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Global Recruitment Service

(Human Resource Consultant)

Approved by Government Of India
License number: B-1088/BIHAR/PER/1000/5/9397/2018

“ We Offer you the best Manpower Service from India „



About Our Company

GLOBAL RECRUITMENT SERVICES is an international recruiting agency specialized in quality outsourced manpower recruiting and staffing in a timely costeffective services through internet.

Our team is committed to work personally to our client's needs in eliminating timeconsuming and expensive search for top caliber talents at very competitive rates through job order matching system, hiring capabilities and deep knowledge of the industry.

We maintained a pool of qualified and skilled applicants on hand to meet future requirements. With international links in Asia, Middle East and Europe, we put the right people at the right place. Our Consultants skillfully handles the recruitment and matching process and worked in close communication with the client during the selection process.

We fill in the gap in the market by providing turnkey solutions on various areas of business such as:

1. Processing of employee's deployment targeting both international and local markets to build career in various industries / business inside and outside United Arab Emirates.
2. Providing qualified personnel by thorough recruitment process through series of tests including trade test.



The HR Consultancy (Recruitment and Training Division)

GLOBAL RECRUITMENT SERVICES has been as a dedicated consulting firm to cope with UAE's growing need for qualified personnel. It deals with various fields of business sectors covering management recruitment, executive search, HR consultancy and corporate trainings.

OUR LOCAL RECRUITMENT COVERS:

1. Short listing candidates
2. Presentation of job candidates.
3. Recording data in a Database programmed for executive search
4. Interview schedules
5. Reference checking of job candidates
6. Training prospective candidates for specific skills such as: computer, customer service, technical writing and business correspondence.

OUR OVERSEAS RECRUITMENT COVERS:

1. Accreditation of the Client Company and Global Recruitment Services in embassies situated in UAE to seek permits to conduct overseas recruitment in specific country.
2. Presentation of the Professional Accredited Recruitment Consulting firm overseas to the client.
3. Arrangement of the travel itinerary of the client and Global Recruitment Services to recruit overseas.
4. Presentation of the client's profile to the job candidate to establish integrity and reputation.
5. Facilitation of the travel documents of the selected candidates from country of origin to any UAE states with the sanctions of the company hiring



Selection Process

GLOBAL Recruitment Services upholds professionalism by its highest standards of recruitment and corporate trainings required by our client.

The following approaches are conducted:

1. Modular Registration by Database Program

Global Recruitment Services allows the job candidate to register via the computer in modular form by entering basic data about themselves. Job candidate also submit CV for complete information.

This modular registration allows records to be fully intact and positioned for strict confidentiality. As we maintain a substantial Talent Databank of personnel under different nationalities and disciplines, we are able to provide details of job candidates promptly and accurately.

2. Skills Test

This test covers the following : speed typing test, correspondence, reading comprehension, outlining, accounting and other related skills required for an administrative / accounts support employee.

3. Trade Test

This is accomplished by the client on the third degree of interview.



Interview

Level 1 – Telephone Interview

Basic questions are inquired by the HR Consultant to gain an overview about the about the job candidate who is shortlisted. If the candidate suits to the requirements, then he / she is asked to come for the first level interview.

Level 2 – Testing and Presentation of the Results

The job candidate undertakes test and the HR Consultant write an analysis. The candidate is asked to come for the 2nd time and is informed about the results, if the candidate suits the requirements of the Client, the CV and test results are submitted.

Level 3 – Client's Interview

Based from the well-written CV and the assessment results, the Client shortlists the candidate and call the candidate for the 3rd time with the assistance of the HR Consultant.

Level 4 – Final Interview between the Company and the Client

Presentation of the job offer with the letter of employment to confirm agreement between the employee and the employer.

Company Letterhead

Date :

Global Recruitment Service India

Dusseldorf Business Point , 10th floor
office Number 1002 Al Barsha Dubai

DEMAND LETTER

Dear Sir:

We hereby authorized you to select and recruit the hereunder manpower requirements on our behalf:

No.	Job Category	Qty	Nationality	Salary (AED)		
				Basic	Allow	Total

Terms and conditions:

- 1 Place of work :
- 2 Contract period :
- 3 Working hours :
- 4 Overtime :
- 5 Employment visa :
- 6 Accommodation :
- 7 Transportation :
- 8 Food :
- 9 Joining air ticket :
- 10 Return air ticket :
- 11 Others :

Name of Company

Authorized Signatory
Title / Position



Special Power of Attorney

This is to confirm that we _____, a company duly registered and existing under and by virtue of the laws of the United Arab Emirates, with postal business address at P.O. Box _____ in _____, UAE, with License No. _____ do hereby appoint GLOBAL RECRUITMENT SERVICE INDIA with business address at Dusseldorf Business Point , 10th floor office Number 1002 Al Barsha Dubai, (U.A.E) and holder of License No. B-1088/BIHAR/PER/1000/5/9397/2018, as our true and legal representative to act for and in our name and stead concerning the recruitment and passage including all formalities that may be required concerning our manpower requirement.

This Special Power of Attorney is limited only to the recruitment or manpower as mentioned on the attached Job Order and expires upon completion of the recruitment. IN WITNESS WHEREOF, I have executed this Special Power of Attorney this ____ day of _____, 20__ at _____, UAE

Name of Company

Authorized Signatory
Title / Position

OUR TRUSTED CLIENTS



Our Contact Information

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Global Recruitment Services :

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