



شركة الخدمات العربية
Arabian Services Company
RECRUITING LICENSE NO. RL - 783

Bridging Talent with Opportunity

www.ascobangla.com

BANGLADESH

Emerging Market with Endless Possibilities!

Bangladesh is a rapidly growing economy in South Asia, known for its thriving industries, skilled workforce, and strategic location. With a population of over 170 million, the country offers a vast consumer market and diverse investment opportunities across sectors like textiles, technology, and agriculture. Bangladesh is also making strides in digital innovation, infrastructure development, and renewable energy, positioning itself as a competitive player in the global market. Its robust export-driven economy, particularly in garments and textiles, is complemented by a vibrant entrepreneurial ecosystem. With ongoing reforms and an investor-friendly environment, Bangladesh is a promising destination for business expansion and collaboration.



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Message From The Proprietor

Arabian Services Company is a Bangladesh Ministry of Labour-approved overseas recruitment agency based in Dhaka with over 25+ years of experience. We specialize in providing high-quality manpower solutions to government agencies and leading companies in the Middle East. With a commitment to ethical recruitment practices and professional standards, we ensure both employers and employees are treated with the utmost respect and care.



Ayaz Waris Khan

Proprietor

Arabian Services Company

As one of the fastest-growing recruitment firms, we have built an extensive network in the Gulf region. Our success is driven by a dedicated team that quickly sources qualified candidates through our vast database and extensive resources. We conduct thorough interviews using technical experts, ensuring the best candidates are matched with the right job opportunities.

Our professionalism, time management, and state-of-the-art communication tools make us stand out. We operate from multiple hubs across Bangladesh, enabling us to recruit efficiently and meet tight deployment timelines. Client satisfaction is our priority, and we pride ourselves on providing fast, effective, and reliable services.

We look forward to continuing to support our clients by delivering world-class recruitment services. For more information on our Bangladeshi manpower solutions, please contact us via email or phone.

Message From The CEO

Arabian Services Company, recognized by the Ministry of Labour, Government of Bangladesh, has earned a stellar reputation for successfully completing major projects for top Middle Eastern organizations and government agencies. Our headquarters in Dhaka allows us to deliver high-quality services through an efficient and streamlined framework.



Towseef Ayaz Khan

Chief Executive Officer
Arabian Services Company

As a rapidly expanding recruitment agency, we offer specialized services to employers and employees while upholding the highest standards in human resources and ethical placement. Our experience as Placement Consultants has enabled us to grow exponentially, with a proven track record of client satisfaction across the Gulf and Middle East. The performance of the thousands of workers we've deployed reflects our commitment to quality.

We efficiently source qualified candidates using our extensive data bank, online platforms, and newspaper ads. Our technical experts conduct rigorous interviews to select the best candidates for client interviews. With professionalism, time management, and cutting-edge communication systems, we ensure timely and effective placement services.

Arabian Services Company promises exceptional value through innovative, adaptable, and transparent recruitment solutions. Our tailored hiring processes deliver results with accountability, collaboration, and flexible pricing.

Company Overview

Arabian Services Company is one of the leading Government approved Manpower Agencies with License No. RL-783 in Bangladesh registered under the Ministry of Expatriates Welfare & Overseas Employment which facilitates professionally managed outflow of work force from Bangladesh to abroad.

In spite of numerous recruitment agencies in Bangladesh, Arabian Services Company realized that there was a need for a professionally managed recruitment agency to bridge the gap between opportunities and the opportunity seekers, and thus the company came into existence. The company's overall stance has been to go-all-out for excellence and thus become the principal source of competitive, efficient and reliable human resource solutions provider. The esteem position in which Arabian Services Company is held today bears the testimony to the measure of success that the company has been able to achieve over the years.





For Arabian Services Company social responsibility extends well beyond just writing a donation cheque to a charitable cause. It's about strengthening the diversity of our communities and creating opportunities for all people to participate in the work force. Whether it's helping an unemployed youth join the work force, or finding an engineer a job abroad, our reward comes from knowing that we make a real difference – today and in the future. Because of our relationships with both employers and individuals, we are uniquely positioned to determine where current and future skill gaps are, identify people who need help engaging with the work force, and develop solutions that bring these two groups together, mutually benefiting both. In this way, we function as a bridge to employment for many who would otherwise be unemployed.

Our carefully formulated delivery process has been developed over years of invaluable recruiting experience to deliver on behalf of our clients, no matter how great the challenge:

- 01 Assignment brief :** This allows us to get all the information required to conduct a comprehensive recruitment campaign for permanent or contract staff.
- 02 Candidate identification & market mapping:** Identify candidates on your behalf and build a new network through our detailed mapping exercise.
- 03 Longlisting & skills validation:** This includes competency-based interviews, salary validation, conducting background checks, and more.

Our Mission, Vision & Value

At Arabian Services Company we are committed to fostering individual growth and work-life balance while leading the industry through shared expertise and innovative thinking. Our mission is to deliver personalized, transparent recruitment experiences, building trust and exceeding expectations. With a vision to drive socio-economic development through responsible practices, we prioritize national interests and aim to transform recruitment by enhancing the happiness of our clients, candidates, and staff.

Mission



Together we communicate on a personal level listening to the individual need and providing a choice of solution. We deliver what we promise building trust, building fans, one client and candidate at a time. If we can over deliver, we do. We create a tailored, transparent recruitment experience, encouraging honest feedback and continual improvement.

Vision



Make meaningful contributions to the socio-economic development of the country through responsible business practices and to prioritize national interest in all our business endeavors. To change the perception of recruitment by devoting ourselves to the happiness of our clients, candidates and staff.

Value



We deeply value individuals and their work-life balance, providing support and opportunities for career growth. Our commitment to sharing expertise and resources helps us stay ahead in the world of work, enhancing our relationships and services through continuous adaptation. Driven by an entrepreneurial spirit, we challenge the status quo and embrace new ideas, constantly seeking improvement while managing risks responsibly.

Our Services



Manpower Consultancy

At Arabian Services Company, we leverage our unparalleled expertise in professional recruitment principles, along with a deep understanding of local and international manpower recruitment processes, to provide comprehensive HR services and recruitment solutions that maximize our client's manpower potentials.

We possess an excellent database to facilitate international placements across all major spheres of employment. Our experienced staff members have extensive working knowledge of international industries. We primarily place job seekers in the Kingdom of Saudi Arabia, United Arab Emirates, Kuwait, Qatar, Malaysia, Singapore and many more.

Arabian Services Company works closely with several international recruitment consultancies, assisting with overseas immigration and providing advice on international work permit legislation. Indeed, immigration advice is often a service we offer as part of our recruitment package to prospective and current clients.



Employment Assistance

We always prefer the selection of applicants either through oral or practical tests conducted by the employer or their authorized representative. We arrange accommodation, transport and all other logistical support required for this process. In cases where we are entrusted with the selection and testing of workers, we typically do so with the help of experts in technical and professional categories under the direct supervision of our professional executives.



Visa Assistance

We provide services for the following types of visas

01 Employment Visa

02 Work Permits



Why choose **Arabian Services Company**

Decades of Experience

With over 25 years in the industry, Arabian Services Company understands the evolving needs of businesses in the Middle East and globally.



Comprehensive Support

From initial recruitment to ongoing workforce management, the company provides end to end support tailored to client requirements.

Commitment to Excellence

Their rigorous screening process ensures that only the most qualified candidates are placed in positions, allowing businesses to thrive with a capable workforce.



150+*Happy Customers***01***Branch***6895***Successful Deployments*

Arabian Services Company one of the most professional and leading suppliers of skilled and semi-skilled human resource from Bangladesh to all over the Middle Eastern region and other part of the world. In today's rapidly changing business climate, the efficient and effective organization wins, and that means having people who fit your needs perfectly, when you need them.

Whether you need to staff a single facility or support a multi-location national operation with uniquely skilled, semi-skilled or unskilled people, Arabian Services Company has recruitment and staffing services to help you meet your goals. Specialized divisions & subsidiaries Specialized recruiters in each of our industry specific divisions & subsidiaries know the unique skills and requirements of each industry and where to locate the best people in that field. Quick response time Because we are constantly recruiting people, we have a database of qualified candidates ready to go to work. Right after selection, we post all the details of candidates in our online database so that our clients remain constantly updated regarding the progress in terms of medical fitness, flight and deployment schedules etc. .

Carefully screened, qualified candidates Our comprehensive recruiting, screening and testing process means you get qualified candidates with the skills to fit perfectly into their positions.



Recruitment Procedure

01

Validation of Proper Documentation

Unlike other recruiting agencies, Arabian Services Company not only collects and compiles documents into worker's personal files but we also take great care to verify the authenticity of these documents. For example, we check the originality of educational documents with the relevant board of education and verify police records to ensure that the workers recruited by our organization have a clear background.

02

Medical Checkup:

After passing the final stage of selection, a worker is sent for a medical checkup at a modern approved medical center designated by the respective embassy of the country of employment. These medical facilities strictly adhere to international standards. For the Kingdom of Saudi Arabia, prospective workers are required by law to undergo a medical check-up at a GAMCA-approved medical center.

Our workers typically undergo the following check-ups:

- ✓ Routine Urine Test.
- ✓ HBsAg, TPHA, HIV, Anti-HCV.
- ✓ RBS, S Bilirubin, SGPT, SGOT, Creatinine, Cholesterol.
- ✓ Widal Test.
- ✓ X-Ray, TB.

03

Application and Receipt of Visa

On behalf of the selected workers Arabian Services Company applies for a visa at the relevant embassy as approved by the employer. For countries like the UAE, Qatar and Oman. We send complete sets of documents so that our clients can submit visa applications to the respective ministries of those countries for processing.



**04**

Upon Receipt of a Visa from the Concerned Embassy

- ✓ To protect the rights of workers, the terms of the final agreement will be incorporated into the employment agreement.
- ✓ All necessary documentation will be prepared as required.
- ✓ All required documents will be submitted to BMET to obtain emigration clearance.

We strongly believe that a worker should be well-prepared to excel at their job. Therefore, we work with them on developing the necessary soft skills before deployment.

05

Ticketing and Emigration

The employer can either send the PTA (Prepaid Ticket Advice) or provide the required travel expenses to Arabian Services Company to facilitate the timely travel of selected workers. We obtain emigration clearance from the concerned government department for the workers.

06

Ticket Reservation

With the employer's consent, our own IATA-authorized travel agency is instructed to reserve seats for the workers and then report back to the employer to confirm the flight arrangements.

07

Flight Schedule

Details of the worker's flight schedules will be provided to the employer at least 24 hours in advance to arrange for the necessary pick-up.

08

Follow-up

Our work does not end after the deployment of workers. We ensure that our workers are received on time by company representatives at the airport. We follow up with our clients to confirm that our workers are properly employed and meeting their expectations. In the event of a crisis, such as job layoffs or staff reductions, we consult with both employers and workers to reach a mutually beneficial solution.

09

Repatriation

If recruited workers are found to be unfit due to medical reasons or lacking the professional skills required for their jobs, we typically replace them at our own expense or act according to the agreement made between the parties.

10

Arabian Services Company's Part

The pre-selection process requires advertising in local mass media to inform workers about the job opportunities. Arabian Services Company has a comprehensive computer database of all current and potential future applicants from across the country, possessing a variety of skills and qualities. The entire pre-selection process is managed by our recruiting manager and executives based on the following criteria:

- ✓ Capability
- ✓ Competency
- ✓ Knowledge Experience
- ✓ Quality of work and job performance

11

Final Selection & Deployment Process

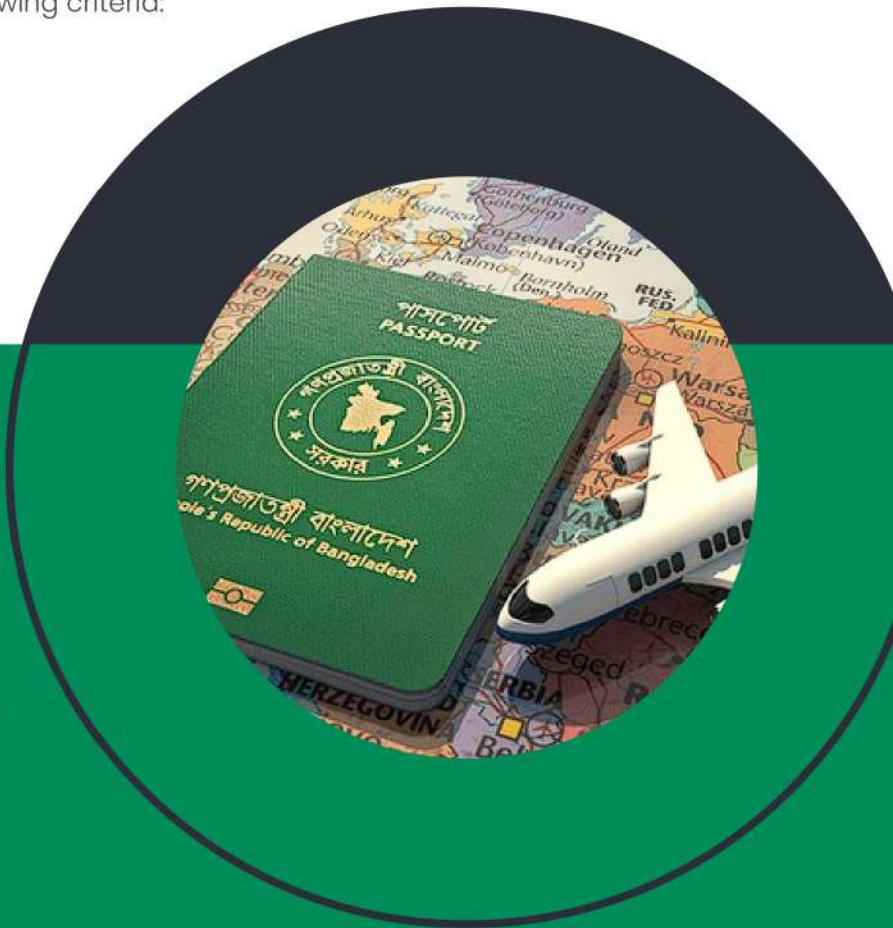
We always prefer the selection of workers either through oral or practical tests, conducted by the employer or their authorized representative. We arrange housing, transport and all other logistical support required for this purpose.

If we are given the responsibility of selecting and testing workers, we typically do so with the assistance of a team of experts from the technical and professional departments, under the direct supervision of our professional executives at our industrial trade test center. Testing facilities for complex engineering functions are available at our training center premises in Banani, Dhaka, adhering to the most advanced processes and techniques available.

12

Documentation

Arabian Services Company also assumes responsibility for submitting the required documents to the clients, such as passport copies, visa copies, bio-data, photographs, health certificates, academic qualification certificates, employment contracts and other necessary documents collected from workers. Each worker is assigned a personal file that typically contains the above documents. Arabian Services Company also obtains the necessary permits from relevant government agencies and legal entities.



Employer's Part



Validation of Proper Documentation

The client will issue a power of attorney in favor of Arabian Services Company. Arabian Services Company will handle all recruitment related affairs with the Bangladesh government on behalf of the client.



Demand Letter

The client will issue a demand letter in favor of Arabian Services Company, detailing the job categories, the number of workers needed in each category, monthly salary, duty hours, duration of the contract and other facilities for workers, such as food, medical care, transport, air passage, housing, and other benefits.



Visa Documents

Please note that this requirement is only applicable to the Kingdom of Saudi Arabia. The client will provide a visa document (E-Wakala) by which the government of the employing country allows the agency to recruit workers from Bangladesh. This document must be original, verified, and accepted by the respective embassy.



Company Registration (CR) Copy

Again, this requirement is only applicable to the Kingdom of Saudi Arabia. A photocopy of the company's registration is needed.



Consular Letter

This requirement is also specific to the Kingdom of Saudi Arabia. A letter addressing the Consular, stating that Arabian Services Company is authorized to recruit workers from Bangladesh as per the demand letter against the stated visa block number is required.



Employment Agreement

Copies of the standard employment contract between the employer and employee are needed.



Agency Agreement

The client and Arabian Services Company should sign an agency agreement outlining all the terms and conditions, which will serve as a guide for both parties. The verified letter, power of attorney and demand letter should be in original form, duly sealed, signed by the sponsor or authorized person and attested by the Chamber of Commerce and the Ministry of Foreign Affairs. Upon receipt of all the necessary documents mentioned above, Arabian Services Company will be able to deploy workers to the destination country within 35-45 working days, subject to the availability of seats with the concerned airlines.





**WE ARE
COMMITTED
TO DELIVERING
WORLD-CLASS
HUMAN RESOURCE
SOLUTIONS**

Manpower Available In Bangladesh



Professional Categories

- Engineer, Civil, Electrical, Mechanical and Chemical.
- Architect/Planner.
- Doctors: Specialist, General Physician, Dental Surgeons.
- Scientists in Various Fields.
- Professors/Teachers in various fields.
- Geologist/ Soil Specialist.
- Mineral Specialists.
- Chartered Account Specialist.



Un-Skilled Categories

- Laborers.
- Cleaners.
- Sweepers.
- Janitors.
- Watchmen.
- Store-keepers.
- Agriculture: Labors, Farmers.
- Industrial labors.
- Peons/Loaders.



Semi-Skilled Categories

- Electric Helpers.
- Mechanic Helpers.
- Carpenter Shutters/Finishing Helpers.
- Mason Helpers, Concrete Mixer Operators.
- Pump Operators, Helpers.
- Block Makers, Helpers.
- Steel Fixers, Helpers, Wall Painter.
- Tailors.
- Shopkeepers, Helpers.
- Cashiers.
- Auditors.
- Barbers.
- Telephone Operators.
- Maintenance Mechanics.
- Fitters Helpers.
- Photographers.
- Trekker/Loaders.
- Gardeners, House-Keepers.





Skilled Categories

- Scaffolder.
- Rigger.
- Mill Wright.
- Pipe Fabricator.
- Iron worker.
- Steel Fabricator.
- Duct Fabricator.
- Duct, Insulator.
- Electricians: House Wiring, Plant.
- Textile: Jute, Garment, Carpet Weavers, Workers.
- Computer Operators.
- Security Personnel, Security Guard.
- A/C Technician.
- Plumbers, Pipe fitter.
- Hotel personnel: Manager, Cook, Receptionist, Baker, Waiter, Steward and Room Boy.
- Welders: Gas, Electric (3G/4G/6G/Tack/MIG/TIG).
- Carpenters: Shuttering, Finishing.
- Steel fixers: RCC Steel Fixers, Rod Benders
- Masons: Tile Fixers, Plasters, Block, Ceramics.
- Gypsum workers: Painter, Carpenter.
- Painters - Wall, Sand Blaster,
- Spray Painter
- Aluminum Glass.
- Aluminum Fabricator.
- Foremen All Trade.
- Drivers: Heavy, Light, Bulldozers, Shovel, Crane, forklift.
- Mechanics: Heavy, Light Equipment, Air Conditioner, Auto Electrician, Filters, Petrol & Diesel.



Our Prestigious Clients



Seder Group



Herfy



Pizza Hut



Twaik Holding Group



Nara Solutions



Annasban Group



Lavajet Group



Dunkin' Donuts



Marahah Human Resources Co.



Al Drees Petroleum & Transport Services Co.



SASCO



Almarai



Al-Baik



Kudu



Dominos



SMASCO



Al-Hokair Group & Sons



Electro Saudi Services



Golden Orbit Operations & Maintenance Co.



Ahmed Soliman Al Fahhad & Sons Co.



Zahran Operations & Maintenance



Saudi Services Company Limited



Samama Co. For Operation & Management



Electrolux Saudi Services Ltd.



Centro Olaya by Rotana



EFS (IFS Facilities Management Company)



Nascom



NES Global Arabia Limited

Our Prestigious Clients



SAED International



Averda



Shawarma House



Jazeera Paints



Al-Masar Al-Mubasher
Operation & Maintenance



Arabian Recab Trading Co.



Shibh Al-Jazira
Contracting Co.



Tania



International Aramoon Corp.



Al Bilad Concrete Pipe Co. Ltd.



RUK Construction Co.



Al Ajmi Company



Al Rashid Boxes & Plastic
Factory Co.



Arabian Gannas Limited Co.



Al Falwa Readymix Concrete



Al Odhaib Co. for Auto Maint.



Bin Tami Water Proofing &
Concrete Repair Co. Ltd.



The National Agricultural
Dev. Co. (NADEC)



Mawarid Food Company



Meed Trading Company



King Khalid Military City



Ministry of Defense



Armed Forces Hospital



Royal Saudi Air Forces



Al Rajhi Banking &
Investment Corp.



King Abdulaziz City for
Science & Technology (KACST)



Kingdom Of Saudi Arabia General
President Youth Welfare Deaf Club



Jussur Emdad

Our Prestigious Clients



Al-Mashrik Company



Tas'helat
Marketing Company



Al-Khazan Medical Clinic
Complex



Compass Arabia Ltd.



Carawan Al Fahad Hotel



The Arab World Agencies Co.



Saudi FAL



Al Khayyam International



Aromest



Sahayib Aja Est.



Fahad Abdullah A. Aziz
Al Rajhi



Sany Alameriah Co.



Al Refad Co.



Al Hanouf Group



Al Dhahry Group of
Companies



Al Sarif Group



Madi Al Madi Est. For
Contracting



Al Nimal Holding Co.



Sun Center
Car Service



Najada Est
For Trading



Monzer Al
Shubat
Cont. Est



Haithem
Enterprises

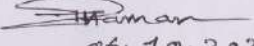
A photograph of construction workers in yellow hard hats and orange safety vests working on a site. The image is partially obscured by large green abstract shapes and a semi-transparent circle. The text is overlaid on the green shapes.

**WE ARE PROUD
TO BE RECOGNIZED
BY THE MINISTRY OF LABOR,
GOVERNMENT OF BANGLADESH,
AS A LEADING INTERNATIONAL
RECRUITMENT AGENCY.**

Licence Copy

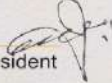
2		3569
Licence Number: RL-	0783	
Name of the Agency	M/S. ARABIAN SERVICES COMPANY	
Business Address	PLOT: 49, (2nd FLOOR), ROAD- 11, BLOCK-H, BANANI B/A, DHAKA-D13	
Name of the Proprietor/	✓ AYAZ WARIS KHAN	
Managing Partner/	VILL: NAYABAZAR	
Managing Director	P.O. SAYEDPUR	
with Permanent Address:	P.S. SAYEDPUR DIST: NILPHAMARY BANGLADESH.	
4		3569
RL-	0783	

3		3569
RL-	0783	
Specimen Signature		
This Licence is issued under Section a of the Overseas Employment And Migrants Act-2013 to carry on the business of a recruiting agency. The licence is not transferable nor it shall be used directly or indirectly by any person other than the person in whose favour it is issued. The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.		
Director General, Bureau of Manpower, Employment and Training, Government of the people's Republic of Bangladesh.		
Dated, Dhaka. This 20 day of JUNE 2020...		
RE-ISSUE:		

5		3569
RL-	0783	
RENEWAL		
The licence is valid upto		
31 DEC 2020		
		
06.10.2025		
MD. TANZILLUR RAHMAN Deputy Secretary Director (Employment) Bureau of Manpower Employment and Training		

Baira Certificate

(Bangladesh Association of International Recruiting Agency)

Sl. No. : 2397	Date : 08 Oct 2024
	BANGLADESH ASSOCIATION OF INTERNATIONAL RECRUITING AGENCIES [BAIRA]
 MEMBERSHIP CERTIFICATE 	
Name of the Agency	Arabian Services Company
Name of the ☒ Proprietor / Partner / Managing Partner / Director / Managing Director / Chairman	Mr. Ayaz Waris Khan
Address	Plot No.-49, 2nd Floor, Road No.-11, Block-H, Banani B/A, Dhaka-1213.
R.L. No.	0783
 Secretary General	 President







شركة الخدمات العربية
Arabian Services Company
RECRUITING LICENSE NO. RL - 783

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