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## مجموعة ريان

المستشارون للأيدي العاملة

ترخيص رقم: بي-٥٦٢/موم/بارت/١٠٠٠/+٥/٨٨٣٦/٥/٢٠١٢

## RAYYAN GROUP

Manpower Consultant

Reg. No : B-0562/MUM/PART/1000 +/5/8836/2012

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تلفون: ٠٢٢٤٦٠٦٩٤٩٤ / ٠٢٢٤٦٠٩٤٩٤٩٤ +٩١ البريد الإلكتروني: rayyangroupmc@gmail.com موقع الإلكتروني: www.rayyangroups.com



## From the Desk of the President

We take this opportunity to introduce ourselves as one of the leading and professionally managed Human Resources Consultants, Recognized & Authorized by Ministry of Overseas India Affairs, Govt. of India and The Royal Embassy of Saudi Arabia, New Delhi and Mumbai.

Over the last two decades, we have had the privilege to provide our services to various reputed organizations in the Middle-East. Our area of services include end to end to recruitment Solution as per the need of the client. We have been providing qualified manpower right from the Top level positions to the positions down below like Semi and Un-skilled labours. Our clients represent wide range of activities like Engineering and Construction group, Operation & Maintenance Companies, hospitality Industry, major international fast food Restaurants, Retail Groups and Hospital etc.

At, **Rayyan Group**, we offer a wide range of professional and have experienced & qualified staff to provide you the best talent as per you need.

I sincerely hope and wish that your esteemed organization would provide us an opportunity to serve you in the near future.

With warm regard  
**GUFRAH AHMED**  
(President)



## Our Esteemed Clients

- M/S. AL KHABRA MUNICIPALITY
- M/S. AL HALWAH MUNICIPALITY
- M/S. KHULAIS MUNICIPALITY
- M/S. ADHAM MUNICIPALITY
- M/S. AL UYAYNAN MUNICIPALITY
- M/S. AL SHINAN MUNICIPALITY
- M/S. HAREEQ MUNICIPALITY
- M/S. AL EWAN MEDICAL SERVICES COMPANY
- M/S. AL ENJAZ TRADING AND CONTRACTING COMPANY
- M/S. THREE PALM TREE TRADING GROUP CO .LTD.
- M/S. AHMAD SULAIMAN AL FAHAD & SONS COMPANY
- M/S. SAHARA MAINTINANCE COMPANY
- M/S. AL BAWANI COMPANY LTD
- M/S. MINISTRY OF DEFANCE (MODA)
- M/S. MINISTRY OF SECURITY FORCES OFFICERS CLUB
- M/S. SAMAYA GROUP COMPANY LTD
- M/S. STEADY ROUTES EXPRESS SERVICE
- M/S. AL NAIEEM COMPANY LTD
- M/S. AWSHAL AL WADI RESTAURANT COMPANY
- M/S. REFUSE EQUIPMENT MFG COMPANT
- M/S. TADARAK CONSTRUCTION COMPANY
- M/S. AL JOUF AGRICULTURAL DEVELOPMENT COMPANY LTD
- M/S. BAKHTAK CONTRACTING & MAINTENANCE LTD. COMPANY
- M/S. ANJAL AL KHALEEL COMPANY
- M/S. GROUND HANDLING LOGISTIC(SAFE WRAP)
- M/S. AL YAHYA GROUP
- M/S. SAIHAT SOCIETY FOR SOCIAL SERVICES
- M/S. AL YASRAH COMPANY
- M/S. SAMAMA COMPANY FOR OPERATION AND MANAGEMENT
- M/S. AL ORAINY CONTRACTING GROUP
- M/S. AL QASR GLASS FACTORY
- M/S. AL INMA MEDICAL SERVICES
- M/S. CARIBOU COFFEE
- M/S. BODY MASTER COMPANY
- M/S. ARZAM FOR TRADING CONTRACTING COMPANY



**Ensuring the best possible resources  
at your disposal at  
all times**

As the global economy is picking up, it is witnessing a growing number of opportunities in a whole lot of areas that are diverse and unique. It has been recognized that effective recruitment is the most important function to have a truly significant impact on organizational competitiveness.

Searching the best talent requires ability to evaluate and select the best individuals from an enormous number of candidates. We at **Rayyan Group** understand the importance of bringing the right personnel on the board and are competent to match the needs of clients to provide professional assistance in the overall recruitment process.

We are passionate about shaping careers and growing business by assisting and facilitating the hiring process. **Rayyan Group** has a successful track record of linking perfect candidates to the established companies in the international market.

Our expert consultants are available to assist you at every step in identifying the perfect candidates in the industry and introducing them to your organization where they can make a noteworthy, long-term contribution.

#### MISSION AND VISION

We ensure that our high level hiring solutions are tailored according to each client's unique needs so that you can get the best return on your HR spending. We help all our clients to help them in achieving real competitive advantages.

#### MISSION STATEMENT

To provide quality manpower in time and according to the needs and requirement of the customer, and to strengthen the talent base of the organization to meet future challenges.



**Deployment of Manpower**

Each practical test is done keeping in view two factors, quality and efficiency. It is not necessary that an efficient worker will be a good worker and vice versa, Only those candidates who are efficient and good in work selected and graded. There are some clients who authorize us for final selection of manpower and there are others who prefer to select the manpower themselves. Whatever the case, these short listed resumes are presented before the client who makes the final selection by personally interviewing them. In today's jet age, time is of essence and keeping that in mind we also have video conferencing facilities for those clients who are unable to come for selecting the candidates but still prefer to at least screen them through video-conferencing.

**Rayyan Group** is one of the few recruiting agencies which take full guarantee of the selected candidates. Our tough selection procedure ensure that only top grade candidates are sent to the clients. Hence, you can trust us completely for providing you quality manpower.

The main key for any organization's efficient growth is a planned deployment strategy. Since the cost of manpower is the single largest cost factor in an organization, we have established to provide excellent staff in all categories – skilled, semiskilled, unskilled and professional manpower based on the demand of our clients.

Most of our clients provide us with a deployment schedule along with other documents. A deployment schedule incorporates the place and timing of deployment. Sometimes deployment is also category-wise. At **Rayyan Group**, we believe that it is the team work which can make the difference. Working collaboratively is fundamental to success.

Timely deployment is the key to this entire recruiting process. Accordingly, the candidates are booked for flight and in turn these flight details are given to the client so that they can receive their personnel. At **Rayyan Group**, we strictly adhere to the client's deployment schedule.



## Selection Process

A 'model' Agreement Contains The Following : Company's terms and conditions with the recruiting agent with regards to visa, immigration, tickets (PTAs), deployment period, place of deployment, contract period, etc. Employee's salary structure and other welfare benefits like benefits, bonus, overtime, duty hours, holidays, etc.

Details of accommodation, transport, food and other facilities, if any to be provided to the employees. Selection and work guarantee of employees (to be provided by the recruiting agent.) Any other clause, which the company might like to include in the agreement.

**Power Of Attorney & Demand List :** Power of Attorney, as the word suggests, is a letter of authority issued by the company to the recruiting agent authorizing him to select and recruit people on behalf of the client and to deal with the local authorities like consulate/ embassy / foreign affairs office.

Demand List is a detailed document, incorporating details of the types of workers to be recruited along with their salaries, duty hours and the total number workers recruited for each category.

As we mentioned earlier, better the people, stronger the organization. Keeping in mind the hardships our clients face in getting the visas, we value each and every visa and hence our tough selection procedure helps us in proving the right talent to our client.

After receiving the job profile of a particular trade, from our client we shortlist the candidates either through our data bank, or by advertisement. For each post, we keep at least three prospective candidates ready in order to have a better choice.

All candidates are summoned for a personal introduction and only after that, depending on their capability, we test them practically.



## Competitive Strengths

**Rayyan Group** is one of the few recruiting agencies that is authorized by Ministry of Labour, Government of India. The reputation of our company is based on the following facts:

**International Coverage :** With a deep understating of international man power recruitment process, we provide perfect hiring solutions to maximize our client's manpower potential.

**Facilitating Your Global Reach :** Transcending the geographical barriers, we identify the potential candidates, depending on your requirements by industry, profession and profile

**Robust Methodologies And Workflow :** The methods and process we use to deliver a consistent, high quality service brings many benefits to our clients.

**Long- Term Orientation :** We have dedicated team of consultants specializing in key industry sectors to deliver value-added services.

**Responsiveness To Clients' Needs :** We adhere to a strong and efficient deployment schedule so as to give our customer's timely supply of perfect manpower.

**Uncompromising Quest For Quality :** Our consultants are trained to assess the overall quality of the candidates.

**Recruiting Senior Staff Via Headhunting :** Our executive search team is competent in selecting all types of professionals ranging from consultants/specialists in the medical field to hardware/software engineering for engineering and technical purposes.

**Strong Database :** The database development of experienced and qualified staff for our extensive range of clients.

**Post Selection Orientation And Travel Arrangements :** We have a proven good record to mobilize all categories of manpower from India to overseas market.



## Services

**Rayyan Group** is a complete HRD solution provider. Our services start from the time of signing of contact with our customer, and continue till we achieve the desired level of satisfaction.

Our services include head hunting, testing, mobilizing and deployment of the manpower.

**HEAD HUNTING :** Head hunting starts the moment we receive complete job profile from our client. Our head hunters first go through our data bank, and after completely studying the data, they shortlist the desired candidates which is further reviewed by our technical team before the candidate is summoned for a personal interview.

Personal Interview is preceded by a short written test and if the candidate qualifies it, then he is interviewed by our technical team.

India, by virtue of its large area and population, is the ideal place for hunting technical and semi-technical categories.

One very important aspect of head-hunting is convincing the prospective candidate about the work culture and salary structure of the company. This not only helps us in getting the right talent but also helps in building our clients image alongside ours.

The other practice, which is age-old, is to place advertisements in leading newspapers, giving the exact details of the job. But it is not necessary that the right man may have read the paper and hence there is every possibility of losing the right candidate.

Head hunting, undoubtedly, is the most important service of a recruiting agent, but there are other numerous services associated with head hunting that must be fulfilled before the final deployment of manpower.



## Recruitment Process

**Testing : Rayyan Group** is also associated with trade testing Institute and Medical Centers. Trade Testing Institutes helps in testing the skills of a person. We have facilities to test all types of categories like masons, carpenters, plumbers, electricians, welders, drivers, mechanics, HVAC technicians etc. We have well experienced engineers who are capable of testing all categories of candidates. After the testing is complete, grading is given to the applicants on the basis of their performance. For e.g. a candidate with A+ is excellent (80%), whereas the one with 'C' is graded incapable.

**Visa Processing & Mobilizing :** Most of the GCC countries require a medical examination of the candidates before his visa process starts. If the candidate is found medically fit, then we start visa process.

**Deployment :** After completing the visa process, We start deploying the manpower.

**Recruiting** people who are wrong for the organization can lead to increased labour turnover, increased costs for the organization, and lowering of morale in the existing workforce. There is always a need to sift the perfect candidate from the vast influx of candidates. A recruitment consultant is responsible for its clients to recruit perfect staff. Over the period of time we have developed and understanding of our client's requirements in identifying and selecting the potential candidate.

At **Rayyan Group**, the sifting is done at various stages of the recruitment to ensure the selection of the best possible resource. These stages are :

Stage – I

A) Contract Negotiation

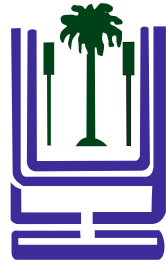
B) Power Of Attorney & Demand List

Stage – ii

A) Selection Process

B) Deployment of Manpower

**Contract Negotiation :** This is the first step towards building the mutually beneficial relationship between us and our client. This agreement is very simple and contains all required details.



مجموعة عبدالعزيز العريزي للمقاولات



AL-HESAB GENERAL CONTRACTING CO. L. L. C.



Biaat Al Ibdaa Est. For Trading And Contracting



Samaya Group Company Ltd.



AL QASR GLASS FACTORY



إسناد المهمات الأرضية