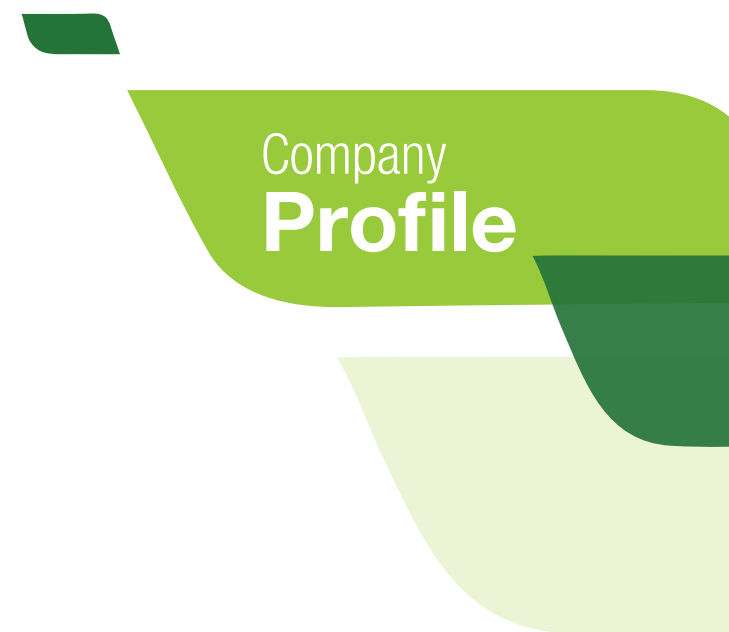
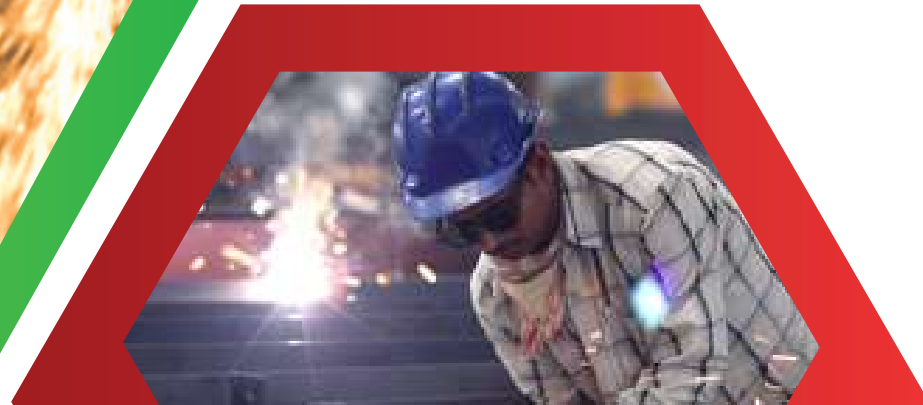


MANPOWER  
S R I L A N K A



*Eastern Charisma*



Company  
**Profile**

[www.manpowersrilanka.com](http://www.manpowersrilanka.com)

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# Introduction

## Recruitment Agencies in Sri Lanka with the True Difference.

We'll help you simplify your tasks, focus on your goals, and achieve success. That's because we're a leading manpower recruitment solutions provider in Sri Lanka that brings the best employees and employers together.

# Manpower Sri Lanka

In an organization resources like hi-tech gadgets, secret production formulas, excellent marketing tactics, great financial controlling systems, etc. could be easily copied by the competitors except for the human resource which is unique and incomparable. Every human being has their own level of knowledge, dedication, experience, and qualification. Hence it is highly important for organizations to devote their due care in creating and developing their manpower. Hence recruiting the right person for the right vacancy is undoubtedly important but at the same time becoming hectic.

Manpower Sri Lanka, with the 75 years of combined experience in staffing, recruitment, training, HR services, outsourcing and consulting for all industries, skills, and levels, becomes the ultimate solution for employers and potential employees. We don't merely connect the clients and candidates. Instead, we choose to be the best recruitment option for both parties by connecting them through an excellent process of assessments. We assess the required level of knowledge and skills for a particular vacancy and connect the suitable individuals accordingly.

Manpower Sri Lanka is the human resource consultancy and foreign manpower recruitment wing of Eastern Charisma Group which is a diversified business solution provider operating in Sri Lanka.

# Eastern Charisma Group

## Pioneers in Manpower Recruitment, Human Resources Development and Foreign Employment Services in Sri Lanka.

Eastern Charisma Group is a professional manpower recruiting firm licensed under the Sri Lankan Bureau of Foreign Employment (License No #2753) and registered agency with Middle Eastern Embassies in Sri Lanka. Member of ISO certified group of companies. Sri Lanka's #1 recruitment and placement of human resources in GCC for more than 3 decades.

We have a highly diversified business solution provider operating in Sri Lanka. The diversified portfolio of EC includes Property Development, Brokerage, Freight Forwarding, Management Consultancy, Travel, and Tour Operations, Education Consultancy and Franchising in addition to Manpower recruitment. Our business model is designed to link the branded marketer directly with the company of the medium required. We responds to the new demands in: creative displays; speed-to-market; and efficient cost by utilizing our actual global network.

Our Mission is to be the utmost consistent business in our region and in the world serving for an assortment of organizations and individuals in order to fulfill their mixture of beneficiary needs.

# Our Leadership

Mr. Israth Ismail is a British qualified 1st class double graduate from the University of East London. Internationally experienced human resource recruitment consultant and a well-recognized trainer featured on London BBC, Saudi National Radio, many other local and international media. Dynamic true professional human, full of life.

A great leader with more than 10 years of extensive experience in manpower recruitment, Mr. Israth Ismail – Managing Director, is in charge of the operations of Manpower Sri Lanka. He possesses deep insights about the current prevailing market conditions of Gulf states, local supply market, and required recruitment procedures in Sri Lanka.

Ultimately, he can help your organization reach the next levels of business excellence.

**Israth Ismail**  
Managing Director

MSc, BSc(Hons), PG Dip-IT,  
G-Tech AdDip, MBCS, CIW, CPM





# Our Leadership



**Mr. Zain Marzook**

Director /Group CEO

MBA, Dip. BA, AIPFM, MSLIT,  
Finance & Int'l Trade and Logistics



**Mr. Nimry Marzook**

Director

BA (Hons) Business  
Management, CPT



**Mr. Shiraz Mohamed**

Director

BA (Hons), CGMA(CIMA)



**Mrs. Farwin Hameed**

Director

BSc (Hons) HRM,  
Ad Dip in Marketing

# About Sri Lanka

The Finest Island in the World - That's how Marco Polo, the famous explorer, described Sri Lanka on his travel accounts. He set foot to Sri Lanka in 1292 AD and was one of the many famous travelers who visited the country that is called The Pearl of the Indian Ocean.

As per the statistical department of Sri Lanka's latest report in 2015 census, the current Sri Lankan population is estimated to be around 20,970,000, which shows a gradual increase in the total population over the years.



President  
H.E. Ranil Wickremesinghe



Prime Minister  
Hon. Dinesh Gunawardena



Minister of Labour and Foreign Employment  
Hon. Manusha Nanayakkara



# Sri Lankan Manpower

Sri Lankan manpower has the highest literacy rate of 94.2% in Asia and it has the strength and the to afford to all kinds of manpower.

Sri Lankan people are by nature intelligent, industrious and hardworking and have the ability to adapt themselves easily to any new job placements in the Middle East countries. Warm hospitable and generous by generations. They are quick to grasp any job requirements, which will keep foreign clients (recruiters) satisfied and happy. Sri Lankan employees became quickly acclimatized and oriented in foreign countries. They find it easy to find job satisfaction and contentment, which is essential for good and successful employer-employee relationships.

Sri Lankan workforce has been a pillar of strength in building economies worldwide. Especially the Middle East has benefited significantly from the huge magnitude of workers Sri Lankan workers being recruited annually.

# Sri Lankan Manpower

Sri Lanka has traditionally been a major supplier of skilled workforce. Equipped with some of the finest technical and vocational training centers, Sri Lanka produces some of the finest skilled workforce to meet the huge demand the world over.

Saudi Arabia has been the largest host nation for aspiring employees from Sri Lanka.

## Sri Lanka Bureau of Foreign Employment (SLBFE)

The Sri Lanka Bureau of Foreign Employment (SLBFE), was established in 1985 under the Act No.21 and amended by Act No. 4 of 1994 and Act No.56 of 2009, It's mandate encompasses promotion and protecting of migrants by setting standards and approving or rejecting the contracts provided by the foreign employers to protect Sri Lankan migrants and their families.

# Why Recruit With Us

## ■ Our Data Banks

We are fully streamlined with our job portals and custom developed recruitment system to maintain exclusive data banks which are updated on a minute basis; to ensure our clients requirements are fulfilled with best fit match in a shortest possible time.

## ■ Custom Technology

We have in-house developed custom recruitment management system and job portals on the cloud. We can assure our clients of the most modern, efficient and faster recruitment solutions.

## ■ Job Website Portals

Sri Lanka's leading job website portals are owned and managed by us. Our websites have been visited by more than 350,000 unique visitors on a monthly basis.

## ■ Largest Agents Network

Our agency has the largest nationwide registered agents, sub agents & consultants network to refer candidates to our client's projects.

# Why Recruit With Us

## ■ Business Collaborations

Collaboration with vocational training institutes, private and public educational establishments, colleges, universities, technical institutes and trade test centers.

## ■ Our Expertise

Our big family includes experienced recruitment consultants, coordinators other staff members who have gained years of experience in specially Middle East manpower recruitment in their specific industries. They have developed excellent knowledge in candidate sourcing, screening, interviewing, selecting of candidates for any requirements.

## ■ Manpower Shortlisting & Screening

Shortlisting and screening process are the key important milestones in our business. We ensure the quality and most suitable candidates with consistent standards and professionalism to ensure that our candidate lineups are accurate and sound, to the skills required positions.

## ■ Our Service Pledge

We assure the best service output while we maintain professionalism, ethical business practice, fast communication, best customer care and reliable business partnership.

# Some of Our Prestigious Clients



# Some of Our Prestigious Clients





# Some of Our Prestigious Clients



# Manpower Categories



Agriculture



Cleaning & Maintenance



Construction & Maintenance



Electronic & Electrical



Fishing & Marine



Heavy Industries



Hospital,  
Pharmaceutical &  
Medical



Hospitality  
Industry



Finance &  
Banking

# Manpower Categories



Information  
Technology



Light  
Industries



Printing  
& Packaging



Poultry  
& Farming



Hotel  
Catering



Services



Trading



Transportation



Travel

# Recruitment Procedure

To provide a planned and efficient manpower recruitment services from Sri Lanka, our agency would require the following information from the foreign client.

- Manpower category and required number of candidates with job descriptions.
- Age limits, qualifications and minimum years of experience required.
- Candidate terms and conditions of employment in line with the demand of Sri Lanka Bureau of Foreign Employment (SLBFE).
- Expected dates of selections / interviews and mobilization of selected candidates.

Sri Lanka Bureau of Foreign Employment (SLBFE) is the government authority established under a special Act of Sri Lankan Parliament to oversee and regulate the foreign employment and manpower recruitment in Sri Lanka.

Therefore, prior approval of SLBFE is mandatory to carry out of any foreign manpower recruitment in Sri Lanka for which following documents are required.

- Demand Letter
- Special Power of Attorney
- Recruitment Agreement

All above documents must be on client's official letter-head bearing official seal and signed by an authorized officer of the client and to be attested by the Chamber of Commerce and Sri Lanka Embassy in client's respective countries.

# Recruitment Process



# Submit Job Orders

Submitting job orders to our agency is very easy. Just simply e-mail ([info@manpowersrilanka.com](mailto:info@manpowersrilanka.com)) us your requirements with the below details.

- Categories of manpower required
- Quantities of each categories
- Salary details
- Employee benefits
- Employee terms and conditions
- Expected date of recruitment

Once you submit your job order, one of our directors will get back to you within 24 hours to acknowledge and establish your reliable business partnership.



# Legal Matter

FORM 'A'

Licence No. : 2753

**LICENCE TO CARRY ON THE BUSINESS OF A FOREIGN EMPLOYMENT AGENCY**

EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD. of  
(Name of Applicant)

No. 19, De Vos Avenue, Colombo 04 is hereby  
licensed under the provisions of the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985 to carry on at  
No. 19, De Vos Avenue, Colombo 04 (situation of the premises)  
the business of a Foreign Employment Agency. This licence is not transferable and shall be in force for a period of 12 months  
from the First day of July 2018

Name of Foreign Employment Agency : EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD.

Name of person in-charge of business : Mr Zain Marzook

Amount of fee paid: Rs.Fifty Thousand Only.

Date: 04<sup>th</sup> October 2018  
(the date of issue)



  
Chairman  
Sri Lanka Bureau of Foreign Employment

(Not valid without seal)

SBC 02/09/15



# Demand Letter

Leela Patisserie - Kuwait

LEELA PATISSERIE CO.  شركة ليلا بانسيري  
For Food Supplies للتجهيزات الغذائية

M/S. EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD.  
19, DE VOS AVENUE, COLOMBO 04, SRI LANKA  
L/L No 2753  
Tel/Fax +91 115 641 841 / +91 995 288 888

Dear (GRATH),

### Job Order - (Non-Domestic / Skilled Workers)

We have pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions.

No	Categories	Quantity	Minimum Monthly Salary - (K.D)
01	PASTRY CHEF	3	KD 160
02	CAKE DECORATOR	5	KD 210
03	KITCHEN HELPER	10	KD 120
04	SALES EXECUTIVE	3	KD 150
05	SECRETARY	3	KD 120
06	COUNTER SALES	8	KD 120
07	HEAVY VEHICLE DRIVER	4	KD 150
08	LIGHT VEHICLE DRIVER	4	KD 120
09	STORE KEEPER HELPER	5	KD 100

### Terms & Conditions

1	Period of Contract will be 2 years & renewable
2	The recruits will be entitled to return air ticket after completion of one/first period
3	Ordered joining air ticket will be provided (as provided) (if applicable)
4	The recruits will be entitled to food allowance (K.O.F), accommodation, medical and transport
5	Working hours per day will be (08 hours) i.e with one day-off per week
6	All appointments will be subject to a probation period of 90 days from the date of appointment.
7	All other terms & conditions will be in accordance with the pertinent law of the country of employment.

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment, Colombo, Sri Lanka

The Authorization Letter and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully,

غرفة تجارة وصناعة الكويت  
KUWAIT CHAMBER OF COMMERCE & INDUSTRY

REGALIZES WITHOUT ANY RESPONSIBILITY ON THE CONTENTS OF THIS DOCUMENT, THE SIGNATURE / SIGNATORIES NUMBERING ONE AND FIELD OF AUTHORIZATION

Order: LEILA PASTRY FOR CATERING SERVICES COMPANY  
Form:

Reg. No. 198028574

Date: 20/01/2019

Employee: SULEIMAN A M ALDIBREI BI





# Demand Letter

Movenpick - Saudi Arabia

**DEMAND LETTER**

**MÖVENPICK**  
Resort Al Nawras Jeddah

Eastern Charisma Group of Company (Pvt) Ltd  
Foreign Employment Bureau License No: 2753  
375, 2<sup>nd</sup> Floor, R.A De Mel Mawatha,  
Kolpitiya, Colombo-03,  
Sri Lanka.

SRL.No.	DESCRIPTION	REQUIRED QTY.	SALARY RANGE
1	Walter	3	1500
2	Housekeeping Supervisor	1	2000
3	Room boys	1	1300
4	Swimming pool Technician	1	1300

**Terms and Conditions:**

- 1) Food - 3 meal provided by company
- 2) Accommodation : provided by company
- 3) Medical: provided by company except for treatment of eye, dental and chronic illnesses.
- 4) Air Passage - Point of Hire, Jeddah/Colombo/Jeddah
- 5) Working hours: 8 hours per day (including 1-hour lunch break).
- 6) Transport: Provided by Company
- 7) Overtime: As per Saudi Labour Law
- 8) Working Days: 06 Days per week
- 9) Duration of Contract: 02 Years (renewable)
- 10) Other benefits: As per Saudi Labour Law

All other terms and conditions as per Saudi labour law.

Yours truly,  
*M. B. M. Zarook*  
10/06/13  
M.B.M. Zarook  
Human Resources Manager

**M.B.M. Zarook**  
First Secretary  
Embassy General of Sri Lanka  
Jeddah

**Over Rec. 10/06/2013/00022-F**  
Receipt No. **A No-016895**  
Amount SR **540**  
Date **10-06-2013**  
I Certify that this document has been duly verified and registered by this Ministry.  
*M.B.M. Zarook*  
First Secretary

**POWER OF ATTORNEY**

**M.B.M. Zarook**  
First Secretary  
Embassy General of Sri Lanka

I, Jamil Essam Attar hereby as in my capacity of Owner/Representation of Movenpick Resort Al Nawras Jeddah appoint EASTERN CHARISMA GROUP OF COMPANY (PVT) LTD 375, 2nd Floor, R.A De Mel Mawatha, Kolpitiya, Colombo-03, Sri Lanka as our true and legal representative from Sri Lanka represented by Mr.Zain Mervook, Chief Operating Officer to represent and recruit in the capacity as our legal agent.

Thank you.

Yours truly,  
*Jamil Essam Attar*  
Jamil Essam Attar  
Owner Representative  
Movenpick Resort Al Nawras  
Jeddah, Kingdom of Saudi Arabia


**Over Rec. 10/06/2013/00022-F**  
Receipt No. **A No-016895**  
Amount SR **540**  
Date **10-06-2013**  
I Certify that this document has been duly verified and registered by this Ministry.  
*M.B.M. Zarook*  
First Secretary

**M.B.M. Zarook**  
First Secretary  
Embassy General of Sri Lanka  
Jeddah

# Demand Letter

Ministry of Health - Oman

**Sultanate of Oman  
Ministry of Health**  
Directorate General of Administrative Affairs  
MH/DGAA/TR/9/2018  
10/9/2018 M



سلطنة عُمان  
وزارة الصحة  
المديرية العامة للشؤون الإدارية

Eastern Charisma Group of Company (Pvt) Ltd  
19, De Vos Avenue, Colombo 04, Hambalpitaya  
Sri Lanka

Ass: Compliments,  
**Subject: Demand letter**

The Ministry of Health is looking into employing Medical Officer, General Practitioner. You are kindly requested to advertise and send us the number of C.V.s. you have collected as per the requirements mentioned below:

MINISTRY OF HEALTH - SULTANATE OF OMAN			
Sr. No	Designation	Specialty	Entry Requirements
1	Medical Officer	General Practitioner	<ol style="list-style-type: none"> <li>1. MBBS or equivalent + 3 years experience</li> <li>2. The last 3 years of medical practice should be a full time practice as general practitioner or emergency medicine.</li> <li>3. Part time general practice is not acceptable except in the speciality of emergency medicine and internal medicine but not in any other speciality</li> <li>4. General practice in privately owned unregistered clinic is not acceptable.</li> <li>5. Candidates should be less than 45 years of age</li> </ol>

**Sultanate of Oman  
Ministry of Health**  
Directorate General of Administrative Affairs



سلطنة عُمان  
وزارة الصحة  
المديرية العامة للشؤون الإدارية

Benefits offered by Ministry of Health is as follow:

- House allowance/ Accommodation provided by The Ministry of Health.
- Living cost allowance provided by The Ministry of Health.
- Medical treatment within The Sultanate to prevailing regulation.
- Transport allowance provided by Ministry of Health.
- Return air ticket provided by Ministry of Health.
- Designation will be classified based on the qualification, experience and the outcome of interview.
- Others as per Oman Labor Law.

Sincerely yours,




Headed Mr. Mohamed Al-Hadhrami  
Director of Recruitment & Transfer

# Demand Letter

Hilton Garden Inn - Oman



Ref: 59222

Date: 12/04/2018

## DEMAND LETTER

To: ESTERN CHARISMA GROUP OF COMPANY (PVT) LTD  
 82 BUILDING 819 DE PDS AVENUE , COLOMBO 4  
 SRI LANKA

Dear Sir,

With reference to our Power of Attorney provided to us in your favour, we kindly request you to kindly supply the following category of employees to work in our Company:

SN	Category/Job Title	No. of Workers		Monthly Basic Salary (OR)	Remarks
		Males	Females		
1	Guest Service Supervisor F&M	02		280,000	
2	Caretaker - 1	04	04	200,000	
3	Caretaker - 2	08	08	175,000	
4	Caretaker - 3	12	08	160,000	
5	Stewarding Supervisor	02		280,000	
6	Steward	12		180,000	
7	House Keeping Supervisor	02		275,000	
8	House Keeping Team Members	12	12	200,000	

### Terms & Conditions

Period of Contract	Two years (Renewable)
Place of Employment	Muscat, Oman
Probation period	30 days from date of entry into Oman.
Joining & return air ticket	Provided by the company (After 24 months)
Visa Charge	Not charge down by company itself and will not be reflected in worker's salary
Working hours and days	9 hours per day, 6 days per week
Food	Provided by the company (During the work hours)
Accommodation	Provided by the company
Medical & Insurance	Provided by the company
Gravel ID card	Provided by the company
Local transportation	Provided by the company
Electricity	As per Oman Labour law
Annual paid leave	30 days per year
Other Terms & Conditions	As per Oman labour law

Thanking you,

HELTON GARDEN INN





# Demand Letter

Napoli Bakeries - Qatar




QT/JOM/18/0077

**JOB ORDER**

Date: 24 June 2019

Eastern Charisma Group of Companies (PVT) Ltd.,  
No 19 De Vos Avenue, Colombo 04  
License No. 2733




Dear Sir,

We hereby place order to select and recruit Sri Lankan employees under the terms and conditions mentioned below.

Job category	Quantity	Basic Salary	Food Allowance	Total
Labour	14	1100	300	1400
Skilled	4	5200	300	5500

**Terms and conditions:**

- Accommodation will be provided by the employer
- Medical facilities will be provided by the employer
- Working hours shall be Eight (08) hours per day 5 days per week
- Working hours shall not exceed Twelve (12) hours per day
- Over time shall paid off duty hours and off duty day if necessary
- One day per week be given off day for all employees
- The period in contract will be two (2) Years with probation period of Three (3) months
- Free return air ticket should be provided for all employees after completion of contract by the foreign principal or the employer
- Full cost of employee's resident permit shall be borne by the employer
- All other terms and conditions of employment shall be in accordance with the laws and regulations of the State of Qatar




Dokumen Perintah Kerja

Perintah Kerja No: 0024  
Mencakup: 03/2019  
The Order is/for the selection of  
14 Labour & 4 Skilled  
at ANJANNA CHARMA  
MILK & BAKERY of Eastern Charisma  
Group of Companies  
QATAR



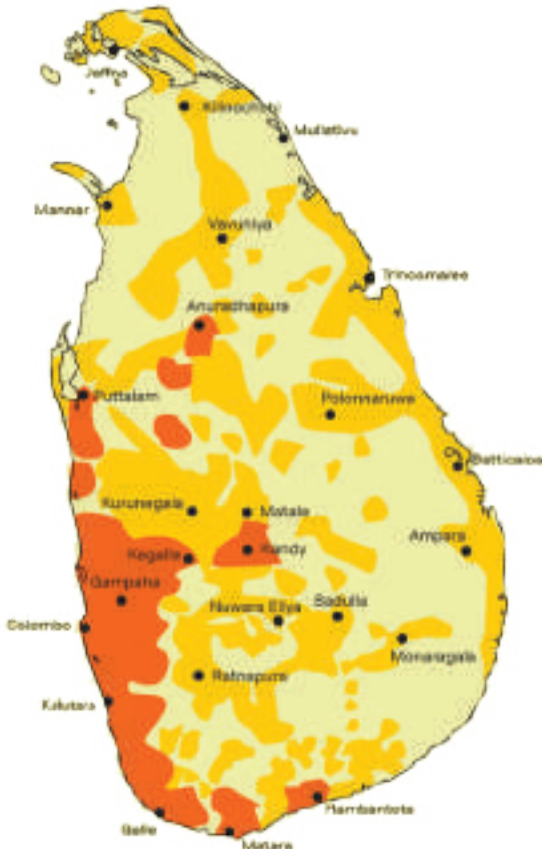

Date: 20190624 16:34  
No: 0024

ANJANNA CHARMA MILK & BAKERY  
Eastern Charisma Group of Companies  
QATAR




# Our Network

## Islandwide Network



## Colombo City Network





**MANPOWER**  
S R I L A N K A



*Eastern Charisma*

## Eastern Charisma Group

19, De Vos Avenue,  
Colombo 04,  
Bambalapitiya,  
Sri Lanka.

Hotline : +94 777 861474  
Phone : +94 115 288 526 - 7  
Fax : +94 115 288 888  
E-mail : [info@manpowersrilanka.com](mailto:info@manpowersrilanka.com)  
Web : [www.manpowersrilanka.com](http://www.manpowersrilanka.com)

