



One of the largest global recruitment services and consultancy company...

Licence no : 192/057/058

Maharajganj-03, KMC, Kathmandu, Nepal

jobsglobalnepal@gmail.com
hr@jobsglobal.com.np

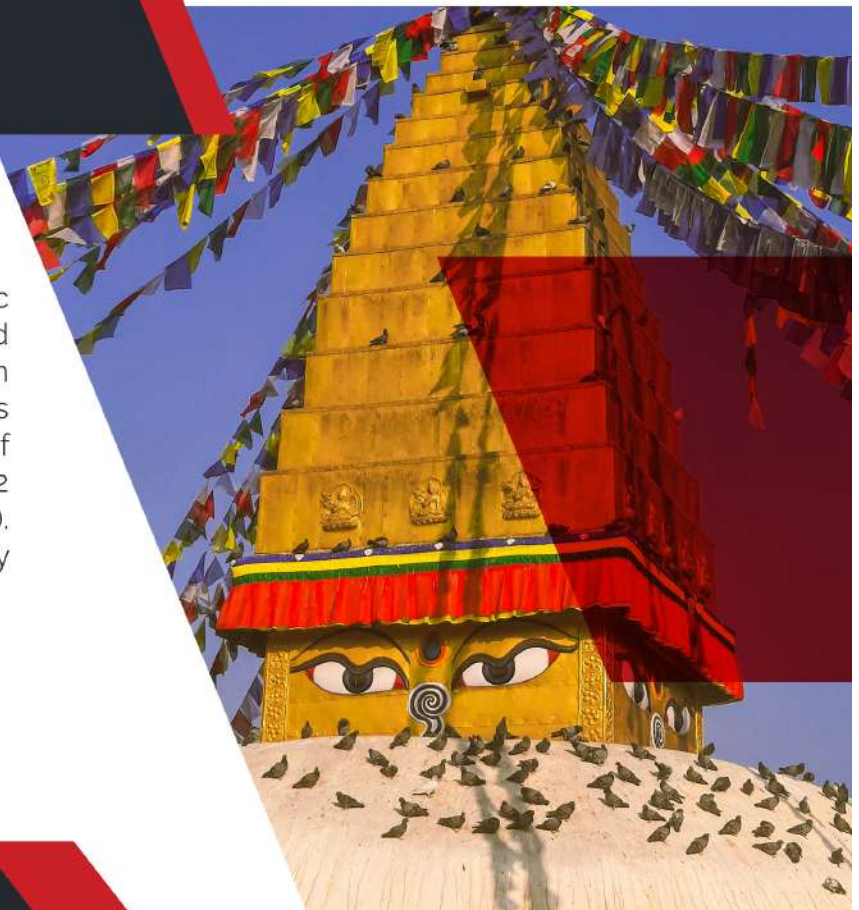
https://jobsglobalnepal.com
https://jobsglobal.com.np

01-5907240, 5907280, 4002624, 4002625
9801617000, 9801100999, 9801100120



Nepal

Nepal is officially the federal Democratic Republic of Nepal is a landlocked sovereign state locked in south Asia. With an area of 147,181 square Kilometers (56,827 sq.mi) and a population of approximately 27 million (and nearly 2 million absentee workers living abroad). Nepal is the world's 93rd largest country by land mass and the 41st most populous country.



It is located in the Himalayas and bordered to the north by the people's Republic of China, and to the south, east and west by the Republic of India. Specifically, the Indian States of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal. While across the Himalayas lies the Tibetan Autonomous Region. Kathmandu is the nation's capital and largest metropolis.

Nepal has a rich geography. The mountainous north has eight of the world's ten tallest mountains, including the highest point on Earth,

Mount Everest, called Sagarmatha in Nepal. It contains more than 240 peaks over 20,000 ft (6,096m) above sea level. The fertile and humid south is heavily urbanized.

Hinduism is practiced by about 81% of Nepalese, making it the country with the highest percentage of Hindu Followers; Buddhism is linked historically with Nepal and is practiced by 9%, Islam by .4%, Kirat 3%, Christianity 1.4%, and animism 0.4%.

A monarchy throughout most of its history, Nepal was ruled by the shah dynasty of kings from 1768, when Prithvi Narayan Shah Unified its many small kingdoms. However, a decade long Civil War by the Communist Party Of Nepal (Maoist) and several weeks of mass protests by all major political parties led to the 12 point agreement of 22 November 2005. The ensuing elections for the constituent assembly on 28 May 2008 overwhelmingly favored the abolishment of the monarchy and the establishment of a federal multiparty representative democratic republic.

Message from chairman

We feel proud that we have been working in Human Resource Mobilization for a two decade. In Nepal, unemployment is rising in geometrical ratio becoming burning issue. Unskilled, Semi-skilled, Skilled and Professional Manpower are seeking appropriate employment opportunity, but few of them get chance. Keeping this entire situation in mind and being conscious member of the society, we decided to 'mobilize unemployed human resources' as our prime function.



Sustaining our loyalty, responsibility and honesty with more than twenty years' experience in the sector, we believe our main objective is to meet Client (Employer) and Customer (Employee) Satisfaction. We are responsible for legality and mandate rules & regulations set by respective Government Authority.

We have invested our valuable time in visiting countries like Malaysia, Singapore, Bahrain, Middle East, India, Hong Kong, and Bangladesh to expand our profession and offered services with our perfection and honestly. We are grateful towards concerned foreign employer companies for extending their kind cooperation. We also thank our staffs for their efficiency, hard work and sincerity, which plays great role in prosperity of this agency.

We heartily apologize for any errors and inaccuracies occurred, and also hope it will be fruitful, helpful and potential for all the concerned parties.

Thanking you!

A handwritten signature in red ink, appearing to be 'Chandra Singh Adal'.

Chandra Singh Adal
Chairman

Jobsglobal.com Nepal Office

Being in human resources recruitment for almost two decades and realizing Nepalese hard work and Skills, we are providing highly competent human resources to our clients in international community. Jobs Global's objective has always been to offer companies, contractors and candidates an unrivalled level of expertise, resources and service. We have established an enviable reputation for quality, professionalism and integrity in human resource solution. Jobs Global's Chairman, Director and personnel have acquired in-depth professional experiences with long years of work in international recruitment business emerging in leading positions. Over the years, we have successfully acquired highly satisfied international clients and local customers. To consolidate and cultivate confidence in Jobs Global, competence is the primary ambition.



Goals & Objectives

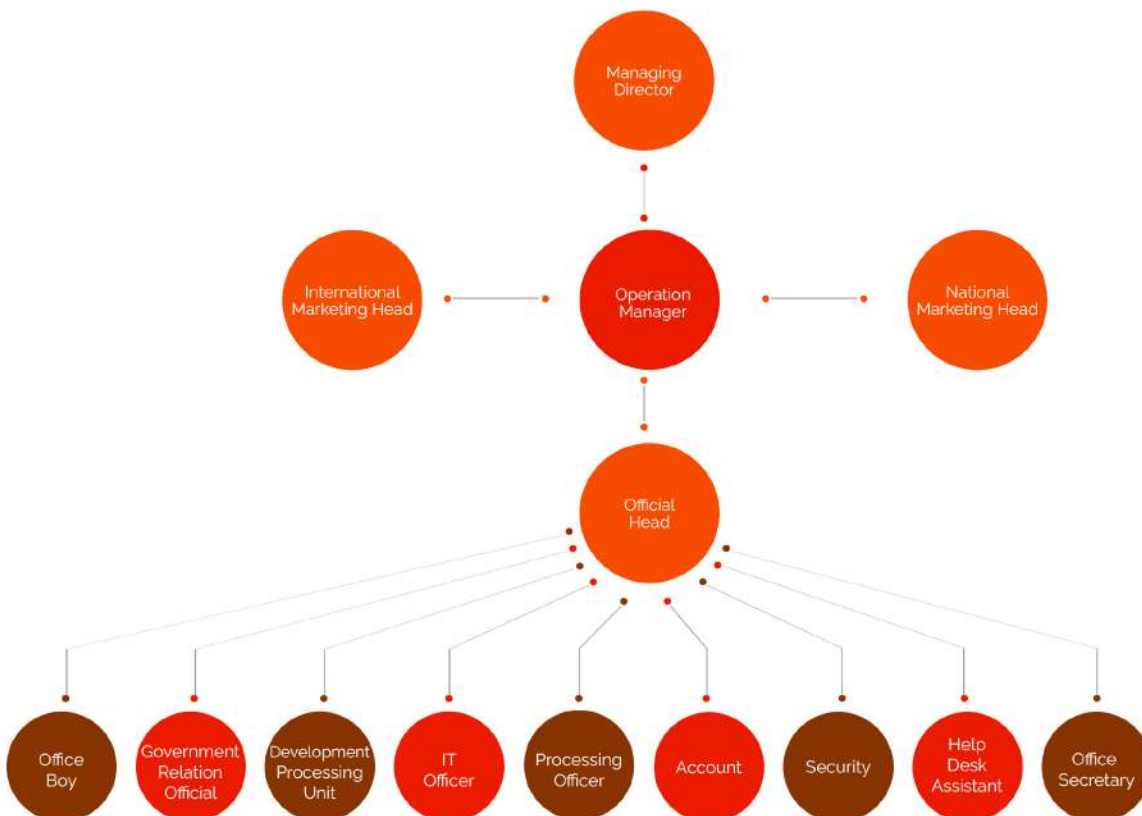
Jobs Global Employment Services Pvt. Ltd. strictly abides by the rules and regulations of Foreign Employment Act 2058 B.S. Under direction supervision of Government of Nepal, Labor Ministry, Labor and Transport Department, our goal is to supply different types of labors and professionals to foreign employment placing right person in right job meeting our Clients and Customers need. Further, our main objectives are:

- To obtain approval from international companies, commercial and non commercial organizations for necessary agreement papers to supply manpower and to act accordingly abiding the rules and regulations of Foreign Employment Act.
- To obtain demand letter from perspective foreign companies and organizations, and provide employment opportunities to our Nepalese unemployed human resources in international labor market as per national strategy of Nepal Government, Labor Ministry, Labor and Employment Promotion Department.
- To operate as proper channel for mutual communication between employment and employee's family.
- To secure employment rights, benefits and welfare of employees and his/her family who are employed through this company.
- To organize training, seminars, orientation and symposium on customers' demand to enhance unskilled and semi-skilled employees to make them qualified and perfect in their profession.
- To provide medically fit manpower as pre-requisite by rules and regulations of respective Country Immigration Department.

Profile

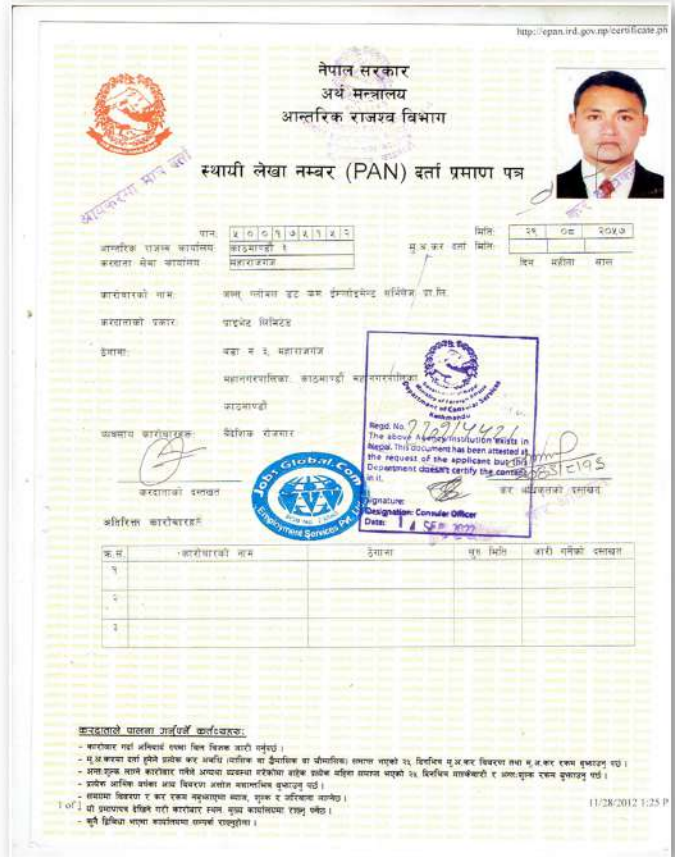
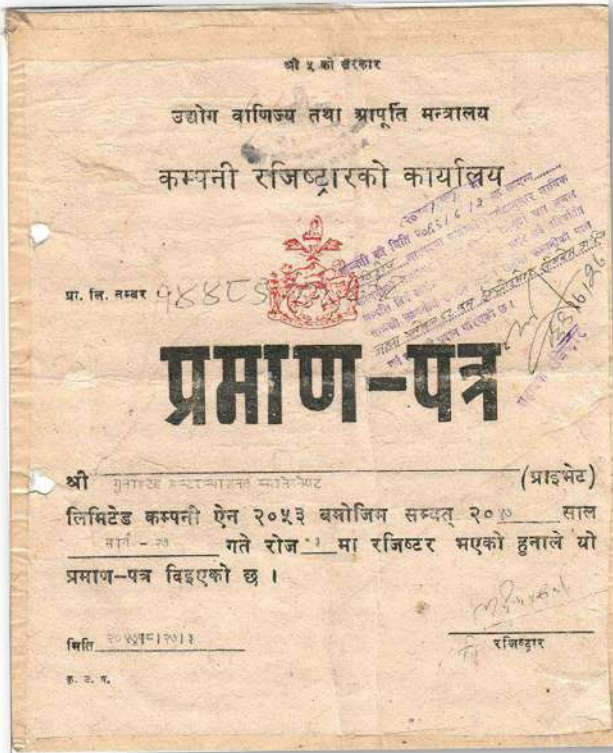
Company's Name	: Jobs Global.com Employment Services Pvt. Ltd.
Establishment	: 2001 A.D.
Registration	: 192/057/058
Registered office	: Maharajganj-03, Kathmandu-Metropolitan City, Kathmandu Nepal
Authorized Capital:	: Nrs. 2,00,00,000.00 (USD. 14,81,48.00)
Paid-up Capital	: Nrs. 2,00,00,000.00 (USD. 14,81,48.00)
Banker	: Global IME, Bouddha, Kathmandu, Banker: Nepal
Tel. No	: +977-015907280, 4002624, 4002625
Mobile No	: +977-9801617000, 9801100999, 9801100120
Email	: hr@jobsglobal.com.np jobsglobalnepal@gmail.com
Website	: www.jobsglobal.com.np www.jobsglobalnepal.com
Facebook	: http://www.facebook.com/Jobsglobalnepalpvtltd/

Operation Chart



Legal / Certificates

Registration



नवीकरण गरेको मिति	नवीकरण बहाल राख्ने मिति	नवीकरण दस्तुर	नवीकरण दस्तुर	नवीकरण गर्ने अधिकारीको सही र मिति
२०६१/०५/१९	२०६१/०५/१९			
२०६१/०९/१९	२०६१/०९/१९	१०००० L		

ध्याउनुपर्ने:

- नवीकरण नभएको अवस्थामा नवीकरण गर्न बाध्य हुनुपर्नेछ।
- नवीकरण नभएको अवस्थामा नवीकरण गर्न बाध्य हुनुपर्नेछ।
- नवीकरण नभएको अवस्थामा नवीकरण गर्न बाध्य हुनुपर्नेछ।

Sample Demand Letter

labco
ADVANCED WORKING CONCEPT (PVT) LTD.

Date: December 1, 2013
MS/ Jobs Global.Com Employment Services Pvt. Ltd.
Government License No. 192 / 057 / 058
Ward No. 3, Panipokhari
Kathmandu, Nepal.
Tel No: 00977 - 1 - 4002624, 4002625 Fax No: 4387603

DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir,

We hereby appoint your company to recruit Nepali Male and Female workers for employment with our Company and alias with relevant authorities concerning recruitment.

Our requirement and term of employment are as follow:

S.No	Category / Job Title	No. of Female Workers Required	No. of Male Workers Required	Total No. of Workers Required	Basic Salary Proposed (USD)
1.	Cleaners		10	10	800
2.	Bakery Helper		15	15	800
3.	Packing & Packaging Worker		10	10	800
4.	Cook/ Confectioner Assistant		10	10	900
5.	Foreign pastry maker		5	5	900
6.	Light vehicle Drivers		10	10	1800
7.	Cook		5	5	1500
8.	Cleaning Supervisor		2	2	2000

TERMS AND CONDITIONS

- Contract period: 12 Years renewal
- Working Hours & Days: 8 hrs per day and 6 days per week.
- Air Package: Economic class return air passage after completion of 2 years ticket for UAE, KTM-UAE.
- Employment visa: Provided at the cost of the company
- Food: Provided by the company
- Accommodation: Sharing room provided
- Local Transport: Provided from accommodation to the company
- Overtime: As per UAE labour law
- Uniform: Provided by company
- Medical/ insurance: Provided by Company.
- If any other benefits: Annual leaves, overtime etc. in accordance with the labour law of United Arab Emirates

Yours truly,
For : Advanced Baking Concept (ABCOILC)
Signature :
Name: Jit Chandraoddina
Position: Managing Director

THE SULTAN CENTER
مركز سلطان

DEMAND LETTER

January 16, 2013

MS/ Jobs Global.COM Employment Services Pvt. Ltd.
P O BOX NO: 23880
WARD NO. 3, PANIPOKHARI
KATHMANDU, NEPAL.
TEL: +97714002624. FAX: 1973087603
(Licensed by Government of Nepal No. 192.057/058)

Dear Sir,

With reference to our Power Of Attorney executed by us in your favour, we hereby request you to kindly supply the following manpower to work in our organization:

S.N.	CATEGORY	QUANTITY	GENDER	BASIC SALARY (KWD)	HOUSING ALLOWANCE (KWD)	TRANSPO ALLOWANCE (KWD)	TOTAL (KWD)
1	Cook/ice	100	Male	110	25	15	150
2	Steward	50	Female	110	25	15	150
3	Sales Assistant	100	Male	110	25	15	150
4	Supervisor	50	Male	210	25	15	250
5	Bagger	100	Male	62	25	15	102

Other Terms and Conditions:

- Contract: Open Ended
- Working Hours: 8 hours a day, 6 days a week.
Overtime as per State of Kuwait labour Law
- Medical & Insurance Facilities: As per Kuwait Labour Law.
- Air Tickets: Economy Free Air ticket upon joining & one round-trip ticket (Kuwait- Kathmandu -Kuwait) once per two (2) years.
- Benefits: As per the Kuwait Labour law.

Yours Faithfully,
Administrative and Government Affairs Director
MOHAMMED SALEM EL EDDAN

Date: 06/02/2019 التاريخ: 06/02/2019

MS/ Jobs Global.Com Employment Services Pvt. Ltd. Jobs Global.Com Employment Services
Panipokhari, Kathmandu Nepal
Tel No: 4002624, 4002625 Fax No: 4387603
License No: 192.057/058

DEMAND LETTER

Dear Sir, Madam
We request you to recruit and recruit the following category of manpower to work in our organization as per the attached job description and terms and conditions.

Our Most vital job:
Via No: 19741811 license: 06/08/2017 Expiry date: 14/06/2020

SN	Profession	المهنة	Number of Workers (Male, Female, Total)	Salary (USD)	Salary (in words)	Food Allowance
1	Cook (m)		2	1800	One Thousand Five Hundred Only	Free or SR.20

The following Terms & conditions shall be included in the contract

- Recruitment: Non-consultative
- Place of employment: Riyadh, KSA
- Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM/RCA) and it remains here after contract completion.
- You should be home by Company itself and will not be reduced in workers salary.
- Working Hours: 8 hrs per day, 6 days per week (18hrs per week)
- One year Maximum 13 times of the salary per year
- Probation Period: 90 days from date of entry into KSA
- Residence Permit: Resident Permit will be provided by the company
- Accommodation: Free bachelor accommodation should be provided by the company.
- Health Insurance: Health insurance should be provided by the company
- Medical Insurance: provided by the company
- Transportation:
 - a. Transportation (taxi) provided by the company (one and four the work)
 - b. Transportation vehicle: provided by company
- Uniform and Safety: Uniforms, provided by the company
- Annual and Leave: maximum 31 days per year
- This information is the Property of the Company
- Other Terms & Conditions: as per Saudi Labour Law

The Oceanic
HOTELS & RESORT

October 17, 2012

Ref. No.: MS/ MBK Overseas Pvt.Ltd.
Government License No. No 542/ 061 / 062
G.P.O. Box No 29618, Samakhus, Kathmandu Nepal.
Tel :00977 - 1 - 4389700, 4389761 Fax No: 4389762
Kathmandu, Nepal.

DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our organization:

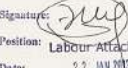
#	Job Title/Categories	Required Quantity	Salary (in AED)
1	Guest Relations Officer	1	2500
2	Front Office Shift Leader	1	1500
3	Receptionist	2	1200
4	Ball Captain	2	1000
5	Ball Boy	2	900
6	Reservation Agent	1	1300
7	Head Housekeeping Supervisor	1	1500
8	Housekeeping Attendant	4	900
9	Housekeeping Chief Taker	1	1200
10	Lines Room Attendant	1	900
11	Food & Beverage Secretary	1	1300
12	Commis II (Hot Kitchen)	1	1200
13	Commis I (Hot Kitchen)	1	1300
14	Commis Chef de Partie	1	1500
15	Butcher	1	1700
16	Baker	1	2500
17	Assistant Chief Steward	1	1800
18	Kitchen Steward	4	900
19	Stewarding Shift Leader	1	1100
20	Head Waiter	2	1400
21	Waitress/Waiter	15	1000
22	Outlet Cashier	1	1000
23	Fitness Instructor	2	1100
24	Leopard	2	1000
25	Executive Secretary	1	2500
26	Cost Controller	1	2000
27	Paymaster	1	2000
28	Electrician		1500
29	Laundry/Kitchen Technician		1500
30	A/C Technician		1500
31	Plumber		1200

Sample Demand Letter

شركة محمد حمود الشارح ذ.م.م.
M.H. Alshaya Co. L.L.C.

Date: 13th December 2012

Ref. No.: MS/ Jobs Global Com Employment Services Pvt. Ltd. Government License No. 192 / 057 / 058 Ward No. 3, Panipokhari Kathmandu, Nepal. Tel No: 00977 - 1-4002624, 4002625 Fax No: 4387603

Req. No. NEAD/Lab-3/ 112-3
Attested by the Embassy of Nepal, Abu Dhabi, U.A.E.
Signature: 
Position: Labour Attaché
Date: 22 JAN 2013

DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir,

We hereby appoint your company to recruit Nepal Male and Female workers for employment with our Company and also with relevant authorities concerning recruitment.

Our requirement and term of employment are as follow:

S.No.	Category / Job Title	No. of Female Workers Required	No. of Male Workers Required	Total No. of Workers Required	Basic Salary Proposed (AED)
1	Busboy	5	38	43	2,500
2	Comm 1	4	30	34	4,000
3	Comm 2	5	33	38	3,000
4	Dishwasher	0	16	16	2,300
5	Host	20	1	21	4,000
6	Waiter	10	37	48	3,000
7	Crew	40	80	120	3,000
8	Bar tender	0	10	10	4,000
9	Chef De Partie	0	10	10	8,500
	TOTAL	84	255	340	

Terms and Conditions

- Contract period: 2 Years renewal
- Working Hours & Days: 8 hrs per day and 6 days per week.
- Air Package: Economic class return air passage after completion of 2 years ticket for UAE-RTM-UAE.
- Employment visa: Provided at the cost of the company
- Food: Included in the salary
- Accommodation: Allowance of 20% of monthly salary provided by employer
- Local Transport: Allowance of 10% of monthly salary provided by employer
- Overtime: As per UAE labour law
- Uniform: Provided by Company
- Medical/ insurance: Annual leave, overtime etc in accordance with the labour law of United Arab Emirates
- If any other benefits

M.H. Alshaya Co. L.L.C.
P.O. BOX: 1277, DEIRA AL-BAYHA, DUBAI, U.A.E. | فاكس: 4387603 | هاتف: 4002624, 4002625 | بريد إلكتروني: info@mhshaya.com

Yusuf Ahmed Alghanim & Sons Co. W.L.L. شركة يوسف أحمد الغانم وأولاده ذ.م.م.

Date: 08 October 2012

Ref. No.: MS/ Jobs Global Com Employment Services Pvt. Ltd. Government License No. 192 / 057 / 058 Ward No. 3, Panipokhari Kathmandu, Nepal. Tel No: 00977 - 1-4002624, 4002625 Fax No: 4387603

DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

With reference to our power of Attorney executed by us in your favor, we hereby request you to kindly supply the following category of manpower to work in our company.

S/N	Category (F/M)	Actual Job	No. of Workers	Monthly Basic Salary (KWD)	Period of Contract	Gender
1		Indoor Laborer	50	85	2 years and renewable	M
2	Service Provider	Washing Worker	20	85	2 years and renewable	M
3		Outdoor Laborer	50	55	2 years and renewable	M
4		Work/Overseasman	10	130	2 years and renewable	M
		Total required	130			

Terms and Conditions

- Food: Provided by the company or Allowance in lieu
- Accommodation: Provided by the company or Allowance in lieu
- Joining air ticket and returning air ticket cost: Provided by the company
- Visa, Medical test, ID card: Provided by the company
- Working hours and days: 8 hrs per day & 5 days per week.
- Annual Leave: As per Kuwait Labor Law
- Medical and insurance: As per Kuwait Labor Law
- Workmen's compensation insurance: As per Kuwait Labor Law
- Local transportation: Provided by the company
- Service/Agency/ Broker fee: Recruitment Fee paid by the company
- Right to retain Employer's Passport: As per Kuwait Law
- Other benefits such as over time, etc should be in accordance with the labor laws of KUWAIT

Yours truly,
Abdul Aziz Mutairi
Assistant Manager-Government Services
Yusuf Ahmed Alghanim & Sons Co. W.L.L.
Kuwait

Yusuf Ahmed Alghanim & Sons Co. W.L.L.
P.O. BOX: 1277, DEIRA AL-BAYHA, DUBAI, U.A.E. | فاكس: 4387603 | هاتف: 4002624, 4002625 | بريد إلكتروني: info@yusufalghanim.com

ROYAL FOOD SERVICES

Date: April 2013

Ref. No.: MS/ Jobs Global Com Employment Services Pvt. Ltd. Government License No. 192 / 057 / 058 Ward No. 3, Panipokhari Kathmandu, Nepal. Tel No: 00977 - 1-4002624, 4002625 Fax No: 4387603

DEMAND LETTER FOR GROUP RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir,



We hereby appoint your company to recruit Nepal Male and Female workers for employment with our Company and also with relevant authorities concerning recruitment.

Our requirement and term of employment are as follow:

S.No.	Category / Job Title	No. of Female Workers Required	No. of Male Workers Required	Total No. of Workers Required	Basic Salary Proposed (AED)
1	Crew Member	25	25	50	1400
2	Team Leader	10	10	20	1575
3	Cafe Manager	10	10	20	3250

Terms and Conditions

- Contract period: 2 Years renewal
- Working Hours & Days: 8 hrs per day and 6 days per week.
- Air Package: Economic class return air passage after completion of 2 years ticket for UAE-RTM-UAE.
- Employment visa: Provided at the cost of the company
- Food: Provided as per company policy
- Overtime: As per UAE labour law
- Uniform: Provided by Company
- Medical/ insurance: Annual leave, overtime etc in accordance with the labour law of United Arab Emirates
- If any other benefits

Yours truly,
For Royal Food Services
Signature: 
Name: 
Date: April 2013

ROYAL FOOD SERVICES
P.O. BOX: 1277, DEIRA AL-BAYHA, DUBAI, U.A.E. | فاكس: 4387603 | هاتف: 4002624, 4002625 | بريد إلكتروني: info@royalfoods.com

RIXOS THE PALM DUBAI

Date: Tuesday, 28 May 2013

Ref. No.: MS/ Jobs Global Com Employment Services Pvt. Ltd. Government License No. 192 / 057 / 058 Ward No. 3, Panipokhari Kathmandu, Nepal. Tel No: 00977 - 1-4002624, 4002625 Fax No: 4387603

DEMAND LETTER FOR GROUP RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir,

We hereby appoint your company to recruit Nepal Male and Female workers for employment with our Company and also with relevant authorities concerning recruitment.

Our requirement and term of employment are as follow:

S. no.	Category/ Job Title	Number of Female Workers Needed	Number of Male Workers Needed	No.	Basic Salary (AED)
1	Lift/Janitor	5	5	10	1,700
2	FO Desk Team	5	5	10	2,600
3	Desk Clerk	10	10	20	1,800
4	Bell Captain	10	10	20	1,900
5	Reel / Loggare Assistant	20	20	40	1,200
6	Door Attendant	10	10	20	1,200
7	Guest Services Representative	10	10	20	2,300
8	Chester House	10	10	20	1,800
9	Line Style Butler	10	10	20	1,500
10	Restroom Agent	5	5	10	2,000
11	Housekeeping Floor Supervisor/Public Area Supervisor	10	10	20	2,400
12	Room Attendant	30	30	60	1,200
13	Public Area Attendant	10	10	20	1,000
14	Turn Down Attendant	5	5	10	1,300

Yours truly,
The Palm Jumeirah, East Crescent / P.O. Box: 18602, Dubai, United Arab Emirates
Phone: +971 4 487 6000, Fax: +971 4 360 9007
www.rioxos.com

Jobsglobal.com

Why Us?

- Dedicated service ensuring professional commitment to our Valued Clients and Customers.
- Expert knowledge combined with comprehensive candidates' database delivering optimum solution to your requirements.
- Dynamic Team with extensive operational experiences providing effective support and advice at every stage of Human Resources placement.



Documents Required for Job Application

- 1 Passport Size Photo 1pc
(Background as per Country)
- 2 Details Curriculum Vitae 1pc
- 3 MRP Passport Colour Copy 1pc
- 4 Education Certificate's Copy 1pc
- 5 Experience Certificate's Copy 1pc
- 6 Training Certificate's Copy 1 pc
- 7 License Copy 1 pc
(Driver and Rider)
- 8 Other Supporting Documents



Salient Features

Nepalese people have been widely welcomed, accepted, and extended in various occupation and professions in foreign employment sector. Nepalese are well known for their loyalty, honesty, courage, simplicity and hard work in countries around the world. Nepalese government has launched a nation-wide policy to systemize the recruitment of unemployed human resources through manpower agencies.



To contribute in mobilization of Nepalese human resources, Jobs Global Employment Services Pvt. Ltd. was established in 2001 A.D. It is registered with Nepal Government and Ministry of Commerce under the company Act 2053 and obtained permission to act in foreign employment sector. It is in operation with its fully equipped modern office at Maharajganj-03, KMC, Kathmandu, Nepal.

Jobs Global Employment Services Pvt. Ltd. has employed more than thousands of professionals including skilled, semi-skilled and unskilled manpower in countries around the world.

We have a Team of young, energetic, dynamic, dedicated and result-oriented employees. The entire Team has great emphasis on customer satisfaction to achieve mutual benefit of employee and employer.

They understand our local labor laws, international practices, medical requirements, labor situations and practices. They are fully confident and competent enough to identify and recruit the right person for the right job whenever a demand letter is received from a Foreign Employer.

The motto of our company is to provide Human Resources to our international clients that meet their requirements and prompt services to our customers. We always arrange interviews sessions and other necessary procedures to select best and qualified candidates keeping in mind the optimum satisfaction of Employer.

We are always thoughtful to promote the sustainable relationship especially with the employing countries and agencies. The workers recruited by our company are trained to comply with the existing rules and regulations of employing authorities.

Satisfied Clients

One Of The Largest Global Recruitment Services & Consultancy Company



Emirates
LEISURE RETAIL



مجموعة شركات البهجة
AL BAHJA GROUP OF COMPANIES



Satisfied Clients

One Of The Largest Global Recruitment Services & Consultancy Company



Gallery



Gallery



Job Section

Accounting/Finance

Administration

Aerospace/Aviation

Airline

Architecture

Banking

Beauty/Fashion

Buildings/Constructions

Customer Service

Defence

Education/Technical

Energy

Engineering

Environment

Executive/CEO

Graduate

Graphic Design

Healthcare

Hotel & Hospitality

Human Resources

Information Communications

Information Technology

Insurance

Legal

Logistics & Supply

Management

Management Consultancy

Manufacturing

Marine & Coastal

Media, Arts & Entertainment

Medical/Lab Technician

Nuclear / Oil & Gas



Power

Public Relations

Publishing

Rail

Real Estate & Property

Renewables

Retail

Roads & Bridges

Sales/Marketing

Scientific/Biotech

Short Term Contracts

Sports

Teaching/Education

Telecom

Tourism & Leisure

Trades/Tradesman

Transportation

Urban Development

Water

Occupations

Hotel Category

Manager
 Accountant
 Cashier
 Cook (Continental, Italian, Chinese, Thai,
 Japanese, Korean, Indian)
 Store Keeper
 Time Keeper
 Receptionist
 Steward / Guest Relation Agent
 Waiter/Waitress
 Bell Boy
 Cleaner
 Room Service Person
 House Keeper / Storekeeper
 Housekeeping Attendant
 Executive Housekeeper
 Laundry Attendant
 Guest Service Agent
 Bartender
 Hostesse
 Porter
 Gardener
 Butler
 Chef de Partie
 Commis Chef
 Executive Chef
 Head Chef
 Pastry Chef
 Sous Chef
 Sushi Chef / Pizza Chef
 Baker
 Bakery salesperson
 Banquet Coordinator
 Barista / Patisier
 Barkeeper
 Bath Attendant
 Bikeguide
 Butcher
 Area Manager Service & Reception
 Assistant Conference & Banqueting
 Assistant F&B

Graduate Hotel Management

Chief Executive Officer
 Executive Assistant
 General Manager
 Hotel Manager
 Operations Director
 Operations Manager

Food & Beverage

Banqueting Manager
 Bar Manager
 Bartender
 Butler
 Conference Manager
 Food & Beverage Director
 Food & Beverage Manager
 Food & Beverage Steward
 Food & Beverage Waiter
 Restaurant Manager
 Sommelier

Front Office

Concierge
 Concierge Manager
 Front Office Agent
 Front Office Manager
 Guest Relations Manager
 Guest Relations Officer
 Night Manager
 Receptionist
 Reservations Agent
 Reservations Manager
 Rooms Division Manager

Supervisors

Land Surveyor
 Mechanical Supervisor
 Electrical Supervisor
 Civil Supervisor
 Agriculture Supervisor
 Security Supervisor
 Cleaning Supervisor
 Industrial Supervisor

Security

Command
 Body Guard
 Security Personnel
 Security Men Industry
 Watchman

Human Resources

HR Assistant
 HR Director
 HR Manager
 Training Assistant
 Training Manager

Leisure

Leisure Manager
 Leisure Staff
 Spa Manager
 Spa Therapist



Occupations



Information Technology

Software Engineer
System Analysis
Programmer
Web Designer
Graphic Designer
Computer Operator
System Administrator
IT Agent
IT Manager
IT Systems Administrator
Data Analyst

Engineers Civil/Electronic

Surveyor
Carpenter (Shuttering/Finishing)
Plaster
Mason Foreman
Mason Construction Helper
Mason Tile/Marble Fixer
Welder
Steel Fixer
Carpenter
Farmer
Electrician/Fireman
Plumber
Painter (Wall/Spray)
Gypsum Worker
Labor
Chief Engineer
Maintenance Engineer
Technician

Health/Sports

Doctor
Health Assistance
Nurse
Warden
Pharmacist
Lab Technician
Radiographer
Therapist

Yoga Teacher

Fitness-Trainer

Lifeguard

Physiotherapist

Beautician

Sauna Master

Wellness/Fitness Trainer

Industrial Vehicle

Light/Heavy Vehicle Operator
Heavy Equipment Operator
Truck/Lorry/Trailer/Fork lift /Crane
Operator
Auto Mechanics
Heavy Duty Driver

School/Universities

Teacher
Sport Instructor
Hostel Warden
Professor
Lecturer

Administrative

Manager
Store Keeper
Secretary
Clerk
Receptionist

Sales & Marketing

Marketing Director
Marketing Executive / Manager
Revenue Manager
Sales Director / Executive
Sales Manager

Finance

Cashier
Cost Controller
Finance Director
Financial Controller
Night Auditor
Purchasing Manager
Accountant
Auditor

Buildings/Constructions

Carpenter
Plumber
Foreman
Construction Worker
Crane Operator
Dry Wall Finisher
Dry wall Installer
Building Inspector
Project Manager
Civil Engineer
Equipment Operator
Field Engineer
General Laborer
Iron Worker
Pipe Fitter
Signal Worker
Surveyor
Quality Controller

Other

Photographer
Steward
Dishwasher



course
OFFER

Hotel

Management

Training

Higher Diploma in Hotel & Restaurant Management (900 Hrs)

- ★ Food & Beverage service (Waiter/Waitress): (360 Hrs Courses)
- ★ Housekeeping Room Attendant/public area attendant:(360 Hrs Courses)
- ★ Bakery & Pastry:(100 Hrs Courses)
- ★ Optional (Food Production: Indian, Italian, Continental and chinese cuisine)
- ★ Barista:(Coffee preparation and service)
- ★ Basic front office.

Study
JAPAN
LANGUAGE

N3 | N4 | N5 | JLTP

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