



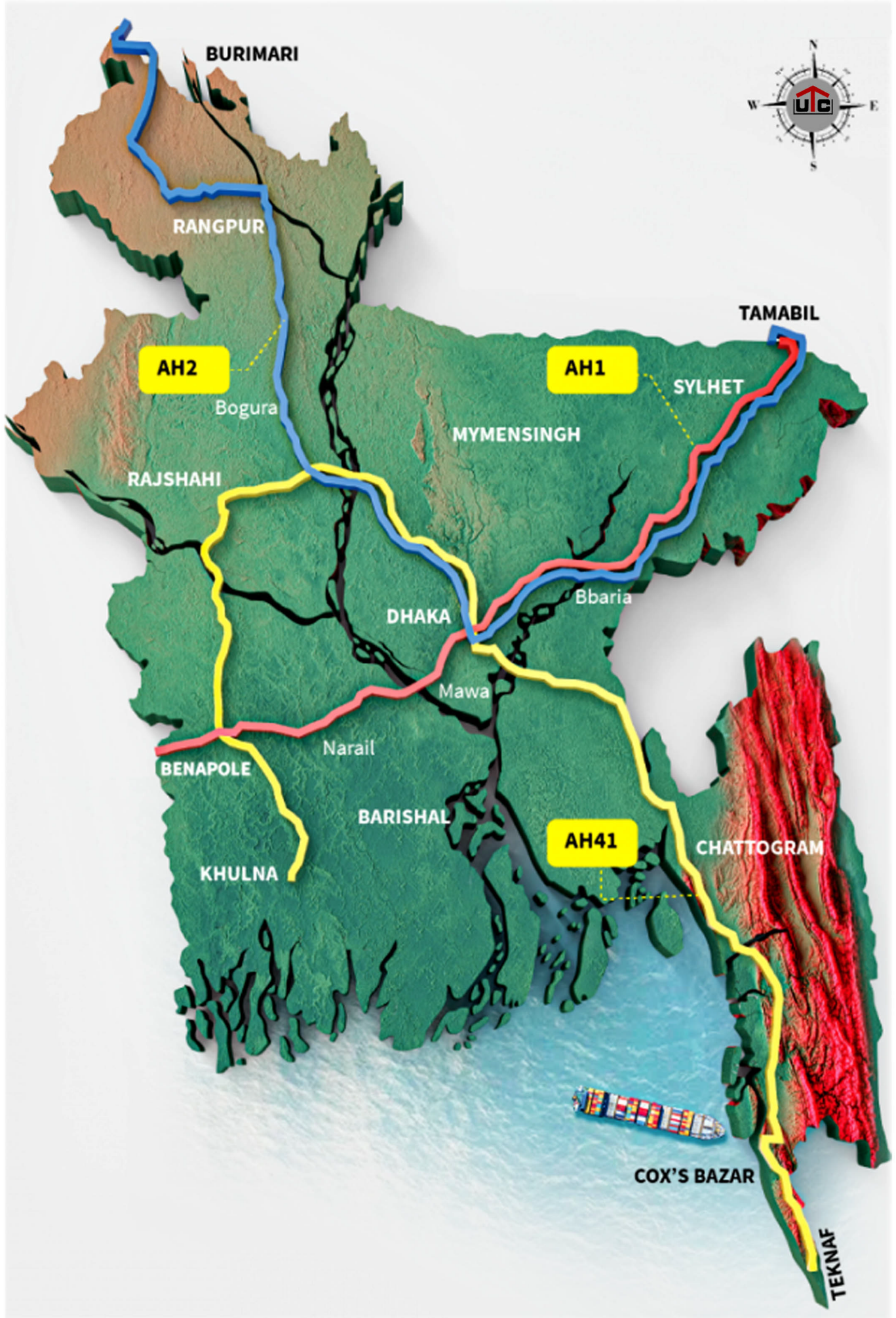
Global Reach Local Excellences



UZAN TRADING CORPORATION

Flat - 10C. Rupsha Tower, Plot - 7, Road - 17, Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh

LICENSE NO. RL - 427





Manpower in Bangladesh

Manpower is one of the major national resources of Bangladesh. About 35 million people constitute this vast reservoir of manpower. Fortunately, Bangladesh is steadily turning her manpower into an asset through training and skill development with a view to meeting the needs of a modern economy. It is not possible for Bangladesh to absorb the full range of available unskilled, semi-skilled and professional manpower within the country in an appropriate manner and hence the need to find employment opportunities for them abroad till her economy could absorb them locally. There are also a number of foreign countries who are in need of importing manpower from other countries. Today Bangladesh is considered as a good source.

With a mode beginning in 1976, Bangladesh has, by now, become a notable exporter of manpower. Between 1976 to 2019 a total of more than twelve million Bangladeshis has been able to secure employment in foreign countries, particularly in countries of the Middle East, Malaysia, Japan, Singapore, Brunei and few other countries through the membership of BAIRA. The Bangladeshis currently working abroad range from domestic aides to Atomic Scientists. The main objective is to ensure supply of quality manpower at a minimum cost within the time schedule given by the employers.

Until November 2019, KSA has emerged as the country recruiting highest number of Bangladeshi male workers (3,673,887 approx.) according the BMET statistics. UAE is second on the list. It hired approximately 2,240,484 male workers during the same period. At least 1,495,393 Bangladeshi workers have migrated to Oman, followed by Malaysia (1,056,999 workers) which is the fourth largest and most popular destination for the jobseekers in the recent years. KSA has also become the largest recruiter of female workers from 2016. It alone has hired around 336,725 Bangladeshi female workers until November 2019. Jordan and UAE are second and third on the list. Experts have hailed the uptrend in the number of migrant workers – both males and females. As of November 2019, our Bangladeshi migrant worker in over 160 countries has brought in a total remittance inflow of 16,667 million USD last year.

- ✚ Importing manpower from Bangladesh has many beneficial, operational and strategic advantages which are given below:
- ✚ High productivity & experienced workforce.
- ✚ Low wages.
- ✚ Better training facilities.
- ✚ Cheaper airfare cost & minimum flying time.
- ✚ Closer cultural affinity & similar food habits.
- ✚ Workers are energetic than the norm.
- ✚ Highly obedient and disciplined.
- ✚ Knowledge of several languages.
- ✚ Bangladesh Embassy keeps constant liaison & extends all possible help to the employer if required.



PROPRIETOR

I would like to welcome you all, current or potential, public and private company clients, local and international agents, job seekers, employees, friends and family of Uzan Trading Corporation (UTC).

UTC was a result of a vision of not just wanting to provide any usual recruitment services, but to provide services adhering to the highest set of professional and personal ethics and standards possible. We believe in building trust, reliability and enduring partnerships with all of whom we did business, and by doing so, proceeding with our clients and job seekers in building a future.

We believe that our professional approach, recruitment criteria and hard work, all contribute in making us one of the leading recruitment agencies in the country. This helps our clients to have confidence in us and to trust that we will deliver despite the various constraints and challenges.

This brochure aims to familiarize you with our company, UTC. You will find information on all aspects of the company and in all its services and countries of operation. You can get to know all our business units and easily communicate with us. You can get a glimpse of our mission and vision for the future, a future that, we hope, you decide to join.

Most companies design their web pages with the intent on delivering a particular message. Above all, I hope that we have succeeded in communicating to you, through these pages, our company philosophy, recruitment procedures, etcetera. While we know that life is about compromise, there is one thing that we have not and will not, in all our years to come, compromise on, honouring and exceeding our commitments and your expectations.

I hope you enjoy your visit to our website and walk away with the feeling that you want to enter our circle, our family.

Sincerely Yours,
Md. Harun Or Rashid

COMPANY PROFILE

Uzan Trading Corporation [UTC] is one of the accredited recruiting agencies in Bangladesh established in 1992. We are duly licensed from the Ministry of Expatriates' Welfare and Overseas Employment, Government of the People's Republic of Bangladesh & the Government created Bureau of Manpower, Employment & Training (BMET) with Licence no. RL- 427. We are also a member of Bangladesh Association of International Recruiting Agencies (BAIRA). We have distinguished ourselves as a quality manpower solution provider at very cost-effective market prices for offering customized solutions in manpower recruitment. We're highly experienced in providing skilled, semi-skilled and unskilled workforce, and fulfilling every aspect of diversified business processes and Clients' needs.

Being aligned with the demand in the competitive market, UTC has been successfully providing staffing solutions to numerous reputable overseas Clients and also providing career growth opportunities to many local Candidates. Today our company has a global network with regions such as, Bahrain, Dubai, Iraq, Kuwait, Libya, Malaysia, Oman, Qatar, Saudi Arabia, United Arab Emirates and more. We, at UTC, are well versed with our responsibilities. Every member of our team is talented and executes a positive attitude. Moreover, it is the teamwork that is seen to be most beneficial while serving our respected Clients.

UZAN TRADING CORPORATION	
Company Status	Proprietorship
Name of the Proprietor	Md. Harun Or Rashid
Establishment	1992
Licence Number	RL - 427
Member Of :	<ul style="list-style-type: none">▪ Bangladesh Association of International Recruiting Agencies [BAIRA]▪ Dhaka Chamber of Commerce & Industries [DCCI]▪ Lions Club of Central East▪ Lions Club of Dhaka Glydia

No matter where we are or what we do, there are fundamental beliefs and behaviours that guide our decisions, focus our actions and unite us as a company.

OUR MISSION

To provide productive and reliable staffing solutions according to our Clients' needs. Our Clients are our biggest investment, forming the cornerstone of the company's future. Therefore, we ensure our strategic partnerships by maintaining a careful and professional development process.

OUR VISION

To be amongst the top five recruiting agencies in the Country by building strategic alliances, recruiting the most hard-working jobseekers globally and executing the best in all our projects.

OUR TARGET MARKET

Firstly, we target the workers from rural areas via several associates, digital media and many other ways of advertisements. Phase two of the marketing plan is to get workers from the Government approved recruiting agencies and suppliers who are willing to supply us as per our requirement. Thus, we are able to easily satisfy our valued Clients' demands.

OUR VALUES

At each step of the relationship with our Clients and Candidates, we deliver advice and an expert point of view. To accomplish this, in UTC we rely on three core values that guide our business strategy, behaviour and relationships:

PROMOTE HONESTY, INTEGRITY, AND TRUST

We honour our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust at the highest standards. We are responsible to fulfil our commitments to Clients & Candidates with a clear understanding of the urgency and accountability inherent in those commitments.

FOCUS ON OUR CLIENTS AND CANDIDATES

We have a passion for service and are committed to knowing our Candidates' and Clients' business, anticipating their needs, and exceeding expectations. We are open to possibility and foster creativity and risk-taking to support continuous improvement. We recognize everyone's contribution to our success - our Staff, our Clients and our Candidates. We encourage and reward achievement.

TEAMWORK

We are committed to maximizing the potential of every individual by encouraging the diversity of thoughts, experiences, and backgrounds and celebrate participation and partnership in all our endeavours.

OUR TEAM

UTC consists of Executives, Administrators, Consultants and experts. Specialists are always available to assist you to achieve your needs and deliver your manpower requirements.

Through our dynamic professional expertise and proficiency in every transaction, the company has been able to gain a broader view that attaches due consideration to economic and cultural realities and always thrives to handle any sort of placement jobs in their earnest. In this way, UTC lends credibility to its commitments.

Network

UTC has a comprehensive and strategic recruitment network with qualified recruiting consultants all over Bangladesh and in Gulf Region. We have very rich human resources whose output is quite higher compared to others in Asia.

Long Lasting Relationship

We never consider our business and ultimate relationship with clients on a single deal basis. Our objective is to have a sustained growth record. We believe that our clients expect us to be a supplier of fair business relationship worldwide and prosper swiftly.

Guarantee

We vouch for all persons selected by us. We perform better professional service in supplying competent human resources to the employers. We can give all sorts of guarantee according to the rules, regulations and labour laws.

UTC Approach

Firstly, we look up with clients to apprehend their essential enrolments. Subsequently, we respond accordingly by attracting best talents through recruitment advertisements or hunting. Afterwards, we apply screening and interviewing techniques to select best talent.



CORPORATE SOCIAL RESPONSIBILITY

CSR is a part of our business philosophy as we always try to align our values and behaviour with the expectations and needs of not just our Clients but also our employees, agents and society as a whole. Giving back is a fundamental aspect of Uzan's identity and values. We embrace causes that most affect people's lives every day, such as empowering them through offering overseas career opportunities and continuous training.

Education

Our current focus is on the well-being of our future generations. We support a Non-Government Organization called "Sachatan Shahajjo Sangstha" in providing children & disabled people with food, education and happiness in their lives. The joy in their smiles is our main motivation.

Recruitment Cost Deduction

UTC supports many candidates annually who are underprivileged and are not able to pay their expenses. UTC bears most and, sometimes, all kind of expenses for those candidates and mobilizes in reputed companies in Oman, Malaysia, etcetera or any country recruiting through us.

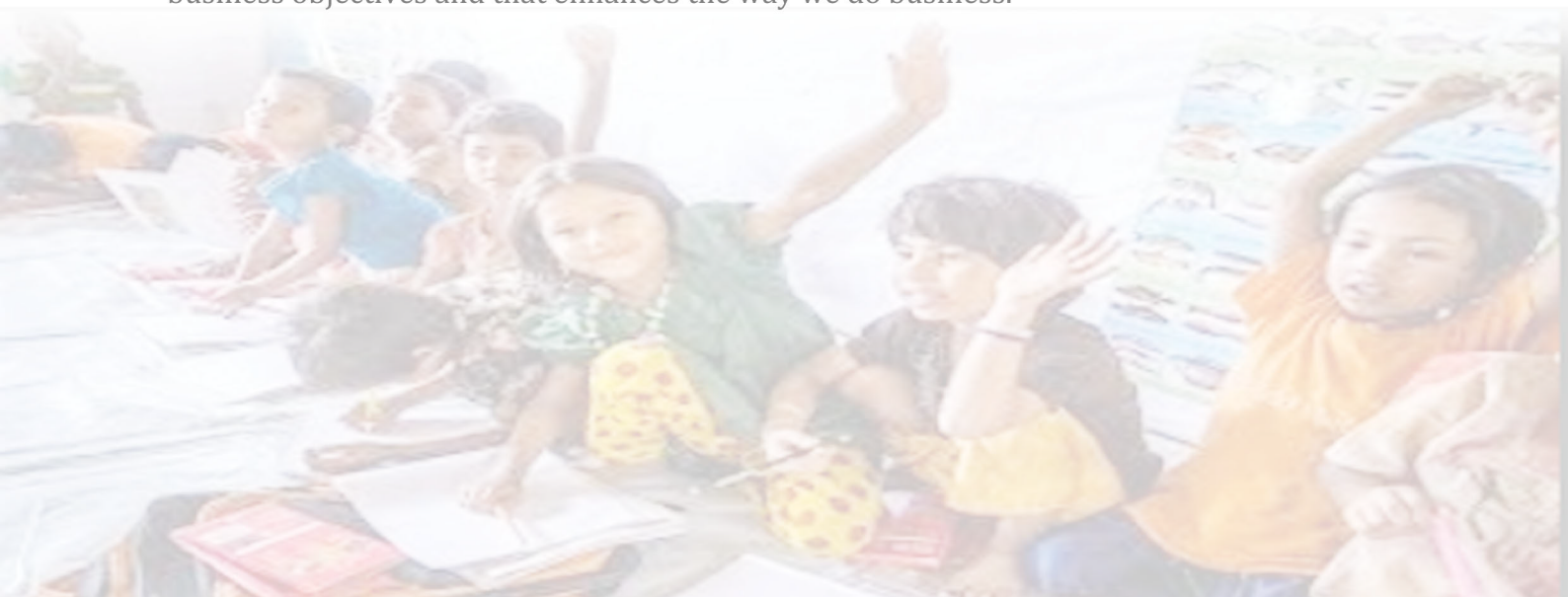
Social Welfare and Donation

As a social welfare activity UTC responds and deeply participates in several programmes and donates to Mosques, Islamic Institutions and Orphanages etcetera.

CSR Principles

UTC shares a percentage of the profit with all our employees after the completion of every project. We believe that social responsibility is not only a principle to uphold with our communities but also internally with our team members and we encourage our employees to take CSR initiatives.

We are committed to upholding the highest standards of ethics in our business practices and in our dealings with all our clients, employees, agents and associates. We are above all dedicated to social responsibility as a value that goes hand-in-hand with our strategic business objectives and that enhances the way we do business.





RECRUITMENT PROCEDURE

After receiving Demand Letter from our esteemed Employers abroad, the following steps are taken for fulfilling their requirements from Bangladesh.

(1) The process of Pre-selection

Once we get a Job Order, we select workers from our Data Bank which contains all the present and future experienced manpower applicants waiting for a new job. Mostly, all candidates are selected from this data bank. However, we also advertise in leading newspapers, district employment and manpower offices & specialized agencies.

(2) Interview & Training

UTC always prefer selection of applicant by an Interview to be conducted by Employers or their authorized representative. Applications thus received/collected, shall be scrutinized for a short-listing as per requirement of the Employer for interview and final selection. We call the candidates and confirm their application documents, ask them to prepare for the interview. If the applicants need training, we refer them to our well-known training centre. We normally do it with the help of our valuable Employers and we believe in mutually beneficial relationships that are built on trust and faith.

(3) Lining Up Labour

We use following sources for acquisition of manpower for different categories.

*** Interview Calls**

After evaluating the applications received and short-listing of the deserving candidates, the candidates are called for provisional interview and trade test.

*** Screening of Candidates**

For supplying suitable manpower, standard method of interview and trade test is adopted. As provisionally selected candidates are short listed and declared, those who get through these interviews are tested.

(4) Final Selection

The short-listed candidates are then summoned to the selection board. Thereafter, the selected candidates are put to test. Final selection is done after consideration of the individuals' overall performance through foreign delegation who will be visiting for selection. A detailed list of provisionally selected candidates is sent to the employers for further necessary action.

(5) Medical Examination

The finally selected candidates are sent for Medical Test/Check up to the appointed/authorized Medical Centres only of the Embassies of respective countries.

RECRUITMENT PROCEDURE

(6) Visa

Uzan will apply for visa for the medically fit selected candidates with co-operation of the employer to the host country's Embassy/High Commission in Bangladesh. If there is no embassy in Bangladesh, it will be the responsibility of the Employer to apply for visa and other permits needed to enter the country of employment.

(7) Immigration Formalities

UTC will obtain necessary Recruitment permission and Immigration Clearance from the Bureau of Manpower Employment & Training (BMET) under Ministry of Expatriates' Welfare and Overseas Employment for the workers prior to their departure.

(8) Ticketing

The employer may send the preferred time of arrival and remit necessary traveling expenses in favour of Uzan to facilitate the traveling for the candidates.

(9) Orientation Session before Departure

Uzan shall provide basic orientation to workers before traveling. The Employer may also join at the orientation session, if available, at the time of departure. We make all our departing workers report to us at least two (2) days prior to their flight. The workers are briefed about their duties and responsibilities while abroad and first-hand information of work environment there.

(10) Mobilization/Deployment

Our Govt. Approved International Travel Agency is directed to reserve seats for the reported workers. We send flight confirmation & PTA in favour of us to facilitate the selected workers. Upon deployment, we instantly confirm our Employer so that they can receive the workers in due time.

(11) Follow up

We follow up our clients whether our workers are received by the company representative, employed and match their requirements even at any crisis.

* **Repatriating:** Due to lack of medical fitness or due to lack of skills if workers are proved to be unfit, we usually replace the workers. We thoroughly act in accordance with agreement made between our Clients.

REQUIRED DOCUMENTS

UTC requires few documents that are to be provided by the employer. An agency agreement must be carried out and signed between UTC and employee. The following are the documents required regarding demand and supply of manpower from Bangladesh:

(a) Demand Letter

A letter of demand addressed to Uzan Trading Corporation containing all terms of services such as job categories and criteria, Number of Vacancies, Pay & Allowance, Accommodation, Food, Transport, Medical, Duty hours and Duration of Contract are to be included as other amenities. *(A specimen of the Demand Letter is included in the Annexure section)*

(b) Power of Attorney

Uzan Trading Corporation must behold an appropriate power of attorney from the Employers. *(A specimen of the Power of Attorney is given in the Annexure Section)*

(c) Employment Agreement

Standard Employment Contract copies are required between Employers and Employee. *(A specimen of an Employment Agreement is given the Annexure section)*

(d) Visa Document

Visa documents granting permission from the appropriate authority of the country of Employer may authorize to Uzan Trading Corporation.

(e) Manpower Recruitment Order

A copy of Manpower Recruitment order is required.

(f) Consular Letter

A letter addressed by the Employers to the Consular General of the country to make sure visas are sanctioned authorizing Uzan Trading Corporation from Bangladesh.

(g) Agency Agreement

Both parties between Employer and Uzan Trading Corporation have to obtain a written sanction with all terms and condition which will be in original, duly sealed, signed & attested by Chamber of Commerce and Ministry of Foreign Affairs.

Sample EMPLOYMENT AGREEMENT/CONTRACT

This Employment Agreement/Contract is made on the [Date of Contract:.....] between the First Party and the Second Party.

[Your Company Name & Full Address:] is hereinafter called the FIRST PARTY.

[Worker's Name] Son of [Father's Name]
Date of Birth Passport No Issued at
is hereinafter called the SECOND PARTY.

The Contract shall consist the Following Provisions:

1. The First party shall pay the Second Party a monthly salary of [Amount in specific country's currency.....] only for his services to the First Party as a [Category of work.....]
2. The First Party shall provide suitable Accommodation, Medical Facilities and necessary transport facilities to the Second Party during the contracting period FREE OF COST.
3. Period of contract is for [.....] years but renewable for further period with mutual consent of both the Parties.
4. Duty Hours should be [.....] hours a day and [.....] days a week. Other holiday will be as per Labour Laws of the specific country's Government.
5. Overtime: The rate of salary of overtime will be as per the project-site country's Labour Laws.
6. The First Party shall provide both way air tickets to the Second Party FREE OF COST.
7. First [.....] days shall be treated as probationary period during which if terminated, he might have to go back to Bangladesh at his own cost or cost of the Supplier.
8. The Second Party shall enjoy fifteen [.....] days of annual leave with pay.

Sample DEMAND LETTER

(Should be printed on the Company Letter Head)

Date:

To,
M/S. UZAN TRADING CORPORATION (RL - 427)
Flat: 8-16, Plot:19, Rd: 17, Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.

Kind Attn: Md. Harun Or Rashid (Proprietor)

We hereby request your Company to arrange recruiting Bangladeshi Nationals for our Company for the below categories. Terms and conditions are as follows:

SL.	CATEGORY	QUANTITY	SALARY (per month)
1			
2			

Additional Terms and Conditions to be Included:

Contract period (in Years):
Working Hours (per day):
Working Days (per month):
Overtime:
Probationary Period (in months):
Accommodation:
Food:
Transport:
Annual Leave (in Days):
Insurance:
Medical:
Air Ticket:

All other terms and conditions shall be as per Country's Labour Laws.

Warm Regards,

(Company Authorized Person Name,
Designation, Signature & Official Seal)

Sample POWER OF ATTORNEY

(Should be printed on the Company Letter Head)

Date:

To,
M/S. UZAN TRADING CORPORATION (RL - 427)
Flat: 8-16, Plot: 19, Rd: 17, Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.

Power of Attorney

Know All Men by these presents that we, [Your Company Name & Full Address:] do hereby appoint M/S. Uzan Trading Corporation, Recruiting License No. RL - 427, Flat: 8-16, Plot: 19, Rd: 17, Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh, approved by the Government of Bangladesh & Bureau of Manpower, Employment & Training (BMET) to be our true and lawful Attorney and Agent in Bangladesh in respect of handling all affairs concerning the recruitment and passages of the manpower demands such as registration of the demand with the Department of Labour and obtaining permission and immigration clearance, etcetera (if any required), and to sign all the necessary documents in connection with the recruitment of persons for employment with us and to arrange all matters relating their immigration etcetera.

In Witness Whereof, we have executed this Power of Attorney on [Date:]

Warm Regards,

(Company Authorized Person Name,
Designation, Signature & Official Seal)

SERVICES

Manpower Consultancy

Uzan Trading Corporation [UTC] works along with a deep understanding of local & international recruiting consultancies assisting with immigration and international work permit legislation advice providing comprehensive HR services & recruitment solutions.

Employment Assistance

We always prefer final selection procedure to be conducted by the employer or his authorized representative. We normally make reservation for accommodation, transport and all other logistic supports according to the delegates' requirements.

Visa Assistance

We provide services to Employment (work permit) quickly, accurately and professionally.

Ticket Assistance

We take the responsibilities of providing the tickets for the recruits through duly licensed & Government approved travel agency to facilitate all the required ticketing services. Having owned LUXE TRAVELS, we are able to provide the cheapest air tickets.

Training Centres






UTC has invested a lot of time to select the most efficient and cost effective training centres for the strategic development of its human resources. Being affiliated with such centres we ensure the candidates are aware of the job requirement overseas with basic and advanced skills necessary to fulfil the client's requirements.



CLIENTELE

Our strength is our unique clientele around the globe, who facilitate our mission of providing better employment opportunities to talented and qualified Bangladeshi, who look forward to being employed overseas for a better future. UTC is proud of its high customer satisfaction levels receiving excellent feedback and ensuring ongoing business relations.

Below are some of our most valuable clientele.

ALL	OMAN	BAHRAIN	QATAR	SAUDI ARABIA	MALAYSIA	DUBAI
						
Antara Koh	Asia Plywood	Bokhowa	Combined Group	Concept audio	Imperial Trading	
						
Kee Fatt	Mivan Far east	Oka corp	Othman KSA	Pantech	Petronas	
						
Pulmus	Sasco	Skuscape	SOMAC KSA	SP Garments	Starken	
						
TAWOOS	Tonsan	Vselect Furniture	West Link	Win Win Food	AKI BERANANG SDN BHD	
						
ALLIED INKOTE(M) SDN BHD	CHANG SHENG NURSERY & PLANTATION CO.	DALIWA STEEL MANUFACTURING SDN BHD	EURO FURNITURE & HARDWARE TRADING SDN BHD	IQRAM INTER ENGINEERING SDN BHD	KASSEWIN(M) SDN BHD	
						
KOON SENG WOOD WORK	PASARAYA HIONG KONG SDN BHD	PERUSAHAAN ANTARA SDN BHD	RASHID BUSET TRADING CO. L.L.C	OMEGA RIMBUN SDN BHD	SOON ENTERPRISE SDN BHD	



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