



ANZ GROUP

Multimega Services

Human Resource Consultancy

Recruiting License No. RL-1698

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Message from the Proprietor



Dear Overseas Employers

I am pleased to present this brochure that will give you a brief idea of the manpower categories and services available from ANZ Group Multimega Services. Bangladeshi workers are known for their adaptability to foreign cultures, climate, and their dutifulness in their work. Only a handful of countries in the world can claim that they have not benefitted from the labor of Bangladeshi people's skillful hands, if any.

In this regard, it is my privilege to present the full suite of services that ANZ Group has to offer. Please take a moment to peruse this brochure for services relevant to your organizational needs. Maybe something will catch your attention.

Looking forward to hearing from you.

Khandaker Mohiuddin

Proprietor

What We Do



ANZ Group Multimega services is a human resource consultancy company. Our primary mission as a modern manpower agency is to connect seeking employers with the right employees that fit each other like a piece of puzzle and provide both parties the opportunity for growth and prosperity. In this regard, our experience in the industry and our network with field agents are bar none if our performance is any indicator.

Currently we have footprint in 3 continents consisting of regions including but not limited to; Middle-East, North-Africa, East-Asia and the Caribbean. We have provided our services to many gulf states, and south-east Asian countries as well.

Vision and Mission

We believe in reasonable cost and ethical migration for overseas workers. Our clients who provide job opportunities for migrant Bangladeshi workers are well-reputed in the industry for their fair treatment of employees and for honoring the terms and conditions for their employment agreement/contract.

Our clients provide their employees with full financial assurance, benefits, overtime, and medical insurance during their employment term.

ANZ Group was founded on these key principles:

- Finding Suitable candidates as per client/employer's need.
- Match appropriate employers with desirable employees.
- Reasonable and competitive processing fee.
- Fair treatment of all employees.
- Modern services, sensibilities and sustainability in our operations.

Value Proposition

Why Choose Bangladesh



Historically our people are known for their tradecraft in areas such as small cottage industry based on jute, wicker based environmentally sustainable products, and different kinds of domestic fabric production and processing such as moslin and tant boutique. Besides our rich and diverse culture of celebration and culinary arts, our people are some of our best assets for their friendly, peaceful demeanor and humble, optimistic nature.

Bangladesh has a surplus of manpower in many different skill categories. Due to our established history and experience for migrant workers, we have some of the most qualified, productive, and competitive manpower in the entire world. We are the single biggest construction industry worker supplier in the world and our workers have built modern cities in countries like the KSA, UAE, Oman, Qatar, Kuwait, Malaysia and Singapore to name a few economic powerhouses amongst many others.

Value Proposition

Why Choose ANZ



- We only select qualified, technically certified, and physically fit and capable candidates for our employers.
- We make an active effort to recruit from the govt. manpower bank as long as it can fulfill our clients needs and requirements.
- We handpick every single candidate ourselves instead of relying on 3rd party suppliers.
- We maintain our own database of candidates' to ensure accurate tracking of all paperwork trail.
- We render our services with the utmost sincerity and professionalism to our employers, clients and service partners.
- We only work with clients who are reputable for honoring the terms and conditions as stated in the work order permit.
- Employers who do not honor the agreed upon employment contract terms are dropped from our database of clientele from all further business dealings.
- Client and candidate satisfaction is most important to us. We render our services to facilitate ethical migration, honor the employers' trust, and create a good reputation for our client, our organization, and our country (Bangladesh) abroad.

Our Services

Human Resource Management

Candidate Selection and Processing

Worker Recruitment

Medical Examination (Pre-medical and Test-medical)

Document and Paperwork Processing

Passport Processing

Visa Stamping

Flight Ticketing

Immigration Formalities

Training Facilities and Services

Technical Training (metalwork, construction site work etc.)

Host Country Cultural Training

Host Country Language Training

Professional Conduct Training

Workplace Orientation Training

Pre-flight Briefing

Manpower Categories

Construction

Shovel Work, Concrete Batching Plant Operation, Aluminum Cutter, Ductman, Electrician, Cable Joner, Welder, Fitter, Pump Operation, Plumbing and Sanitary, Rod Binder, Tile Fixer, Shuttering Carpentry, Steel Fixture Foreman, Mason, Dentor, Painter, Carpenter etc.

Electrical

HVAC System Mechanic, Air-conditioner Mechanic, General Mechanic, General Electrical Appliance Mechanic, Appliance Repairmen, Motor Coil Rewinder etc.

Manufacturing

Production Operator, Machine Operator, Sewing Operator, Iron Man, Supervisor etc.

Heavy Equipment Operator

Heavy and Light Vehicle Drivers, Motor Mechanic, Auto Electrician, Crane Operator, Forklift Operator, Bulldoze Operator, Diesel Mechanic etc.

Hospitality, Kitchen, and Catering

Bellboy, Steward, Waiter, Busboy, Cook, Kitchen Assistant and Helper, Sioux Chef, Bartender, Butcher, Meat Packing etc.

Manpower Categories

Housekeeping

Cleaner, Laundrymen, Barber, Goldsmith, Tailor, Spinner, Weaver, Cobbler etc.

Agriculture

Farmer, Field Worker, Gardener, Horticulturist, Botanist etc.

General Services

General Labor Worker, Cleaners and Worker of all categories, Car washing, Maintenance, Security Guard etc.

Office Administration

Manager, Accountant, Salesperson, Typist, Secretary, Stenographer, Receptionist, Front Desk Executive, Peon/Office Boy/Tea Boy etc.

Architecture

Designer, Draftsmen, Interior Decorator, Landscape Architect, Town Planner, CAD/CAM Designer etc.

Engineering

Civil Engineer, Electrical Engineer, Mechanical Engineer, Automobile Engineer, Marine Engineer, Textile Engineer, Computer Engineer, Software Engineer etc.

Manpower Categories

Computer and IT Industry

Computer Operator, Hardware Engineer, Network Engineer, Systems Engineer, System Analyst, Graphic Designer, 3D Animator, Programmer, Technician etc.

Health Industry and Medical Field

Nurse(Male/Female), Elderly Care Specialist, General Physician, Pathologist, Radiographer, Radiologist, Pharmacist, Medical Assistant, Lab Technologist, Medical Technologist, Dental Assistant, Dental Technician, Dentist, Dresser, Blood Bank Technician etc.

Education Sector

Teachers, Lecturers, Professors, Special Needs Children Instructor etc.

Recruitment Process

Issuance of Demand Letter

Visa/NOC/Work Permit

Power of Attorney

Consular Letter

Work Order

Immigration Formalities

Departure Orientation

Pre-flight Briefing

Selection Process

Advertisement.

Interview and Sorting.

Selection and Recruitment.

Travel Document Processing.

Medical Fitness Test

Visa Stamping.

Ticketing.

Immigration Formalities.

Pre-departure Orientation.

Pre-flight Briefing.

Selection Process

Selection and Sorting

Upon receiving the attested demand letter and power of attorney along with the candidates visa/NOC, we shall proceed to collect applications. This can be done in several ways such newspaper ads, online ads, District Employment Offices, approved first party independent supplier agencies or our own bulletin board.

Recruitment

Collected applications are then scrutinized as per the employers' requirements and candidates are shortlisted for interviews and preliminary selection by trained recruitment officers. Some of our clients are invited to be directly involved in some of the interviews to have first-hand experience in our candidate processing protocol. Some of these interviews are conducted over video calls or through their nominated field agents/representatives on who are present on the ground. We welcome employers'/clients who wish to actively participate in these processes, and we also provide necessary assistance and logistical support. This assures our clients that we do our due diligence toward quality assurance and client satisfaction.

Selection Process

Document Processing

Selected candidates present their passports to our offices for us to begin processing them through governing bodies and agencies. We log all documents and paperwork detailing every step of the process on our internal database.

Medical Examination

The selected candidates are sent for their medical tests for medical screening to the appointed/authorized/approved medical test centers of the host countries' embassies and high commissions.

Visa Stamping

Candidates who pass their medical tests for physical fitness are chosen for training and visa. After this final selection process, we submit visa applications for the candidates through the host country's embassy or high commission. If an employer's country does not have an embassy, high commission, or any other diplomatic office or presence in Bangladesh, the responsibility for arranging visas for the candidates falls on the employer.

Selection Process

Ticketing

Employers may send PTA or necessary remit in favor of ANZ so we can facilitate the candidates' flight on behalf of the employer.

Immigration Formalities

We also obtain all necessary clearance, permission, and approval from all governing bodies and agencies concerned. Namely, the Bureau of Manpower, Employment and Training (BMET) and the Ministry of Labor for immigration clearance before departure.

Pre-flight Orientation

We also provide an orientation program along with pre-departure briefing before the candidates scheduled flight. Employers are welcome to provide their own orientation materials for the orientation training and pre-flight briefing. The briefing includes a general briefing about the workers' duties and responsibilities while overseas, along with the host country's social, religious, and cultural norms and professional conduct in the workplace environment. It is imperative that we remind our candidates that they represent their country and thus any action on the individuals' part is a reflection on the entire country.

Training Center and Program

Training and Skill Development Program Centers

Our employees are trained by govt, approved technical training centers operated by both govt. Institutions such as Bureau of Manpower Employment and Training (BMET) and joint-collaboration/foreign-partnership programs.

Some (94) of them are mentioned below:

- 6 Institute of Marine Technology (IMT).
- 89 Technical Training Center (TTC) (exclusively 6 for women).
- 15 TTC and 1 IMT establishment under development.
- 100 TTC establishment process underway.
- Dhaka Technical Teachers Training Institute(DTTTI).
- 4 Divisional Employment & Manpower Office.
- 42 District Employment & Manpower Office (DEMO).
- 3 Apprenticeship Training Office.

Training Center and Program

Institution Based

1. Diploma in Engineering (Marine & Shipbuilding technology): 4 years (6 IMT).
2. Certificate courses: 2 years.
3. Number of Technical Trades: 55: Level 1,2,3,4,5 (NTVQF).
4. Training in Languages: (2-6 months).
5. Training on Public Private Partnership (PPP) Program.
6. Recognition of Prior Learning (RPL).

Industry Based

Apprenticeship Training: 6 months - 3 years

Training Center and Program

Mr. Imran Ahmed MP, Minister

Ministry of Expatriate Welfare and Overseas Employment
visited our Japanese Language Training Center.



Training Center and Program

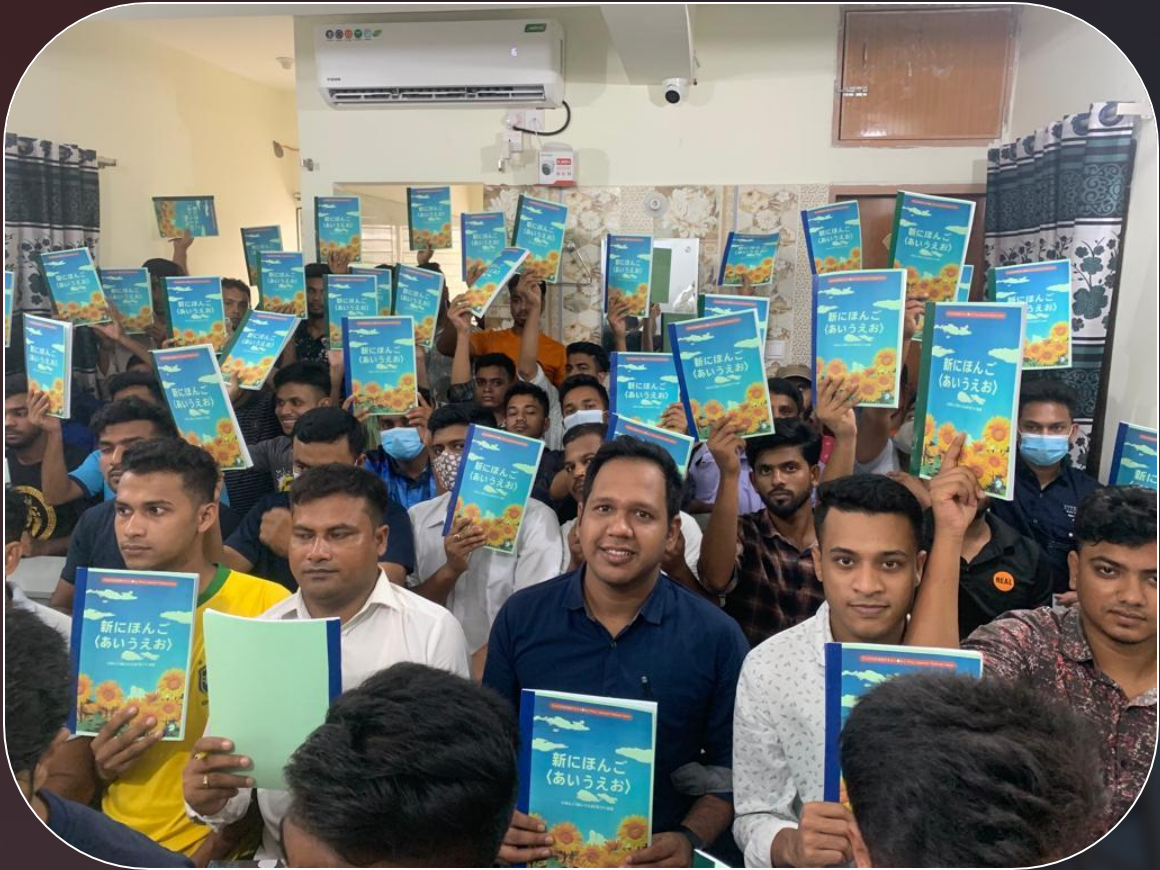
Dr. Ahmed Munirus Salehin

Secretary, Ministry of Expatriate Welfare and Overseas
Employment visited our Japanese Language Training Center.



Training Center and Program

Japanese Language Training Center with New Candidates



Migration Flow

This is the flow of migration by country of employment, with many more yet to come.

<i>Host Country</i>	<i>Category</i>	<i>Workers</i>
Malaysia	Cleaner, Construction	4970
KSA	Cleaner, Construction	212
Kuwait	Cleaner, Construction	613
Libya	Cleaner	25
Japan	Metal Workshop, Construction, Meat Packaging	151
Brunei	Cleaner, Construction	32
American Samoa	Store Clerk/ Salesperson	9

Business Records

Attached below are some sample documents from overseas clients

شركة أطاف المدن
للقاولات العامة والإستثمار العقاري

الإشاري :
التاريخ : 2022/10/31

To / ANZ GROUP MULTIMEGA SERVICES
Govt. Approved Recruiting License No. RL-1698
45/2/A, DILU ROAD NEW ESKATON RAMNA,
DHAKA, BANGLADESH.
Tel: +8801819212783
E-mail: kh.mohiuddin@gmail.com

2022/10/31

السادة شركة أن إف أل مودن سيرفيسز
وكلاء الإستثمار المقيدين من حكومة بنغلاديش أرجوس ورك
+ RL-1698
45/2/A, DILU ROAD NEW ESKATON RAMNA,
DHAKA, BANGLADESH.
Tel: +8801819212783
E-mail: kh.mohiuddin@gmail.com

DEMAND LETTER

رسالة طلب عمالة

نحن شركة أطاف المدن للقاولات العامة والإستثمار العقاري
نود أن نعلمكم بأننا نحتاج لعدد 150 عامل من دولة
بنغلاديش لتنفيذ مشاريعنا في ليبيا وشماطنا كما يلي:

No	Category	عدد	الراتب الشهري في USD	المهنة
1	Mason	50	\$400	الحداد
2	Electrician	50	\$400	فني كهرباء
3	Plumber	50	\$400	فني سباكة
TOTAL		150		

Other Terms & Conditions of Employment:

1. Remittance of Salary: Company Must be Send Employee Salary by Central Bank of Libya to Employee Bank Account in Bangladesh
2. Period of Employment: 2 years and Renewable upon mutual Agreement.
3. Accommodation and Social Security: Suitable accommodation shall be provided by Employer.
4. Food: Provided by Employer

العنوان : طرابلس - ليبيا

شركة فجر الخليج لمقاولات المباني ذ.م.م
FAJER AL-KHALEEJ FOR BUILDING CONT. CO. W.L.L.
Cauda PRO-K.D. 1.000.000

Our Ref:
Date: 20/02/2022

DEMAND LETTER

To:
ANZ MULTIMEGA SERVICES
License No.: RL1698
45/2/A, DILU ROAD NEW ESKATON RAMNA, DHAKA.
NAME OF THE PROPRIETOR: KAHANDAKER MOHIUDDIN.
FLAT NO.4B, HOUSE NO: 50, ROAD-3/A DHANMONDI, DHAKA.
Fax: +88 02 222220516/ Tel: +88 01819212783.
Email: kh.mohiuddin@gmail.com

No. 62 Date: 23-02-2022

ATTESTED
Mohammed Abdul Hussain
Counsellor (Libya)
Embassy of Bangladesh Kuwait

Dear sir,
Fajer Alkhaleej Contracting Co.W.L.L., Kuwait wish to recruit workers from Bangladesh through your agency. The Categories/ Terms and conditions for workers proposed to be recruited for employment and deployed in Kuwait are as follows:

S.N	Job Title	No. of workers	Monthly Basic Salary	Gender	Period of contract
1	Cleaner	500	75/-KD	Male	1 Year

Terms & Conditions:

1. The Contract is for one year and renewable. The worker will be on probation for 100 days will be confirmed on successful completion of probationary period.
2. The Company will provide the following to the workers at the company cost.
 - Accommodation with basic furniture will be provide free of cost.
 - Transportation from residence to place of work and back.
 - Free medical facilities and worksite insurance.
 - Visa will be provided by the company.

POWER OF ATTORNEY

We
AL INMA WOOL TEXTILE COMPANY
Registration No:
Head Office: BaNIWALID - Libya.
Tel: +218912122477
Email:- wooltexcompany@yahoo.com

Do Hereby Authorize,

ANZ GROUP MULTIMEGA SERVICES ,
Recruiting LICENSE NO 1698.
45/2/A, DILU ROAD (8TH FLOOR), NEW ESKATON
MOGHBAZAR, DHAKA- 1000 , BANGLADESH
PHONE : +880222220516
MOBILE : +88018192122783
Email: Kh.mohiuddin@gmail.com
As our legal attorney in Bangladesh. They are fully authorized
to perform all official formalities in Bangladesh for recruitment
and processing of professional skill workers.

This POA is valid up to 17th Dec, 2022

E.G. MAHMOUD ABDELALL EMEHED
OM COMPANY

شركة فجر الخليج لمقاولات المباني ذ.م.م
FAJER AL-KHALEEJ FOR BUILDING CONT. CO. W.L.L.
Cauda PRO-K.D. 1.000.000

Our Ref:
Date: 20/02/2022

DEMAND LETTER

To:
ANZ MULTIMEGA SERVICES
License No.: RL1698
45/2/A, DILU ROAD NEW ESKATON RAMNA, DHAKA.
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