

*Complete
Recruitment
Solutions*



**Believable
Overseas Pvt. Ltd.**

Licence No. 1283/074/075

COMPANY PROFILE



www.believableoverseas.com.np

KNOW ABOUT NEPAL

Nepal is a land-locked country nestled in the laps of the mighty Himalayan Range. Situated in the Southern Asia, China borders Nepal in the north while Nepal shares its eastern, western and southern borders with India. High mountain scenery, vivid culture and friendly smiling faces have captured the imagination of adventure seekers and travelers from the dawn of time. Nepal is a country of great topographical diversities. The altitude in the country varies from less than 70m above sea level at Kechana Kalan of Jhapa to the world's highest point 8,848m at the summit of Mt. Everest. This variation occurs at the distance of less than 300 kms. Nepal is divided into three different regions as per altitude variations: Mountain, Hill and Terai.

There are three major river systems: Koshi, Gandaki and Karnali which all drain into the Bay of Bengal through the Ganges. Similarly, Nepal is home to little lakes of different sizes at the laps of Himalayas to the lowlands of Terai. Lake Tilicho, the lake in the highest altitude in the world is also in Nepal. Nepali is a national language of Nepal. However, people in urban areas speak and understand English quite well. People in the tourism industry also speak and understand selected international languages like Chinese, Indian, French, Japanese, German, Spanish and others. Apart from these there are hundreds of local dialects spoken by people from various ethnic groups.

Nepal is a secular state and it respects the practice and existence of different religions within its territory, Nepalese people are mainly divided into two distinct groups: the Indo-Aryans and the Mongoloids (the Kirants). The Hindu Temples and Buddhist Shrines are scattered all over the country. Nepal is the birth place of Lord Buddha - the Herald of Peace. Hindus, Buddhists, Muslims, Christians and people of other religions live together here in perfect harmony.

INTRODUCTION

Believable Overseas Pvt. Ltd. is a recruitment agency based in Kathmandu, Nepal offering staffing services to different governmental, non-governmental and private organizations across the different countries of the world. Our recruiting services mainly covers the entire countries of the Middle East, Malaysia, Maldives and some other countries of Asia and Africa. Our staffing solutions range from Overseas Recruitment, Executive Search, Head hunting and Local Recruitment.

Believable Overseas Pvt. Ltd. was incorporated in the year 2016 in Nepal. Since its establishment, it has rapidly grown its business across the globe and now we have 200+ highly satisfied clients in the different countries of the world. Believable was initially offering Overseas Recruitment of mostly blue-collar category workers and later expanded our service offering into executive Search, Head Hunting and Local Recruitment activities as an enhanced value-addition due to growth in demand for professional recruitment from our clients.

Believable brings in unparalleled experience, comprehensive capabilities across all industries and business functions. We extensively research on the world's most successful companies and collaborate with our clients to help them become high-performance businesses when it comes to talent management.





Chairman's Message

Welcome to the Believable Overseas Pvt. Ltd.

We were established with only one motto and that is to provide appropriate manpower to your business. We Nepalese are one of the most hard-working and sincere people you would find across the globe. This company is the best in the country and with our huge network; we have been able to successfully meet the demand of various reputed business groups. Here at Believable, We have a huge team of experts who work with full dedication and honesty with the only principle to satisfy our associates. We promise to maintain a friendly but truly professional relationship with all our clients. Our approach and efficiency has satisfied everyone and the companies have been associated with us since then.

I am sure that once you get to know us, you will look forward to work with us. We promise to finish the work on time and with an excellent result. I will make sure that you are not disappointed and look forward to work with you. You can contact us and we will make sure you are satisfied with our work. For future details please do contact us.

Thank You !

Bijay Shrestha (Bel)
Chairman



Company Profile

Name of the Company : Believable Overseas Pvt. Ltd.
Registration Authority : Government of Nepal
License Number : 1283/074/75 (Registered under the company act 1964 and Foreign Employment 1985 and Regulation 1999).
Licensing Activities : Foreign Employment Activities and activities related to that.

Board of Directors
Chairman : **Bel Bahadur Shrestha**
Mobile No. : info@believablenp.com

Board Of : **Giri Raj Rokka**
Board of Director : giriraj@believablenp.com
: +966 56 458 7569

Operated / Managed by: Owned and managed by Experienced professionals who already possess the experience of managing Placement Agencies/ construction company/ retail industry etc. in Nepal and the United Arab Emirates Market.

Working Experiences: Comprehensive background in implementing and accomplishing company's mission by working at extensive level in senior management capacity for many years in the national and international organizations & overseas employment business fields.

Registered Office Address: Kathmandu Metropolitan City-3,
Maharajjung, Kathmandu Nepal
Telephone: +977-4017815 / 16

OUR MISSION, VISION & OBJECTIVES



OUR MISSION

We believe that, in order to achieve success in business having the best groups of employees is mandatory. We find happiness is receiving the credit for our client's success. Our team of professionals are entirely devoted in the mission to provide widely competitive human resources to our clients. So that they can acquire qualified workforce on their organization. Our key mission is to discover those talents from our vast and wide network and deliver Right Candidate to Right Company on Right Time.



OUR VISION

The supreme vision of our company is to fulfill the need of our clients seeking for "Right People for Right Job at Right Time" Keeping this time continuously endeavour to get candidate with high potential to our esteemed clients. We are stepping forward with the vision of being the international standard service provider in the field of human resources and to be the most preferred recruitment agency in the eyes of both clients and candidates.



OUR OBJECTIVES

- ☑ Work Professionally for Fair and Reward
- ☑ Work in Pressure to Meet Deadlines and Targets
- ☑ Ensure Productivity and Excellence
- ☑ Clear Goal Before Beginning the Task
- ☑ Commitment & Take Full Responsibility for Result
- ☑ Closely Touch and Impact the People's Life
- ☑ Empower People to Help Their Growth.

OUR VALUES

HONEST AND OPEN:

BELIEVABLE will understand your recruitment needs and challenges to provide you with customized recommendations to assist you with the recruitment process.

APPROACHABLE:

BELIEVABLE is always available and happy to answer questions you may have about recruitment and employment issues. Just ask us, because we will take the time to reply to your queries straightforward and up to the point attitude.

ETHICAL AND FAIR:

BELIEVABLE focuses on providing a fair service that ensures we take an ethical approach to recruitment.

COMMITTED:

BELIEVABLE is committed to developing long-term business relationships that offers real value for our clients and deliver effective recruitment solutions for success.

OUR REPUTATION:

We are very proud of the excellent reputation we have gained through the provision of a first-class recruitment service provided to both our clients and job seekers. This is the foundation of the service we offer and are committed to the continuation of this level of professionalism.

Category we provide

Engineering & Construction

- ❖ Architect
- ❖ Civil Engineer
- ❖ Electrical Engineer
- ❖ A/C Technician
- ❖ Carpenter
- ❖ Draftsman
- ❖ Electrician
- ❖ Foreman
- ❖ HVAC Technician
- ❖ HVAC Engineer
- ❖ Fabricator
- ❖ Mechanical Engineer
- ❖ Mason
- ❖ Painter
- ❖ Pipe Fitter
- ❖ Plumber
- ❖ Tile Setter
- ❖ Tile Fixer
- ❖ Welder



Beauty Services

- ❖ Barber
- ❖ Beautician
- ❖ Beauty Consultant
- ❖ Hair Beautician
- ❖ Henna Beautician
- ❖ Make-Up Artist
- ❖ Manicurist
- ❖ Massage Boy
- ❖ Nail Technician
- ❖ Swimming Instructor
- ❖ Tutor



Hospitality Services

- ❖ Chef
- ❖ Cleaner
- ❖ Housekeeper
- ❖ Tea Boy
- ❖ Steward
- ❖ Waiter
- ❖ Restaurant Staff
- ❖ Restaurant Supervisor
- ❖ Bartender
- ❖ Barista
- ❖ Dish Washer
- ❖ Cook
- ❖ Janitor
- ❖ Tea Girl
- ❖ Stewardess
- ❖ Waiter



Admin & Office

- ❖ Accountant
- ❖ Business Executive
- ❖ Secretary
- ❖ Document Controller
- ❖ Human Resources
- ❖ Messenger
- ❖ Office Assistant
- ❖ Receptionist
- ❖ Admin Staff
- ❖ Teacher
- ❖ Office Boy



Category we provide

Cars & Automobile

- ❖ Auto Denter
- ❖ Auto Mechanic
- ❖ Car Painter
- ❖ Car Washer
- ❖ Fleet Supervisor
- ❖ Forklift Operator
- ❖ Heavy Equipment Operator
- ❖ Rental Agent
- ❖ Sales Outdoor



Driving and Security

- ❖ Light Driver -
(Taxi, Limousine, Family Car)
- ❖ Heavy Driver -
(Trailer, Bus, Truck)
- ❖ Security Guard
- ❖ Security Officer



Information Technology

- ❖ Appliance Technician
- ❖ Computer Engineer
- ❖ Computer Programmer
- ❖ Computer Technician
- ❖ Communications Engineer
- ❖ CCTV Technician



Sales & Marketing

- ❖ Cashier
- ❖ Merchandiser
- ❖ Sales Representative
- ❖ Sales Manager
- ❖ Marketing Representative
- ❖ Marketing Manager



Health Care

- ❖ Doctor
- ❖ Lab Technician
- ❖ Physical Therapist
- ❖ Registered Nurse
- ❖ Respiratory Technician
- ❖ X-Ray Technician



REQUIRED DOCUMENTS

The employer should provide these necessary documents for recruitment in Nepal.



DEMAND LETTER

A formal letter issued by the employer addressing Believable Overseas Pvt. Ltd. with full details of

- The job categories and number of workers.
- Monthly Salary.
- Contract Period.
- Working Hours.
- Description of other facilities like Accomodation, food, medical, insurance, air passage, annual leave.

POWER OF ATTORNEY

A letter issued by the employer authorizing Believable Overseas Pvt. Ltd. to act on your behalf in recruiting the assigned number of workers and carry out necessary formalities related with the respective embassies and the Government of Nepal.

GUARANTEE LETTER

A formal letter addressing to director general, Department of Foreign Employment, Nepal, that concerned workers will be working in the country as well as guarantee statement of mentioned subject matter in the demand letter and will not be sent to any other country for work.

AGENCY/SERVICE AGREEMENT

This agreement will be made between employer and Believable Overseas Pvt. Ltd. statting clear and precise terms and conditions regarding manpower supply from Nepal. This is to ensure the transparency between two parties.

EMPLOYMENT CONTRACT

This contract will be duly signed by the employer and the employee that includes Terms & Conditions, manpower supply, salary and other facilities (lodging, food, medical & insurance etc).

Note: Original document from the company should be signed by the authorized person & certified by the chamber of commerce & industry, with the seal of the Ministry of Foreign Affairs of the concerned country. For some categories should be authenticated from the concerned Nepal Embassy.



RECRUITMENT PROCESS

1 Client Requirement

4 Screening & Short Listing

7 Medical Examination

10 Travel Arrangement

2 Labor Pre-Approval

5 Candidate Interview

8 Immigration & Visa Process

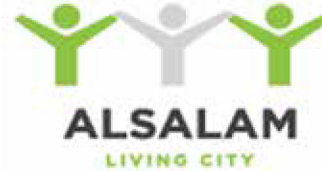
11 Candidate Departure

3 Advertisement Publishing

6 Practical Trade Testing

9 Labor Final Approval

OUR VALUABLE CLIENTS



OUR VALUABLE CLIENTS

 <p>arco شركة أركو للاستقدام Arco Recruitment Co</p>	 <p>AJABSHAH Plastics LLC</p>	 <p>مساعدة musaid</p>	 <p>FCM</p>
 <p>Uni flo AL SHIHAB INDUSTRY CO. (L.L.C.)</p>	 <p>aramco</p>	 <p>BH ELECTRO-MECHANICAL</p>	 <p>شركة مهارة للموارد البشرية Maharah Human Resources Company</p>
 <p>ناسكوم Nascom</p>	 <p>Magic CUP TEA • COFFEE • SMOOTHIES • & MORE</p>	 <p>TAIBA GENERAL CONTRACTING</p>	 <p>JABCO Civil & E/M Contractors P.O.Box : 116140 Jeddah: 21391 - K.S.A Tel: 966 12 6145601 / 70 Fax: 966 12 6145603</p>
 <p>نادي الديكور Design Club LLC</p>	 <p>العثيم Othaim</p>	 <p>الأيوني AL-AYUNI</p>	 <p>مواصلات الإمارات Emirates Transport</p>
 <p>العرب للإسكان ARAB HOME</p>	 <p>SUPER EXCEL</p>	 <p>JABCO Civil & E/M Contractors P.O.Box : 116140 Jeddah: 21391 - K.S.A Tel: 966 12 6145601 / 70 Fax: 966 12 6145603</p>	 <p>الكبريش ALKOBRAISH INVESTMENT & CONSTRUCTION</p>

CORPORATE SOCIAL RESPONSIBILITY

Caring about the community is what makes us as a unique organization. We believe that all business has a duty towards helping their community. We contribute towards several non-profit organizations to help the community around our manpower source countries and we make our clients an active part of our CSR initiatives when it comes to giving back anything which we could afford to our community. That's not the end of the corporate social responsibility side of our recruitment business model; we try to create sustainable value by offering Post Deployment services for candidates deployed by us. We look after Employees' Welfare: We believe that a motivated employee creates true value to their employers, and we make sure that the families of the employees deployed by us are receiving the needful benefits and support.

COMPANY LICENCE & CERTIFICATES



नेपाल सरकार
उद्योग धन्यलय
कम्पनी रजिष्टारको कार्यालय
कम्पनी दर्ताको प्रमाण - पत्र

दर्ता नं: १६५२३१/०७३/०७४

श्री विश्वेस ओभरसीज
नामको प्राइवेट लिमिटेड कम्पनी संघत् २०७३ साल फाल्गुन महिना २७ गते रोज
६ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो
प्रमाण-पत्र दिइएको छ ।

मिति: २०७३-११-२७

Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 165231/073/074


CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s. Believable Overseas
Private Limited having incorporated it on the 10 day of March, 2017 pursuant to
sub-section (1) of section 5 of the Companies Act, 2066.

Date: 2017-03-10

Ass. Registrar

कम्पनी ऐनकावमोजिम सब कम्पनीको उद्देश्य बढाउनका लागि सरकारले उद्देश्य प्राप्त गर्नका लागि कम्पनीको दर्ताको प्रमाण-पत्र जारी गर्दछ।



Office Seal

Government of Nepal
Ministry of Finance
Department of Inland Revenue

Photograph
Sd.

Permanent Accounts Number (PAN) Registration Certificate

Date: 13 Mar, 2017 AD
Date of value added tax registration: _____
Day Month Year

PAN: 605983148

Office of Inland Revenue: _____
Taxpayer Service Office: **Maharajgunj**

Transaction's name: **Believable Overseas Pvt. Ltd.**
Types of Taxpayer: **Private Limited,**
Address: **Ward No.-03, Baluwatar
Metropolitan City, Kathmandu**

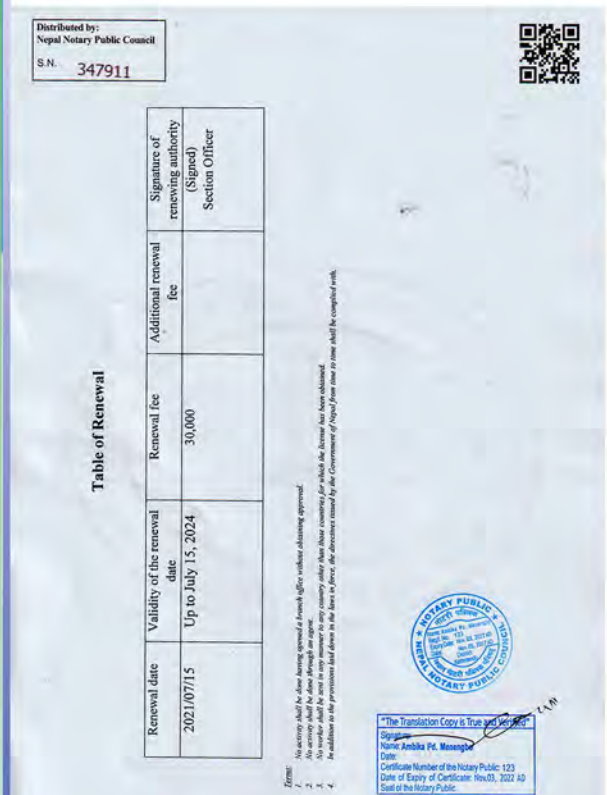
Business Activities: **Foreign Employment.**

Sd. Sd.
Tax Payer's signature Signature of Tax Officer

Additional Transactions: _____

Notes to be observed by the taxpayer:-

- Both end revenue shall be completely remitted at the time of submission.
- A person who is going to be registered in V.A.T., shall submit the statement of V.A.T and pay amount of V.A.T within 10 days after expiry of every tax period (every month or every two months or every four months).
- A person who is carrying on the business subject to excise duty, shall submit monthly statement and pay amount of excise duty within 10 days after expiry of every month unless the arrangement has been made otherwise.
- Tax returns of every fiscal year shall be submitted by 31st October.
- If Tax returns is not submitted and amount of tax is not paid in time, the interest and fine shall be imposed.
- This certificate shall be deposited at the place of transaction near Office in common possession to all.
- Please keep contact with this office if there is any confusion.



Distributed by:
Nepal Notary Public Council
S.N. 347911

QR Code

Renewal date	Validity of the renewal date	Renewal fee	Additional renewal fee	Signature of renewing authority (Signed) Section Officer
2021/07/15	Up to July 15, 2024	30,000		

Table of Renewal

NOTE: No Notary shall be done having general or limited power unless otherwise otherwise approved.
1. No Notary shall be done through an agent.
2. No Notary shall be done in any country other than Nepal unless the license has been obtained.
3. The Notary shall be done in any country in the name of Nepal, the documents issued by the Government of Nepal/ from time to time shall be completed with.
4. The Notary shall be done in the name of Nepal, the documents issued by the Government of Nepal/ from time to time shall be completed with.

Signature: _____
Name: **Anshu P. Banskota**
Date: _____
Certificate Number of the Notary Public: 123
Date of Expiry of Certificate: Nov 03, 2023 AD
Seal of the Notary Public

23 JUL 2021

2. Sun Rise Polyclinic Pvt. Ltd. – Nepal

www.sunrisepolyclinic.com

Sun Rise Polyclinic Pvt. Ltd. is one of the 36 biometric medical test centers approved by Malaysia and Nepal government. It has been established aiming to ensure that the people recruited by us are medically fit in both physical and psychological aspects. Modern lab, experienced doctors, nurses and other professionals has made it one of the most reputed medical centers in Nepal.

Believable Overseas is not only focusing on recruitment of quality candidates who are skilled enough to carry out the tasks assigned to them but also highly prioritizes that the recruited workers are fit to work mentally, physically and psychologically. We are only the agencies in Nepal carrying out psychometric tests through the professional people so that the recruited workers contribute in full for overall organizational growth of the organization.



SRI Group of Companies

3. NPL Global Recruitment Services- Dubai UAE

4. NPL Global Technical Services- Dubai UAE

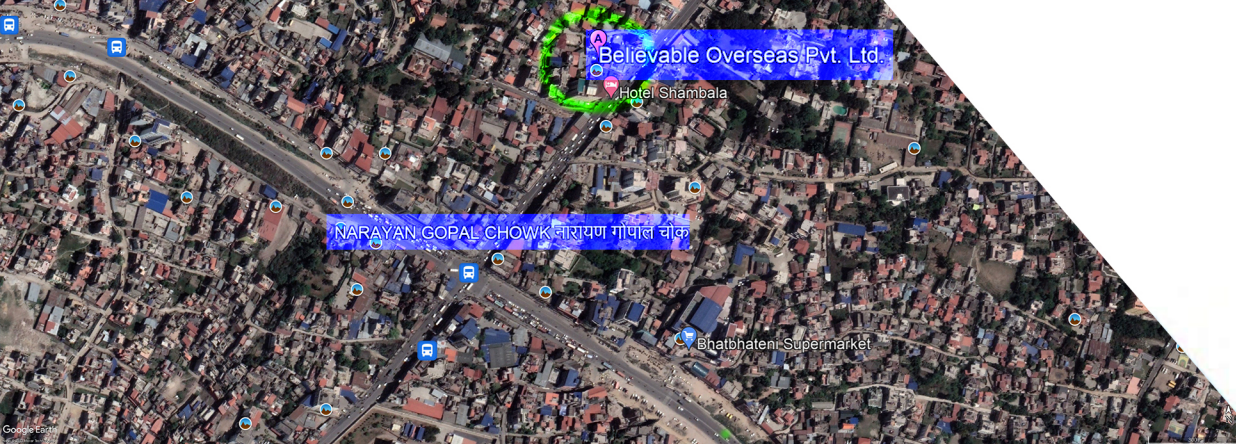
www.nplgroup.co

Under SRI group of companies, NPL Global Recruitment Services LLC registered in Dubai UAE carries out the executive search and cross-country recruitment with office in Business Bay, Dubai. SRI group focuses on the satisfaction of its clients at the highest and similarly works for the betterment of the candidates recruited through us. As a result, our regional office based in Dubai-UAE provides the post recruitment services to the clients and the candidates based in the Middle East.

Similarly, one of the divisions under the group named NPL Global Technical Services LLC provides the services of technical works like Gypsum work, Tiles and Marble Work and Building Cleaning services in the UAE. Our quality team of engineers and skilled professionals has been our key of success to get the projects and accomplish them on time with good quality work.

Our management team already has the vast experiences in the Middle East market on the recruitment and contracting sectors with number of successful recruitment campaigns held in India, Nepal, Pakistan and African countries.





Believable Overseas Pvt.Ltd.

Maharajgunj,-3,Kathmandu,Nepal
+977-14017815/816
Email: admin@believablenp.com

RIYADH SAUDI ARABIA

Giri Raj Rokka
Board of Director
giriraj@believablenp.com
+966 56 458 7569



sricareer



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Believable Overseas Pvt. Ltd.

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