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Innovative Solutions  
**Global Reach**



**ALLIANCE HUMAN RESOURCES (P.) LTD.**

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License No. 690/063/064

# Message



Dear Valued Clients & Worldwide Partners,

It is with great pride and immense pleasure that I hereby heartily welcome you all to Alliance Group of Companies. We are the companies established with objectives to provide anticipated platforms along with the training and placement to the skilled, semi-skilled and unskilled individuals all over the globe. In business, people are believed to be the greatest of all assets. Behind every great vision, great brand and great service are primarily taken into account. And, in fact, the services rendered are also part and partial of the business. In this light Manpower agency is dedicated in providing human resource that help business to achieve deserved plateau. With our extensive and experienced hands in these fields, and our successful track records of working with various reputed companies in the world crowned us an enviable partner in these projects. Our staffs always try their level best to respond to the queries/requests of both clients and customers on the spur of the moment. We always welcome feedbacks/suggestions that will assist us to make improvements on our existing services.

I take this opportunity to thank all clients around the world who have shown belief and trust in our capabilities and supported us throughout this long journey. We, at Alliance Group, shall continue our journey of excellence and success by putting all the best services at the most affordable prices.

Thank You!

A handwritten signature in black ink, appearing to be 'Sujit Kumar Shrestha'.

Sujit Kumar Shrestha  
(Managing Director)

# Nepal at a Glance



## Fast Facts:

Capital	: Kathmandu
Area	: 147,181 sq. km
Population	: 27,676,547 as of July 2005
Official Language	: Nepali
Currency	: NPR(Rupee\100paisa)
Religion	: 90% Hindu, 5% Buddhist, 3 % Muslim and 2% others.
Calling Code	: +977

## Introduction

Nepal, home of Mount Everest, is a landlocked Himalayan Country in South Asia, bordered by the People's Republic of China to the north and by India to the south, east and west. Kathmandu is the largest city. The other main cities include Biratnagar, Bhairahawa, Birgunj, Janakpur, Pokhara, Nepalgunj and Mahendranagar.



## Natural Beauty

Nepal is a country of amazing extremes and is rich in scenic splendor and cultural treasures. A trip to Nepal can be an overwhelming experience. Nepal is popular in the world for its natural beauties, lakes, river, rafting, wildlife safaris, trekking, waterfalls, forests, and the warm friendly welcoming people.

## Weather

The climate varies considerably with elevation. From March to April and October to November-the best times to visit Nepal, days are generally warm with little rain.



## Cuisine

The staple diet of Nepal's population is Dal (lentils), Bhat (Rice), and Tarkari (curried vegetables). Beef is typically not eaten in Nepal for religious reasons.

## Economy

Nepal's economy is largely based upon agriculture and tourism. Industrial activity mainly involves the processing of agricultural products including jute, sugarcane, tobacco and grain.





# Introduction

Alliance Group was established with the key objective of serving customers in several areas of the service-oriented industries. The main areas we focus are: Recruitment, Trading, Ticketing, Tours, Training and Educational Services. We are happy to introduce ourselves as a reputed business company and the reputation we have achieved is because of our corporate philosophy, i.e. most professional service. Since the establishment of the excellence and become the primary provider of competitive, efficient and reliable resource solutions. Our dedication to customer satisfaction is always above all and we would like to cater to better services. As we are one of the highly recognized organizations in this field, from this prospective also it is proved that we have much dedication on whatsoever we undertake. We do not restrict our offers to various industries and to all categories including professional, skilled, semi-skilled and unskilled. Besides, our associates are trained to provide career related advice to all our candidates.

## Company overview

We are a Human Resource Consultancy company specializing in the recruitment, training and consulting areas. With our extensive hands on experience in these fields and our wide network of contacts in the industry, Alliance Human Resources Pvt. Ltd. is perfectly positioned to assist any company in finding the right candidate or finding any candidate the perfect job.

Alliance Human Resources Pvt. Ltd., the leading provider of strategic human resource solutions, helps organizations align their workforce to meet changing business needs and offers in depth capabilities in employee transition, development and selection. Today the company focuses on staffing, clerical, industrial and technical positions lifestyle permanent, temporary, contract, part-time, fulltime.

We provide innovative work force solutions to companies of all sizes worldwide to meet the challenges of today's changing business environment and to help companies maximize the efficiency and productivity of their workforce through our wide array of services and capabilities.

We offer a variety of creative service options, including

1. Global, multinational service contracts.
2. Reengineering employee skill-sets to match the needs of a changing work place.
3. Placement programs to ensure to positive transition for outgoing employees.
4. Quality assessment, testing and training for virtually any type of job.

We achieve this through our proprietary processes of selection and training; the center for quality employment opportunities. Our customer and employee portal are designed to provide world class technology to complement and support the services we deliver to our customers, candidate and employees along the training courses to improve their skills and gain technical certifications that help them to qualify for better job.

The programs provides training and work experience for young people to help facilitate their integration into the labor market, manpower has developed innovative workforce development programs – both large scale national initiatives and smaller local efforts- to help people engage in sustainable employment. We help shape the workforce of tomorrow by providing the job skills that are most in demand to the people who need help to find a meaningful career path today. We are associated with the majority of multinational business in different categories.





## VISION

To become most reliable, trustworthy and really sincere number one human resource company in Asia.

## MISSION

To develop skillful human resources by grooming them in different fields of requirements, To place them in appropriate areas for required services.

## GOAL

The overall goal of this agency is to reach to the mission by conducting studies on the available labor market and design special economic structure to enrich the number of the targeted groups for uplifting their economic structure along with the thinking of increasing the revenues of the government.



## STRATEGIC OBJECTIVES

The following strategies have been persuaded to achieve the goal of this agency:

- To conduct survey of demand originated consumption countries.
- To achieve demand suitable for Nepalese labor markets.
- To identify the down trodden, deprived, disadvantaged labor markets in consumption countries.
- To recruit human resources select them and place in suitable foreign employment services.
- To conduct regular monitoring and evaluation of the human resources placed in different services of different countries with the help of our valuable foreign clients.
- To record the unemployed, skilled, unskilled and highly qualified unemployment markets and places them appropriately.



## OPERATIONAL OBJECTIVES

The following operational objectives have been targeted to accomplish for aforementioned strategic objectives:

- By appointing highly qualified marketing consultants.
- By referring to the different labor consumption countries.
- By setting an environment to study the labor market of Asian, European and other possible regions of the world.
- By establishing a strategic marketing network with strategic alliance with at least 10 agencies in each consumption countries.
- By developing relationship and responsibility marketing as regular demand raising practices.
- By achieving monthly 100 demand of different professionals, skilled, unskilled (general), and semi-skilled workers of different economic classes and various categories.
- By announcing through advertisement offering different categorical service packages for capturing the non-affordable market including affordable and semi-affordable markets.
- By conducting full course, refresher course, partial course required as per the supplying workers' capabilities.
- By sending office staff to different consumption countries for monitoring the workers' performances B conditions for enhancing positive feedback of the company.







- By collecting various messages sent to their homes from the abroad representatives to minimize the mental stress of family in home country through the regular flow of to and for messages.
- By announcing to the interested individuals for foreign employment to record their qualifications, skills and experiences so as to tally their competencies required and suitable for the foreign employment.
- By conducting different types of professional, formal and informal skilled, semiskilled and non-skilled oriented training so as to adapt the abroad employment practices.
- By distributing forms to its member employees for achieving the service of friendly fund transfer facility.
- By counseling our workers for easy delivery of their collected amount.

For foreign Employment, Alliance Human Resources Pvt. Ltd. is the only one agency with full cooperative & extra ordinary service packages:

- Insurance for risk minimization for going foreign employees.
- Immediate departure assistance.
- Economic and discounted investment structure.
- Pre-information on unknown difficulties for precautions.
- Individual/personal care to each employee.
- Appropriate placement as promised.
- Skill upgrading opportunities.
- High respect to each employee.
- High assistance to Bank Loan for foreign employment
- Networking Employee Award to 10 workers in yearly basis.
- Responsibility Marketing practices.
- Friendly Fund transfer facility.
- Regular Monitoring & evaluation to get feedback.
- Guardianship and Friendliness Communication facility.

## OUR TARGET HUMAN RESOURCE SECTORS

Our highly committed skilled, semi-skilled, unskilled professionals are always available and ready to serve. We provide our services in the following areas.

### MAJOR DEALING GROUPS

#### SCHOOL/ UNIVERSITY

- Principal
- Vice Principal
- Teachers
- Sports Instructor
- Hostel Warden
- Professor
- Lecturers

#### HEALTH SECTOR

- Doctors
- Health Assistant
- Nurses
- Wardens
- Pharmacists
- Lab Technician
- Radiographer

#### CONSTRUCTIONS

- Engineers Civil/Electronic
- Surveyors
- Carpenters (shuttering/finishing)





- Plaster
- Mason-Foremen
- Mason-construction Helpers
- Mason-Tile/Marble fixers
- Welders
- Steel fixer
- Carpenter
- Farmers
- Electricians/Firemen
- Plumbers
- Painters (Wall/Spray) and others
- Gypsum Worker
- Labors

### INFORMATION TECHNOLOGY

- Software
- System Analysts
- Programmers
- Web Designers
- Graphic Designers
- Computer Operators
- System Administrators



### INDUSTRIAL VEHICLE

- Light/Heavy vehicle-Operators
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Operators
- Auto Mechanics
- Heavy Duty Drivers.
- Mechanics (Petrol/Diesel) and others

### ADMINISTRATIVE

- CEOs
- Directors
- Managers
- Administrative offices
- Accountants
- Store Keepers
- Secretaries
- Clerks



### HOTEL

- Managers
- Accountant
- Cashiers
- Cooks/Chefs (Continental, Italian, Indian, Chinese, Thai, Japanese, Korean)
- Cashiers
- Store keepers
- Time Keepers
- Receptionists
- Stewards
- Waiters/Waitresses
- Bell boys
- Cleaners
- Room Service Persons
- House Keeper
- Laundry Attendants
- Guest Service Agent
- Bartender
- Butler
- Hostess
- Porter
- Gardeners



### SUPERVISORS

- Land Surveyors
- Mechanical Supervisors
- Electrical Supervisors
- Civil Supervisors
- Agriculture Supervisors
- Security Supervisors
- Cleaning Supervisors
- Industrial Supervisors

### SECURITY

- Commandos
- Body Guards
- Security Personnel
- Security men industries
- Watchmen





## HOUSEHOLD WORK

- Care Giver
- Au Pair
- Nanny
- Housekeeper
- Domestic Helper

## BEAUTY SALON

- Beautician
- Hair Cutter
- Nail Artist
- Massage Therapist

## UNSKILLED

- General workers
- Gardeners
- General Labors
- Cleaners
- Time Keepers
- Loader/Un loader



## OUR OUTSTANDING BENEFITS TO CLIENTS!!!

Employees/Employers are our major clients so we are here to serve both the parties parallel:

- We never say 'Sorry' to our clients.
- We promise to strengthen the capabilities of our clients.
- We always attempt to minimize the weaknesses of our clients.
- We always try to create varied opportunities to our clients.
- We never forget to warn the clients towards the existing and incoming threats.
- We strongly believe in marketing research dynamics so as to offer you regular stamina in the flow of your system-based work.
- We strongly support to the legal and mutual agreements.

## OUR SERVICE QUALITIES

The following are our service qualities that we promise to offer our clients effectively, efficiently and economically:

- Bothereation-free transaction.
- Comfortable care to Foreign Representatives.
- 100% quality & satisfied Workers' Assistance.
- Evergreen marketing ethics.
- High frequency of assurance.
- Highly responsive behavior.
- Homely and friendly dealings.
- International standard services.
- Legality & system based processes and procedures.
- Promptness.
- Punctuality & Regularity.
- Safe economic transactions.
- Suggestive and Corrective behavior.
- Word of mouth.
- Emergency Delay Accommodation

With much more attractive service packages.....

## LEGAL DOCUMENTS REQUIRED

There might be the demand of many different documents country wise. But these are the main legal documents required so far in foreign employment services.

### DEMAND LETTER

Demand letter shows the actual demand of the workers form the respective companies that aim to recruit manpower from Alliance Human Resources Pvt. Ltd. This letter bears the letterheads of the consumption companies and it must







be attested by the concerned authorities or department. This letter contains the follows information:

1. Job title
2. Basic Salary +over time allowance.
3. Working Hours per day/Week
4. Accommodation Transportation, Food provisions.
5. Other terms & Conditions (if any)

### **POWER OF ATTORNEY:**

Power of Attorney letter gives authenticity to this company to work as a representative to the employers group of foreign nations. By this right we act to recruit and mobilize the potential Manpower on their behalf. Both the governments (Govt. of Nepal & the Govt. of the consumption country) require the attesting & approval from their respective departments.

### **RECRUITMENT AGREEMENT**

Recruitment Agreement is the agreement between the Employer of the consumption Country and Alliance Human Resources Pvt. Ltd. Alliance Human Resources Pvt. Ltd. has to produce it to the ministry of labor of Nepal.

### **GUARANTEE LETTER**

Especially Golf Countries and the employing Companies will issue a letter addressing the conformation of specific workers in their companies in the said country and not in other places. This letter is addressed to the labor Department of Nepal.

### **EMPLOYMENT CONTRACT PAPER**

This paper is dealt between the employer and the employee. Signing the paper both the parties remain committed on the claims that have approved during the time they deal with each other, this contract paper contains the following major conditions.

1. Duration of Contract
2. Employee's Job title
3. Employee's basic salary, allowances, overtime etc.
4. Working days per week/hours per day.
5. Holidays & others
6. Accommodation, Transportation & Food provision
7. Insurance & Medical benefits
8. Other terms and conditions

### **LETTER OF CONFORMATION OR OFFICIAL SANCTION**

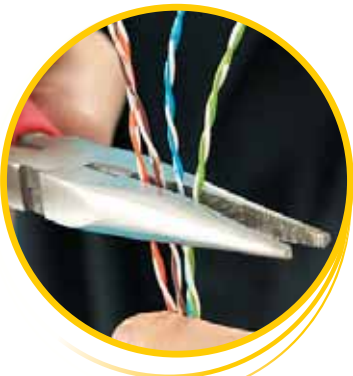
The employer's agencies of the consumption countries have to procure the letter of conformation or official sanctions from the local chambers of commerce and the consulate embassy of Nepal. Sometimes letters might be issued from these aforementioned authorities otherwise they would sanction the related documents with their official stamps on the documents.

### **OUR GUARANTEE TO THE CLIENTS (FIRST OF ITS KIND)**

- We take responsibility of workers up to three months of probation for the performance, behavior and productivity (knowledge, skill & attitude).
- We are responsible for bearing the repatriation of the unfit workers and their replacement at our cost within the probation period.

### **THE FUNDS OF OPERATION**

The fund has been generated from shareholders' equity. Of which paid up capital is RS. 60, 00,000, issue capital is 80, 00,000 authorized capital is Rs.100, 00,000 All the shareholders should work as per their works assigned at the time of meeting. Any complicated decisions will be made easier by the help of the board of directors. The board of directors' decisions will be final for executing all type of concerned works to this agency. No political and hidden influences can impact in the decisions made. But the counseling of marketing consultant will not be undermined.



# OUR BUSINESS PARTNER COUNTRIES

The following major countries are the main labor consumption countries directly connected to our outstanding agency till the date:

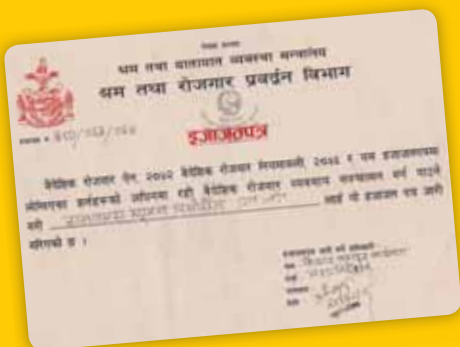


And many more.....

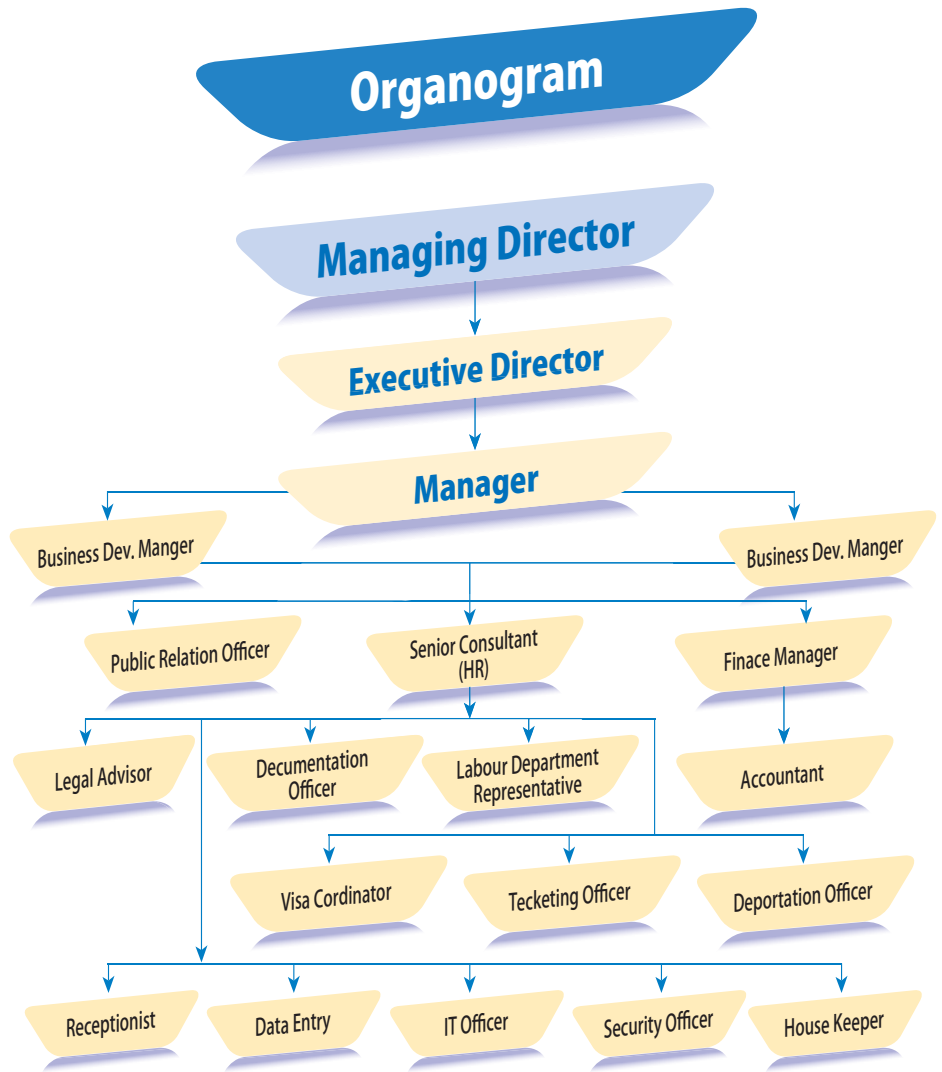


# ORGANIZATIONAL STRUCTURE

Official License:



We believe in equal rights of personnel within the organization. For effective office management we have appointed different workers as per their responsibility and accountability to the board of directors. We focus on democratic management system based on horizontal basis. For getting regular and emergency marketing practices we have contracted international marketing consultants from national & international levels for making our service transparent, cost effective and socially recognizable in national/International areas.



# OUR PEOPLE. YOUR POTENTIAL.



**ALLIANCE GROUP**

- Alliance Human Resources Pvt. Ltd.
  - Alliance Export Import Pvt. Ltd.
- Alliance Star Abroad Study Pvt. Ltd.
  - Sk Travels & Tours Pvt. Ltd.
- Healthcare Diagnostic Center Pvt. Ltd.
- Signor International Training Institute Pvt. Ltd.

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