



"Your satisfaction is our achievement"



Govt. Lic. No.: 875/066/067

Lucky HR Group

- 📍 Jawalakhel, Lalitpur, Nepal
- 📄 GPO Box: 8975, EPC: 1191, Kathmandu, Nepal
- ☎ 5520562, 5550634, 5555144, 5555180
- ☎ +977-1-5539233, 5523822
- ✉ info@luckyhrsolution.com
- 🌐 www.luckyhrsolution.com



ISO 9001:2008 certified

Our Associate Companies:



Design & Process: Nepal New Star Company (Nepal) PVT. LTD. 51881110



LUCKY HR Group

Best Services & Better Solution



ISO 9001:2008 certified

www.luckyhrsolution.com

MESSAGE FROM CHAIRMAN



We are authorized company by Government of Nepal to operate foreign employments. We have been supplying skilled, semi-skilled and unskilled work force around the world for more than a decade.

As per my experience and knowledge is concerned, the Nepali employees are hardworking and efficient as a result the employers are highly satisfied with Nepalese workers around the globe.

We have gained immense succession and recognition providing quality services to the valued international job providers and job seekers as well. Satisfaction of our clients and happiness of our candidates is our ultimate achievement. Therefore we have strong commitments to acquire that satisfaction.

We have studied the availability of human resources in general and skilled candidates in particular and come to the conclusion that now, Nepal can supply considerable number of skilled and high profile employees for instance, Medical Doctors, Qualified

nurses, Engineers, Chefs for five star hotels, graduates for different reputed companies as well as service sectors.

We have started moving forward with training and developments of individual candidate. We are concerned about the quality candidates with the knowledge of soft and hard skills. We have recently made a plan strategically that every candidate enjoys his skills and I am happy to launch a training school for candidates, affiliated to highly trusted Government educational body of Nepal and I have already collected a big number of quality cvs of skilled people through the CV Bank, one of the important outlets of our company.

I always welcome the suggestions and advices from our clients, distinguished business scholars and well-wishers to make our company as the best service provider in Nepal.

I appreciate your trust and support.

M S Kapri
Chairman
Email: md@luckyhrsolution.com

OUR VALUABLE CLIENTS



MESSAGE FROM BUSINESS DEVELOPMENT DIRECTOR

We feel that employees are the most valuable asset of any organisation and they need to be selected, maintained and retained by employing best available resources in any organization. When you work with LUCKY HR you can be confident that our skilled and dedicated team will find you the best talent match for your organization. Our professional staff are dedicated towards servicing our valuable clients and candidates, and we committed to provide you excellent and valuable service throughout our business.



Shafeeque Ahammed

Business Development Director

Contact No.: +977 9801140803 (Nepal), +974 6651 6140 (Qatar)

Email: bdd@luckyhrsolution.com

01

MANAGING TEAM



ABOUT US

Lucky HR Solution is one of the leading recruitment consultancies covering all the areas of career. It encompasses Hospitality, Security, Medical, Engineering, construction, IT and sales and administrations. Our company has been registered as M/S Lucky HR Solution Pvt. Ltd. It has gained reputation in manpower service sector and it has been awarded ISO certificate as well.

Lucky HR Solution is strategically located in heart of Lalitpur city, a prime business hub, nearby National Zoo with easier accessibility and reach from other areas. The company has been genuinely successful in pursuing and developing a fertile business relationship with highly reputed overseas organizations since its establishment. The company has already mobilized more than 20000 (Twenty thousands) career seekers throughout the Gulf countries and Malaysia including Israel and Cyprus in different positions.



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LOCATION MAP



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LUCKY
HR Solution Pvt. Ltd.

Best Services & Better Solution

Jawalakhel, Lalitpur, Nepal
GPO Box: 8975, EPC: 1191, Kathmandu, Nepal
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Fax: +977-1-5539233, 5523622
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www.luckyhrsolution.com



OUR ASSOCIATE COMPANIES:



CORE SERVICES

- Executive Search(head hunting potential high caliber candidates).
- Foreign Manpower Consultancy.
- Extensive training services for hospitality and security sectors.
- Job orientations & counseling to the candidates.
- Verbal reference checks and skills tests.
- Ticketing services including both domestic and international flights by our own travel agency.
- Domestic recruitment.

LUCKY HR COMPLETE ONLINE RECRUITMENT SOLUTION

Considering the technological innovations and the growing fast paced living we have now introduced an online recruitment solution website with the domain name www.luckyhrsolution.com. It couldn't be easier to start looking for a new job with Lucky HR Solution. Whether you are looking for a temporary work or you're an experienced professional, Lucky HR Solution has thousands of roles available throughout the world in a range of industries.



JOB SEEKERS

Our website allows job seekers to sign up for a free account or also through social media logins which allows them to search job openings posted by employers and post their resumes for employers to review or build a new resume with online tools. Job seekers then can browse through job openings posted by employers and apply for positions through the job portal.

EMPLOYERS

Our website provides a centralized location for employers to post information about job openings after their successful registration and login. Our online job portal offers worldwide access for employers to provide with a wider variety of applicants and a broader candidate pool. Employers can utilize job portal matching technology and optimized search engine allowing the system to find potential matches for employment openings and hire them.

CORE VALUES

We are committed towards establishing leading business solutions that assist in increasing the capabilities of our clients. We strongly believe in building a value of trust, honesty and transparency with our clients so as to develop long term relationships and to adopt flexible approach as per their needs.

Respect: We treat everyone equally.

Commitment: We do what we say.

Transparency: We build trust by sharing and being open.

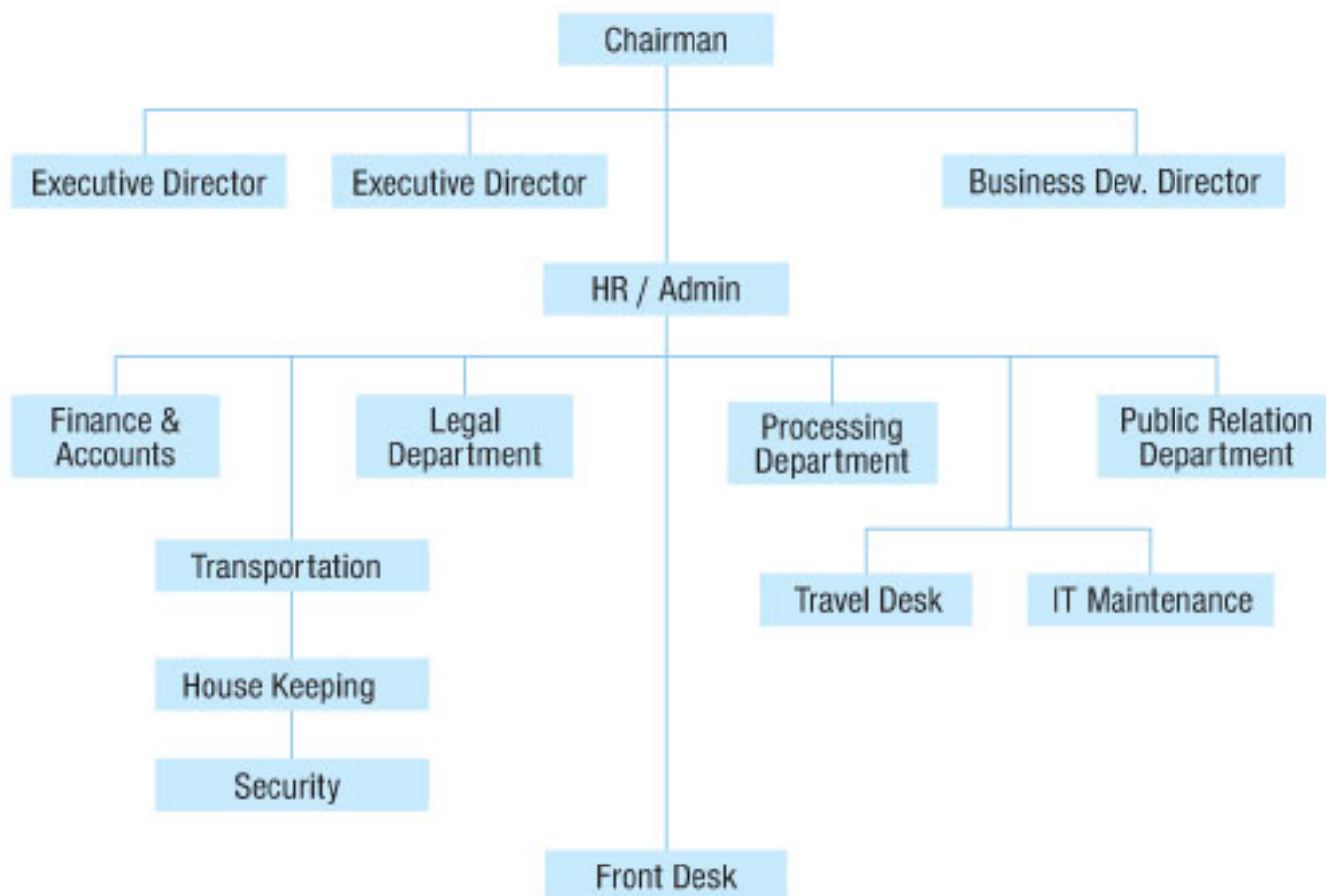
Ethical: We encourage strong relationships by being honest and professional.

Pro-active: We act with initiative, take responsibility and are accountable.

ORGANIZATION CHART

We do have a very good management system to produce the most satisfactory result for the employers as well as the employees.

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PROCEDURE OF RECRUITMENT

INFORMATION DESK

Lucky HR Solution Pvt. Ltd. offers its service for its clients from its main Information Service Desk from where any relevant information can be obtained. Moreover, the main registration is also carried out and the databank is maintained as well.

COMMUNICATIONS

Each and every department of Lucky HR Solution Pvt. Ltd. is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients and provide better service.

ADVERTISEMENT

Lucky HR Solution Pvt. Ltd. applies an application to the related government sector with supporting documents of demanded Nepalese manpower for getting authorization to publish advertisement in news paper, and the Labour Department will grant the permission being satisfied about the credibility of the demand and attesting that term and conditions offered are conformity with the Government regulation. The permission allows the recruiting agencies to publish advertisement in national daily News papers and starting the recruitment process accordance.

SELECTION OF CANDIDATES

The company maintains an up to date data bank of potential candidates with full information on his skill, trade qualification and experience and advertising allows other to compete for the post too. The final interview for sort listed candidates after pre screening can be conducted by the employer or his representative or by this company on their behalf. The selection is made purely on merit basis not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciation from the employer. Lucky HR Solution Pvt. Ltd. screens the short-listed candidates by pre-interview.

TRADE TEST

Practical trade test will be taken at the technical training institute. If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observes the workers directly to their respective job.

MEDICAL CHECK-UP

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidate, who is fit medically and physically for employment will be eligible to sign the employment contract.

ORIENTATION

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labour laws immigration policy and maintain understanding and cordiality among them self and aim of the particular activity of the individual. The Orientation take special care in briefing them to strictly abide by the guide line in the field of their employment and direct them to maintain good circumstance and motivates them to their duties/responsibilities.

TRAVELING ARRANGEMENTS

In all case, we send all the visa endorsements, passports to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. PTA may be send to any airlines operating from Kathmandu under intimation to us.

TERMS & CONDITIONS

1. The first Party shall issue a Demand Letter to the Second Party mentioning the number of workers requirement, rate of their salary and other service.
2. Both parties should provide free employment services to the deserving candidates including free visa & free tickets.
3. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per rules of both countries in regard to the conditions necessary to import and supply. In case of any conflict between government rule and the conditions of this contract, this deed of agreement shall be deemed as Null and void.
4. The first party shall provide with Visa/NOC work permits of the workers from the government authority, together with other necessary relevant documents. In case of not issuance of visa due to any changes in Government policies, the first party shall be responsible for the recruitment experience.
5. The earning of the worker per month shall be as per the attached Demand letter shown against each category.
6. The Second Party shall make sure that all workers recommended for the first party are examined by an Employer of the (G.C.C.) Nepalese doctor to appoint them by Employer of the concerted government. The candidates must possess a valid certificate to the effect of the fitness such as AIDS, T.B. and infectious or any other diseases. The second party will submit original medical along with passport copy.
7. The First Party will be responsible for receiving the workers at the airport in part and as whole as per validity of Visa of the concerned country.
8. The second party is the supplier of the workers and will bear the responsibility for recruitment of the workers from Nepal exactly as per trade or may invite the first party or its authorized representative for recruitment of the workers within the stipulated period and not exceeding 45 days from the receipt of visa advice and other allied required documents.
9. The First Party agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of country concerned.
10. There will be three months probationary period for all workers; after completion of this period, if any worker is found unfit or unsuitable for the specific job, the worker may be terminated and repatriated at his own cost and the cost will be borne by the Second Party.
11. The workers will be inter-viewed, tested by representative of the employer.
12. The Second Party shall assist the workers in matters relating to immigration formalities, medical test and Visa stamping from the relevant Embassy and whatever other relevant matters.
13. The First Party ensures to provide the workers with free bachelor sharing accommodation, free, food and other necessary amenities, including medical and insurance coverage.
14. The First Party agrees to enter into agreement with Second Party to supply Nepalese manpower of different categories such as skilled, semiskilled and unskilled workers, the number and qualification in respect there of are be specified by the first party through task orders.
15. The First Party agrees to advise to the Second Party of its personnel requirement from Nepal through cable, telex or letter, specifying personnel requirements, their respective job descriptions, salaries, other terms and conditions and the desired mobilization dated on the respective site.
16. The Second Party shall be responsible for short of qualified candidates in conformity with the first party's requirements notified under clause 2 above. The second party notify the first party of such short-listed qualified candidates who are ready for final interview and selection. The first party has the right to either send his representatives or give the second party the right select, process and send such qualified workers at the second party's full guarantee.

DOCUMENTS REQUIRED

The required documents vary from country to country but all documents are required to meet the formality of the government of Nepal.

Demand Letter

Addressed to Lucky HR Solution Pvt. Ltd., mentioning numbers of workers required in each categories with monthly salaries, period of contract, duty hours, food, accommodation, medical facilities, insurance, air passage and all other benefits to the workers.

Power of Attorney

Authorizing Lucky HR Solution Pvt. Ltd., to carry on the recruitment of Nepalese manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test sign all necessary documents and employment contracts required by the laws of Nepal, to arrange for passports and for visa endorsement from the respective embassies and to make arrangement for the workers passage to the country of employment.

Guarantee Letter

Guarantee on behalf the employer company stating that the worker will be working in the employing country only. This letter must be attested by the Embassy of Nepal.

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Letter of Authority

Addressed to the Consulate General of the concerned embassies, intimating them that the Lucky HR Solution Pvt. Ltd., is their appointed and bona fide manpower recruiting agent fully authorized to deal with all visa matters, submission and delivery, with the said Embassy, mentioning the visa number and the date of issue etc., in the Letter.

Inter Party Agreement

Inter-party Agreement between Employer and Lucky HR Solution Pvt. Ltd.

Employment Agreement

Address to Lucky HR Solution Pvt. Ltd., should execute an Employment Agreement between employer and employee. stating fully and precisely the terms and conditions regarding demand and supply of manpower from Nepal. This agreement must be signed by both parties towards acceptance of stated terms to execution of the recruitment procedure.

Note:

This Demand letter / Power of Attorney must be duly endorsement by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment & Letter of Authority / Inter Party Agreement / Employment Agreement / Guarantee Letter must be attested by the Nepalese Embassy.

SERVICE CATEGORIES

HIGH PROFILE

- Engineering Group
- Civil Engineers
- Meteorological Engineers
- Surveyors
- Doctor & Nurses



AC ELECTRICIANS

- Wireless Technician
- Bar Bender
- Cable Janitor
- A/C Electrician
- Wireless Technician



OFFICE PERSONNEL MANAGEMENT GROUP

- Office Manager
- Asst. Manager
- Accountant, Cashier
- Secretary, Store Keeper purchasers
- Clerk, Typist
- Computer Operator
- Salesman, Operator
- Salesman, Office Boy
- Tea Boy
- Manager-Marketing, Sales, Admin



BUILDING STRUCTURE CONSTRUCTION, CONTRACTING & FARMING GROUP

- Carpenters (Shuttering/Finishing)
- Masons- Foreman
- Masons-Construction Helper
- Masons- Tile/ Marble Fixer
- Masons- Brick Layer
- Painter (wall spray)
- Plumber, Welder, Steel Fixer, Pipe Fitter
- Electrician/ Foreman
- Technical Supervisor
- Farmer, Agriculture Labors
- Construction Labors & Cleaners



GARMENTS & TEXTILE GROUP

- Patron Maker
- Cutting Master
- Production Manager
- Supervisor
- Tailors
- Checker
- Helpers

SERVICE CATEGORIES

HOTEL & CATERING STAFF GROUP

- Manager, Asst. Manager
- Executive Officer
- Public Relation officer Restaurant Captain
- Chefs
- Cooks (Continental, Chinese and Indian)
- Supervisor
- Waiters, Stewards
- Fast Food Crew
- Food & Beverage Controller
- Food & Beverage Manager
- Sales & marketing
- Accountant, Cashier
- Bakers/Helpers
- Barman
- Janitors, watchman
- Laundry Man / Laundry foreman
- Service man
- Security officer
- House Keeper, Room Maker, Dishwasher
- Cleaning Labor, Kitchen Helper
- Trolley Helper
- Bell Boy
- Security Guard.



VEHICLE/HEAVY EQUIPMENT OPERATOR

- Light/Heavy Vehicle - Operator/Driver
- Car/Van/Minibus
- Heavy Equipment Operator
- Truck/Lorry/Trailer/forklift/Crane
- Motor/Grader/Dozer/Backhoe/Roller
- Bulldozer /Scrapper Operators
- Auto Mechanic
- Diesel Machine Mechanic
- Heavy Duty mechanic
- Oilman/Lubricants
- Taxi Driver



SUPERMARKETS

- Salesmen
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners
- Store Keepers

HOSPITALS

- Medical Doctors
- Consultants
- Nurses
- Lab Technicians
- Pharmacists
- All Hospital Staff

AGRICULTURE

- Veterinary Doctor
- Food Engineer
- Livestock feedlot Operator
- Quality assurance
- Farmer
- Milker

Achievement ISO CERTIFICATE & LICENSE



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Achievement MEMBERSHIP CERTIFICATE & CLIENTS APPRECIATION

Regd. No. : 388048/049

 **नेपाल बैदेशिक रोजगार व्यवसायी संघ**
Nepal Association of Foreign Employment Agencies
Tej Bhawan, Lazimpat, Kathmandu, Nepal

Membership Certificate

Name of Agency : *Lucky HR Solution Pvt. Ltd.*

Govt. License No. : *875/066/067*

This is certify that the above agency has been granted membership of this Association. The membership number given is *689*


Gyan Prasad Gaire
Secretary General


2067/04/03
Date of Issued


Tilak Bahadur Ranabhat
President

 REGENCY GROUP
HOLDING

CERTIFICATE OF APPRECIATION

is awarded to

LUCKY HR SOLUTION PVT. LTD - NEPAL

in recognition to continuous contribution in recruitment of Nepalese staff


Sam Varghese
Group Human Resources Director



OUR PROGRAMME & ASSOCIATE COMPANIES



Skill Development Program (SDP)

Skill Development Program is launched to provide the training to the job seekers and young learners who are willing to have better job opportunities in the future. It conducts trade tests as well. Lucky Skill Development Program provides hard skills as well as soft skills to the candidates. The SDP runs the training on following areas:

Soft Skills:

- Language skill
(Listening Reading Writing Speaking)
- Personality development
- Cv making
- Interviews skills
- Grooming
- Communication skills
- Work-station stress management
- Presentation skills

Hard Skills:

SDP is affiliated to CTEVT , a vocational training provider, a government certificate awarding body in Nepal. It gives Skill tests as well. SDP runs the following training program with on- the- job training in different companies so that they can enhance the practical knowledge. Our main motto is "Get trained and be employed" for better life.

The areas of training (Affiliated to CTEVT):

S.N.	Training Program	Hrs	S.N.	Training Program	Hrs
1	Mason	390	19	Auto Mechanic	390
2	Plumber	390	20	Aluminum Fabricator	408
3	Scaffolder	390	21	Excavator Operator	390
4	Bar Bender/Steel Fixture	390	22	Back Hoe Loader Operator	---
5	Tile and Marble Fitter	390	23	Care Giver	390
6	General Carpenter	460	24	Tailor Master	460
7	Marble Polisher	390	25	Chinese Cook	390
8	Gypsum Installer	390	26	Indian Cook	390
9	Plasterer	390	27	Continental Cook	390
10	Computer Operator	220	28	Baker	390
11	Computer Hardware Technician	390	29	Fast Food Cook	390
12	Computer Repairer and Maintenance Technician	390	30	Waiter/Waitress	390
13	Building Electrician	390	31	Room Attendant	390
14	Industrial Electrician	390	32	House Keeping Cleaner	390
15	Ref and AC Mechanic	390	33	Receptions Cum Cashier	390
16	Welder	710	34	Beautician	390
17	Auto Painter	460	35	Security Guard	460
18	Light Vehicle Driver	390			

OUR PROGRAMME & ASSOCIATE COMPANIES



Lucky Travel & Tours (P.) Ltd.

Lucky Travel and Tours Pvt. Ltd. is one of the leading IATA (International Air Transport Associations) accredited Travel Agency of Nepal established in 2003 A.D. We are contributing towards travel and trade business since a decade and we can offer you a wide range of Travel Services with cheapest flight tickets. We are specialized in quoting Group Fare traveling to different destinations of the world. Lucky Travels not only offers you good service but also introduces you to the ever-smiling faces, open hearts and warmth of its people. Lucky Group of Companies is contributing towards various sectors of Nepal. Besides, we have newly established Shrouq Travels in Doha, Qatar which is already IATA accredited.



Lucky Holidays (P.) Ltd.

Lucky Holidays, comes under the leading travel management company located in Hattisar, Kathmandu which is serving the people from all over the world with prominent services. Each tour has a special focus and most of our local guides and travel experts are employed with us. All of them are also college educated and experts in the field of focus or region. Our private tours are carefully planned and custom-tailored to meet your needs so your trip is everything you imagined and much more. Lucky Holidays provides services like Hotel Reservation, Package Tours, Visas, Flights Reservation and all other travel-related services throughout the length and breadth of the country



Lucky IT Solution (P.) Ltd.

Lucky IT Solution is a subsidiary of the Lucky Group and is dedicated towards providing excellent services in the form of solutions for all IT related problems. This company was established by keeping the fact in mind that the world has long since started to run on technology. Our services includes Web Design, Development and Hosting, App Development, Graphics Design and extensive training courses and counseling. Here, in Lucky IT, we are striving to do everything that a customer can think of.

OUR VALUABLE CLIENTS' LIST



SAUDI ARABIA

- Herfy Restaurant
- Al Othaim Supermarket
- Al Tawi Readymix Co
- Panda Hypermarket
- Emar Al Janoub Co.
- Al Rasheed
- Dunking Donut
- Gulf Catering
- Al Hasa Automatic Bakery
- Al Barrak Industrial Services
- Sunset Beach Resort
- Unimac Company
- Saudi Ozer
- Tele-communication Consultants Ltd.
- Reliance Product & Galvanize
- Nasser Al Hajri Corporation Co.
- Lily Suits Hotel
- Mc Donald
- Kyatkit Restaurant
- Figaro Coffee Shop
- Al Watania Poultry Shop
- Al Baha Hotel
- Ask Gypsum Board Co.
- Alnajdovie Group Co.
- Al-Mahara
- Al-Emad
- Novikov Restaurant & Bar
- Bateel Bakery
- Nada Diary
- Hilton Riyadh
- OZ Lounge & many more[].



QATAR

- Regency Group of Company
- Cat International Qatar W.L.L.
- Alkhalij Holding
- REDCO
- American Kitchen
- Regency Group Holding
- Qatar Airways SSPV
- Armor Fire Fighting
- Hemaya Security 6Th Batch
- Majestic Qatar
- Qatar Style Arts
- LEC
- Solid Construction
- Qatar GRC
- Al Zulal Company
- Al Hamad Engineering Co.
- Tata Automobile
- American Kitchen
- Pyramid Trading & Co.
- Delwan Qatar
- Al-Hamad Medical Corporation
- Meitack Contracting and Trading
- Care n Cure Group
- International Medical Company (IMC)
- Tea Time
- Rayyan Group
- AL Mana Fashion Group
- Qubaa
- Industrial Equipments and Services Co.
- Final Touch
- Uniceramic
- AL Allam-Cleaning Services & many more.

OUR VALUABLE CLIENTS' LIST



U.A.E.

- Kumyang Electronics
- Power Security Services
- Oasis Wear Tech Industries
- Ocean Rubber Factory L.L.C.
- Ocean Equipment Factory
- Power Cleaning Services & Building Maintenance
- EGSE
- Global Emirates Services Co. L.L.C.
- Farm Fresh
- Yateem Optician
- Deepak's Textile Company
- Sun and Sand Sports
- Beacon and Décor
- Reflex Group
- Royal Group
- Hotel Carlton
- Liwa International
- Middle East
- Al Shirawi Fm
- Al Bawabah Ahabia L.L.C.
- SSP Emirates & Many More[].



MALAYSIA

- Pacific Food Industries Sdn. Bhd.
- Unilever Foods Malaysia Sdn. Bhd.
- Malaya Spring Industries Sdn. Bhd.
- Cocaland Sdn. Bhd.
- Central Medicare Sdn. Bhd.
- Maxter Gloves Sdn. Bhd.
- Sony (EMCS) Sdn. Bhd.
- Showa Denka Sdn. Bhd.
- Panasonic Sdn. Bhd.
- Mathan Communication
- Kilang Makanan Mamee Sdn. Bhd.
- Hyper Supermarket Sdn. Bhd.
- Arita Plastic Sdn. Bhd.
- San Soon Seng Food Industries
- Sea Food Restaurant
- Old Town White Cofee
- Airfoil Services Sdn. Bhd.
- Ajinomoto
- Allied Hori
- Bon Food Industres
- Delloyed Industries
- Filton Industries
- Ga Seng Paper Industrial
- Hiap Huat Chemical Industries
- Hitachi Transport
- IBIS Security Guard
- Kalibar Security
- K-plastic Industries Sdn. Bhd.
- Maxwell Glove Sdn. Bhd.
- Prestige Wish Restaurant
- Rapid Security
- Sri Lara Joint Security & many more.

OUR VALUABLE CLIENTS



GULF CATERING Co.



RPI (Rasheed Petrochemical Logistics)



IDG (International Development Group)



Al Khalij Holding (الخليج القابضة)



REGENCY GROUP HOLDING

