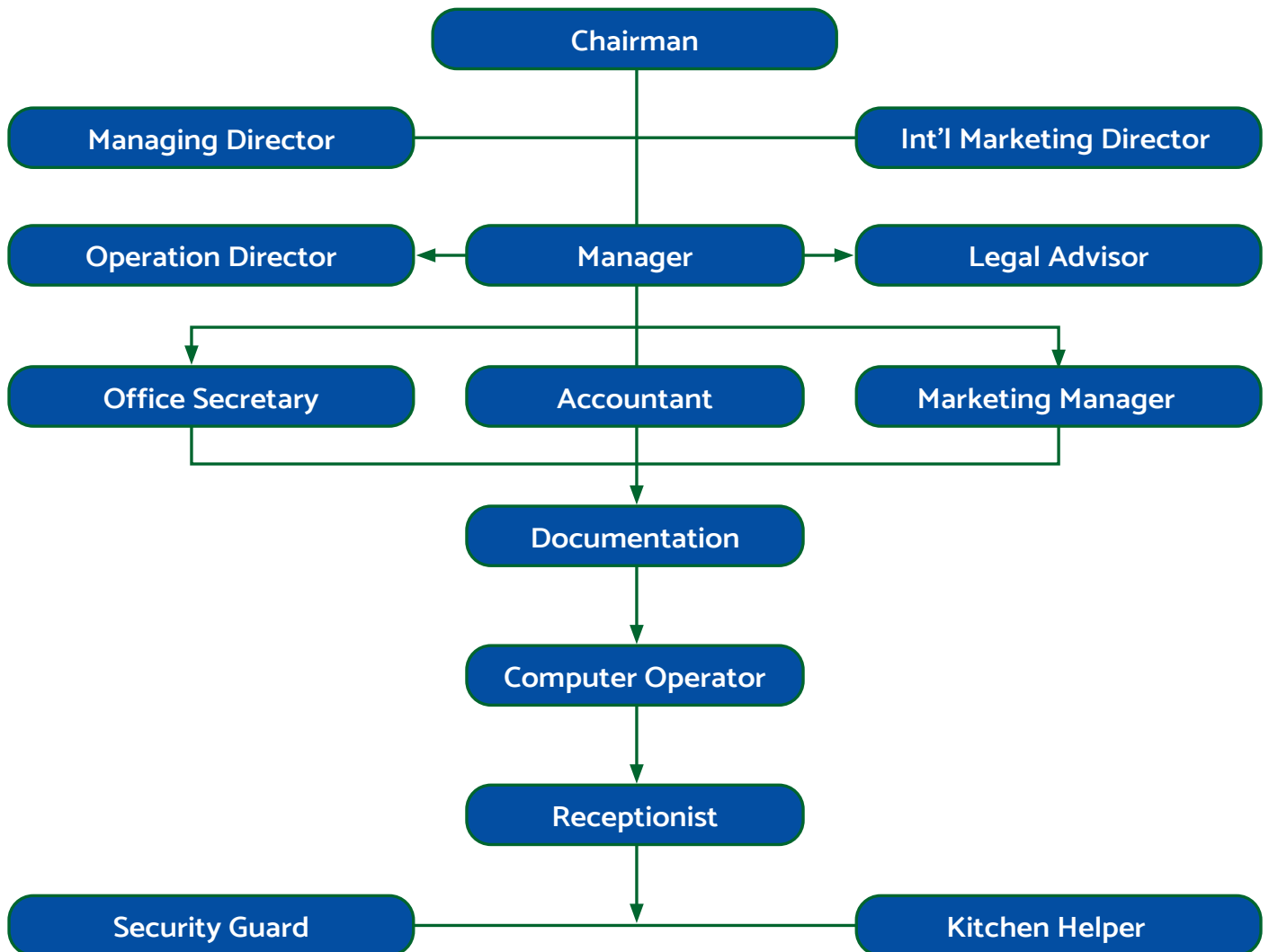
Quality, Honesty, Sincerity and reliability are the commitments of the Pratik Human Resource Pvt. Ltd. yes obviously our first preference to provide you quality manpower in time and as your convenience we are committed to your satisfaction.

- It tends to be a bridge between a manpower company and abroad recruitment agency to fulfill the human resource based on the demands.
- The concept that has its roof in employing maximum number of unemployed Nepalese youth that is why the organization has taken birth to reduce the increased unemployment burden of the country.
- The company operates its all types of recruitment works from its head office in Sinamangal, Kathmandu with well equipped building with all the essential amenities and a grand team of individuals along with its future goal for excellence.
- At last Pratik Human Resource Pvt. Ltd. helps the persons looking for a better future by hiring them under every kinds of recruitment process to get them sound and infinite. Needless to say that it is absolute solution in recruitment would be empowered.



Organizational Chart

PRATIK
HUMAN RESOURCE PVT. LTD.



Urmila Rai (Operation Director)



Our Vision, Mission & Objectives

VISION & MISSION



At Pratik Human Resource Pvt. Ltd. , we believe in the “Power of People”. We believe that a motivated and a qualified employee has the ability to change the destiny of any company. We believe that a dedicated employee goes a long way in enhancing the company's image and its business. His dedication increases his morale and that of his teammates and the end result is a successful organization of which he/she becomes the integral building block.

Our Mission is to provide the most efficient and effective recruitment and HR solutions for all our clients, and to leave a positive impact in people's lives through the facilitation of accurate pairings between employment opportunities and their talents.

OBJECTIVES

Our commitment to help you succeed in your business is our priority. We hire the best people who fit your job description, and pass them through a rigorous screening process.

Why Pratik Human Resource ?

PROFESSIONAL ETHICS

We work within professional ethical boundary to satisfy needs of our clients and customers. Everything we do, we do with complete ethical professionalism.

RELIABILITY

We envision our self to be the most reliable name in recruitment industry and help our fellow workforce to improve their living standard and secure future.

DIGNITY

We let our work speak on our behalf so that we don't have to boast of our success our self. Dignity is what sets us apart. Our stakeholders are guaranteed success. We work with total dignity.

OUR MORAL VALUES

Honesty, integrity, accuracy and transparency.

WHY NEPALESE ?

WHY NEPALESE

Nepalese has always been on the top of the list since ages and are well known for their dedication, sincerity, bravery and trustworthiness all over the Globe. We work with total dignity.

ADAPTATION - FLEXIBILITY

Perhaps, due to the richness of traditions, regional diversity, and high emphasis on education that makes Nepalese among the most versatile workforce in the world. One of the major contributors to its adaptability to foreign environments is its familiarity and fluency in English, the universal Language and Hindi as well. English Language is always the First in all the Private Education Institutions and Second Language in the Government Educational Institutions.

COMPETENCE

Recent reports indicate that Nepalese professionals are the world's most dedicated, and have a high rate of engagement of 78%. It is directly reflected by their competence because it shows how capable they are of understanding the organization's goals, and making major contributions.



Pratik Human Resource Pvt. Ltd. is devoted to provide fair and transparent recruitment opportunity, identifying human potential and placing the right candidate for the right job—always. Our focal point is to provide ethical (lawfully, voluntarily, transparent, non discrimination, zero cost and with human treatment) recruitment service with the high performance by efficient management with on-time action, in doing so we make sure for the adaptation of the contemporary changes with creative ideas based on an international recruitment standard, comply COC of RBA and other like minded organizations which add values to the customers, job seekers and all stake holders.

Believing in smart work in a team with continual improvements sustain the business. Quality performance builds trust among stake holders and trust harmonizes everyone for betterment. Pratik Human Resource Pvt. Ltd. is committed for betterment of all including not only stake holders such as employees, job seekers and customers but also to the society and nation at large.

Pratik Human Resource Pvt. Ltd. has proudly committed to share its profit margin to Corporate Social Responsibilities (CSR) activities at least by 10% and also 10 % for Employees trainings and refreshment program annually.



BUILDING MAINTENANCE & CONSTRUCTION

- Electricians/Helper
- Plumbers/Helper
- Welder- Electric & Gas
- Steel Fixers/Foremen
- Pipe Fitters/Helper
- Carpenters (Finishing and Shuttering)
- Electronic Technicians/Helper
- Painters (Spray Wall)/Helper
- Scaffolder/Helper
- Mason - Foremen
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters



SECURITY GUARDS

- Security Officer
- Security Supervisor
- Ex-British Gurkha Army
- Ex-Indian Gurkha Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Civil Security Guard
- Body Guard
- Watch Man & many more.



OIL AND GAS

- Piping Workers
- HSE Workers
- Instrumental Worker
- Electrical Workers
- Off Shore Workers
- Engineers
- Project Managers
- Service Workers
- Mechanical Workers.





VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

- Light Vehicle Drivers
- Car/Van/Minibus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Operator
- Motor/ Grader/Dozer/Backhoe Operator
- Roller Operators
- Bulldozer Operator
- Scraper Operator
- Auto Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Wireless Technician
- Denter/Painter



HOTEL AND CATERING STAFF

- Manager and Asst. Manager
- Public Relation Officer
- Restaurant Captain
- Cook (Continental, Chinese, Indian and Arabic)
- Assistant Cooks
- Waiters/Stewards
- Fast Food Crew
- Food and Beverage Controller
- Food and Beverage Manager
- Bakers/Barman
- Kitchen Helpers
- Dishwasher men
- Laundrymen
- Pressmen/Janitors
- Housekeepers/Room makers
- Office Boys/Tea Boys/Bell Boys



GARMENTS AND TEXTILE

- Production Managers
- Supervisors
- Pattern Makers
- Cutting Masters
- Tailors
- Checkers, Helpers



AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians

HOSPITAL STAFF GROUP

- Doctor: Gynecology (Surgeon); MRCOG
- Doctor: Physician (General); MD
- Doctor: Surgeon; MD
- Doctor: Gynecology; MS
- Doctor: Urology; MS
- Doctor: Skin (Skin & UD); MD
- Doctor: Nephrology; MD
- RN Nurses (General Ward) - Diploma
- RN Nurses (Midwifery Gynecology) - Diploma
- RN Nurses (ICU) - Diploma
- RN Nurses (Surgery/ Operation Theatre) - Diploma
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma
- Technician Lab - Diploma
- X-ray Technician - Diploma

INFORMATION TECHNOLOGY

- Computer Engineer
- System Administrator
- Software Engineers
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



Categories: We Supply

PRATIK
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ENGINEERING

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

AGRICULTURAL & FARMING GROUP

- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners/Farmers

OFFICE PERSONNEL MANAGEMENT

- Office Manager/Asst. Manager
- Manager - Marketing, Sales, Admin.
- Accountants, Cashiers
- Secretaries, Storekeeper, Purchasers
- Clerks, Typists, Data Entry Operators

SUPERMARKET

- Salesman
- Check out Cashier
- Trolley Boys
- Shelves/ Rack Organizers
- Cleaners/Stockers/Merchandiser

MANUFACTURING

- Automotive
- Petrochemical & Associated Products
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products
- Defense





Requirements of the documents from the employer country vary from one to another. Documents also depend on whether the embassy of the said country has a diplomatic mission in Nepal or not. Basically, Set of Legalized documents are required in order to process any kinds of further prescreening to the deployment of the workers from Nepal. Sample as given below.

PRINCIPLE DOCUMENTS:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Employing Company & Our Company
5. Guarantee Letter

DEMAND LETTER

Addressed to authorizing Pratik Human Resource Pvt. Ltd. License No: 1541/078/079 Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits.

POWER OF ATTORNEY

Addressed authorizing Pratik Human Resource Pvt. Ltd. License No: 1541/078/079 Kathmandu, Nepal to be true and lawful attorney and Agency from Nepal.

SERVICE AGREEMENT

Employing Company should provide us service agreement duly signed between employer company and recruitment agency in Nepal.

EMPLOYMENT CONTRACT

One copy each signed and sealed by the employer & employee.

GUARANTEE LETTER

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only.

AUTHORIZATION LETTER/COUNSELOR LETTER

COMPANY REGISTRATION (CR) COPY

VISA APPROVAL SLIP (BANK SLIP)

Note: Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.

Sample Documents





REVIEW

Our deep understanding of the enterprise psyche, coupled with multi-dimensional analytical technique enables us to assess issues and suggest solution approaches in alignment with a global vision.

Our experience of more than two decades in the human talent sourcing business has helped us to create powerful tool for assessing the organizational climate, employee attitude, employee morale, motivation and commitment to the organizational goals and advising the corporate world about remedial solutions.

INITIAL DOCUMENTATION PROCESS

On receipt of job order request, a consultant is assigned to the portfolio. A set of documents is usually required for overseas recruitment from most countries and in most cases these need to be legalised in the respective embassies. Our consultant will provide the draft set of these documents.

ADVERTISEMENT

Advertisements are placed in local and regional media, in order to attract the best available candidate. We also place a huge emphasis on online job boards and forums and actively promote all vacancies.

TRADE TEST

For skilled categories, trade tests are conducted at approved centre.

PRESCREENING AND FORWARDING

Our consultant screens them before forwarding it to the client for consideration.

INTERVIEW

We will arrange for the candidates to be interviewed as agreed and convenient. Video conferencing, skype and/or telephonic interviews may be arranged as required.

MEDICAL FITNESS

Once the candidates are short listed and selected, a reference check may be conducted based on the position recruited for. All selected candidates have to undergo a compulsory medical fitness test.

EMPLOYMENT AGREEMENT

On receipt of appointment letters, required documents for visa application are processed and dispatched to the client.

Constant co-ordination is maintained between the client's office and our associates all over our country to ensure that the candidates are mobilised in the shortest possible time. (Screens the short-listed candidates by pre-interview.)

ORIENTATION

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labor laws immigration policy and maintain understanding and cordiality them self and aim of the particular activity of the individual. The Orientation takes special care in briefing them to strictly abide by the guide lines in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/responsibilities.

TRAVELLING ARRANGEMENT

In all case, we send all the visa endorsement, passport to the concerned airlines, to confirm the scheduled flight from Nepal to destination country. PTA to any airlines operating from Kathmandu shall be sent after our final confirmation.

TERMINATION OF EMPLOYMENT

In case of any termination of any employee under non performance or disciplinary action Client should provide concrete evidence and termination letter along with exit interview details addressing Pratik Human Resource Pvt. Ltd. . and a CC to the Ministry of Labor Nepal.



Terms & Condition

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective governments to import, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experiences in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The workers will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival details by any means of communication (Fax, Email or Telephone) so as to receive them on arrival by the FIRST PARTY.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the workers per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidates accordingly, prior to mobilization.
10. Within the three (3) months probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination. All expenses incurred there shall be borne by the SECOND PARTY.
11. Arrival of the selected workers will be within one month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the worker on their own expenditure if the worker will not get all facilities as per Employment Contract and the company collapse before contract periods.
13. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of country concerned.

Our Business Network

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