



AL WALEE OVERSEAS

Govt. Approved Recruiting Licence-2677



BUSINESS PROFILE

BUSINESS PROFILE FOR
AL WALEE BD

www.alwaleebd.com

+880171 1408 668
+8801611 113 508, +8801911 110 822

alwaleeoverseas@gmail.com

House-107,Road-04 Block-B
Banani,Dhaka-1213.



BANGLADESH INFORMATION

Official Name : **AL WALEE BD**

Geographical Location : Latitude between 23.7961602588669128 North Longitude between 90.4018756841452

Capital City : Dhaka.

Other Major Cities : Chittagong, Rajshahi, Khulna, Sylhet, Mymensingh, Barishal, Rangpur.

StandardTime : GMT +6Hours

Climate Variation : Winter 11°- 20° C (October--February),
Summer 21°C- 38°C(March- September).

Population : 171.2 million (according to 2022 census)

Language : Bangla (National Language). Spoken by 95%, other dialects 5%,
English is widely understood and spoken.

Principal Crops : Rice, Jute, Tea, Wheat, Sugarcane, Potato, Tobacco,
Vegetables.

Principal Rivers : Padma, Meghna, Jamuna, Surma, Brahmaputra, Karnaphuli, Teesta,
Sitalakhya, Rupsha, Madhumati, Goral, Mahana, Korotoya etc.

Principal Export : Garments, Tea, Cement, Leather, Jute, Textiles, Electric and
Electronics, Medicine, Fishing, Garments, Knitwear, Tea, Leather and
Leather products, Jute.

Principal Import : Wheat, Fertilizer, Petroleum goods, Crofter, Oil etc.

Currency : Taka, having 1000, 500, 100, 50, 20, 10, 5, 2 and 1 in notes and 5, 2, 1 in
coins. Exchange Rate: US \$1 Taka 110.00

Religion : Muslims-86.6%, Hindus-12.1%, Buddhists-0.6%, Christians 0.4 and
others 0.3%.

Government : Parliamentary form of Government, President is the head of the state
while the government elected by the people is headed by the Prime
Minster.

Business hours : Government Office Hours: 9.00 a.m. to 4.00 p.m. Sunday-Thursday,
Friday a n d Saturday Closed. Some Private business houses work
on Friday and Saturday. Our work on Friday and Saturday.

CEO Message

Muhammad Anwar Hossain

Welcome to AL WALEE OVERSEAS, a distinguished international recruitment firm dedicated to delivering top-tier recruitment services to both clients and candidates.

As the proprietor of AL WALEE OVERSEAS, I am proud to lead a passionate team focused on achieving the best possible outcomes for everyone we work with. Our mission is to provide a comprehensive range of recruitment services that ensure a seamless process for all parties involved.



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The foundation of our success lies in our unwavering commitment to core values such as integrity, excellence, and professionalism. We understand the importance of building strong relationships with clients and candidates, and we work diligently to deliver the highest quality service tailored to meet each client's unique needs.

Our team takes pride in its vast experience in recruitment and deep knowledge of the Middle Eastern job market. Through our dedication, transparency, and hard work, we have earned a reputation for reliability and efficiency.

Thank you for trusting us with your recruitment needs. We look forward to serving you.

Sincerely,
Mohammad Anwar Hossain
CEO, AL WALEE OVERSEAS

About Us

AL WALEE BD

AL WALEE OVERSEAS was established in Bangladesh as a labor export company. With over 10 years of experience in global workforce recruitment, our team has specialized in securing working visas for Middle Eastern countries. Over time, **AL WALEE OVERSEAS** has garnered extensive industry expertise and is now recognized as a national leader in the field.

We take pride in facilitating the employment of both skilled and unskilled laborers from Bangladesh abroad, contributing significantly to the country's economic growth by generating substantial foreign exchange.

Our company is fully equipped with a team of dedicated, skilled, and experienced professionals, as well as modern tools and resources, to meet the unique requirements and demands of our clients. In an ever-changing global landscape, we are committed to delivering exceptional service and supporting our clients' needs.

At **AL WALEE OVERSEAS**, we are always ready to provide top-notch services to our valued customers. We sincerely hope that whenever you require any type of manpower, you will reach out to us, giving us the opportunity to demonstrate our commitment to delivering on our promises.

 **ORGANIZATIONAL CHART**



Muhammad Anwar Hossain

CEO



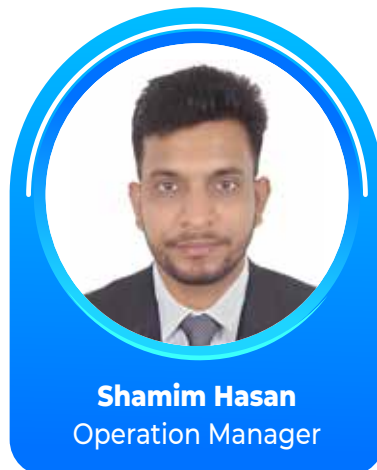
Muhammad Masud Alam
Overseas Director



Muhammad Manik Miah
HR Manager



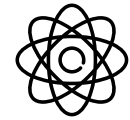
Imran Khan Rony
Admin Manager



Shamim Hasan
Operation Manager



Jamiul Islam
Office Asistant



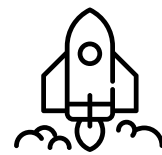
Mission



At AL WALEE BD, our mission is to simplify the visa process for Saudi Arabia, Dubai Qatar, and any midlist country by providing efficient, reliable, and personalized services. We aim to guide individuals and businesses through the complexities of visa applications with professionalism and transparency, ensuring a smooth and stress-free experience from start to finish.



01



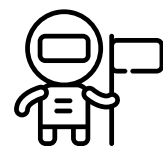
Vision



Our vision is to become the leading visa service provider for Saudi Arabia, Dubai Qatar, and any midlist country recognized for our exceptional customer service, expert knowledge, and commitment to quality. We strive to be the trusted partner of choice for individuals and businesses seeking entry into Saudi Arabia, setting new standards of excellence in the visa



02



Core Values



- Integrity ·
- Customer-Centric Approach ·
- Excellence ·
- Reliability ·
- Continuous Improvement ·



03

OUR CATEGORY

01 OFFICE MANAGEMENT ADMINISTRATIVE, STAFF

- 01 Executive Assistant
- 02 Administrative Assistant
- 03 Receptionist
- 04 Human Resources Manager
- 05 Accounting Manager
- 06 Operations Manager
- 07 Customer Service Manager
- 08 Marketing Coordinator
- 09 Office Assistant
- 10 Cleaner
- 11 Security Guard



HOSPITALITY SECTOR

02

- 01 General Manager
- 02 Receptionist
- 03 Cook
- 04 Bakery Man
- 05 Assistant Cook
- 06 Captain
- 07 Waiter/ Food Server
- 08 Cleaner
- 09 Steward
- 10 Room Boy
- 11 Laundry Man

03 HAVAC SECTOR

- 01 HVAC Technicians
- 02 HVAC Installers
- 03 HVAC Mechanics
- 04 HVAC Sales Representatives.
- 05 HVAC Project Managers
- 06 HVAC Engineers
- 07 HVAC Service Managers



EQUIPMENT AND VEHICLE SECTOR

04

- 01 Assembly Line Workers
- 02 Machine Operators
- 03 Quality Control Inspectors
- 04 Mechanical Engineers
- 05 Electrical Engineers
- 06 Design Engineers
- 07 Sales Representatives
- 08 Sales Managers, Product
- 09 Specialists
- 10 Technicians
- 11 Mechanics
- 01 Service Managers
- 02 Dispatchers
- 03 Fleet Managers
- 04 Delivery Drivers
- 05 Diesel Mechanic
- 06 Patrol Mechanic
- 07 Heavy Equipment welder



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وكيل معتمد للتوظيف الخارجي ، آر إيل - ٢٦٧٧

05

CLEANING AND MAINTENANCE SECTOR

- 01 Cleaners
- 02 Maintenance Workers
- 03 Supervisors
- 04 Technicians
- 05 Management Staff
- 06 Human Resources Staff



CONSTRUCTION SECTOR

06

- 01 Civil Engineer
- 02 Architect Engineer
- 03 Civil Draftsman
- 04 Surveyor
- 05 Marble Layer Stone Mason
- 06 Tiles Mason
- 07 Plasterer Mason
- 08 Plumber
- 09 Steel Fixer Rod Binder
- 10 Welder
- 11 Carpenter Shuttering Finishing
- 12 Painter

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07

GARMENTS & TEXTILE SECTOR

- 01. Designers
- 02. Pattern Makers
- 03. Sewing Machine Operators
- 04. Cutters
- 05. Finishers
- 06. Tailors
- 07. Quality Control Inspectors
- 08. Sales Staff
- 09. Management Staff



MEDICAL & HEALTH CARE SECTOR

08

- 01. Specialist Doctors
- 02. Nurses (Male/Female)
- 03. Therapists
- 04. Technicians
- 05. Dietician
- 06. Diet cook
- 07. Pharmacists
- 08. Support Staff



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RECRUITMENT PROCEDURE

AL WALEE BD represents the selection of workers by the employer's representative. For this, **AL WALEE BD** will extend all necessary facilities to the employer, including arranging Trade Tests, if required, for selecting technical personnel.

AL WALEE BD may also be entrusted with the responsibility of ensuring the right person is selected for the right trade, as per the criteria provided by the employer.


AL WALEE BD follows these comprehensive procedures to ensure a smooth and effective recruitment process:

- Obtain recruitment permission from the relevant government agencies.
- Advertise in prominent daily newspapers to call for applicants, if necessary.
- Collect and review applications.
- Conduct primary selection through our team of experts.
- Organize final interviews with the employer's representatives.
- Assist in obtaining passports for selected candidates.
- Arrange for the medical examination of the candidates.
- Secure police clearance for the candidates.
- Obtain medical fitness certificates, photographs, and related documents.
- Facilitate the stamping of visas from the respective embassy.
- Obtain immigration clearance from the relevant government agency.
- Manage travel arrangements, including confirming airline seats.
- Maintain constant contact with the employer, providing updates on the overall arrangement.
- Assist at the airport to ensure smooth boarding for passengers.
- Provide timely replacements in case any worker is found professionally or medically unfit during the probation period.
- Ensure workers reach the country of employment within 20-25 days from receiving their visa or visa advice, or earlier if required by the employer in an emergency.
- Provide thorough briefings to workers about the social, political, legal, cultural, and environmental aspects of the host country to enhance their morale and maintain good relationships between the countries.
- Hand over a copy of the employment contract to the workers prior to their departure.
- Explain the actual terms of employment to the workers before they leave for the host country.
- Respond promptly to employer calls to address any unforeseen issues that may arise during the full duration of the employment contract.

Some of Our Client in KSA



RECRUITING AGENCY LICENCE

| | |
|---|---|
| <p>Licence Number: RL- 2 3384 2 677</p> <p>Name of the Agency : AL WALEE OVERSEAS</p> <p>Business Address : 70/D (4TH FLOOR) PURANA PALTAN LINE, V I P ROAD, DHAKA-1000</p> <p>Name of the Proprietor/ Managing Partner/ Managing Director with Permanent Address: ANWAR HOSSAIN VILL: KUMARPUR, P/O: HOSHANDI, P/S: PAKUNDIA, DIST: KISHOREGANJ.</p> | <p>RL- 2 677 3</p> <p>Anwar Hossain Specimen Signature</p>  <p>Section 7 of the Overseas Employment & Migrant Act-2013</p> <p>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.</p> <p>The Government reserves the right to cancel or to suspend the licence at any time without assigning any reason.</p> <p>Director General, Bureau of Manpower, Employment and Training, Government of the people's Republic of Bangladesh.</p> <p>Dated, Dhaka. This 20 day of Nov 2023.</p> |
| <p>RL- 2 677 4 3384</p> <p>The licence is valid upto [19 NOV 2023]</p> <p>Mohammad Abdul Halim Khan Deputy Secretary Director (Employment) Bureau of Manpower, Employment & Training, Dhaka.</p> <p>23.11.23</p> | <p>RL- 2 677 5 3384</p> <p>RENEWAL</p> |

TRADE LICENCE

ঢাকা দক্ষিণ সিটি কর্পোরেশন

www.dscc.gov.bd



লাইসেন্স ইস্যুর বিবরণ



ই-ট্রেড লাইসেন্স



ইস্যুর তারিখ : 16/07/2024
ইস্যুর সময় : 15:05:58

লাইসেন্স নং : TRAD/DSCG/036215/2022

স্থানীয় সরকার (সিটি কর্পোরেশন) আইন, ২০০৯ (২০০৯ সনের ৬০ নং আইন) এর ধারা ৮-৪-তে প্রদত্ত ক্রমতাবলে সরকার প্রণীত আদর্শ কর তফসিল, ২০১৬ এর ১০ অনুচ্ছেদ অনুযায়ী ব্যবসা, সূতি, পেপা বা শিখ প্রভৃতির উপর আরোপিত কর আদায়ের লক্ষ্যে নিম্নবর্ণিত ব্যক্তি/প্রতিষ্ঠানের আনুকূলে অত্র ট্রেড লাইসেন্সটি ইস্যু করা হলো।

| | | | |
|---------------------------------------|---|------------------------|-----------------------------|
| ১। ব্যবসা প্রতিষ্ঠানের নাম | : আল তয়্যাবী ওভারলীজ | | |
| ২। প্রতিষ্ঠানের মালিকের নাম | : মোঃ আলোয়ার হোসেন | | |
| ৩। পিতা / স্বামীর নাম | : মোঃ আবু হানেক | | |
| ৪। মাতার নাম | : শামসুন্নাহার | | |
| ৫। ব্যবসার প্রকৃতি | : অফার্ড - একক | | |
| ৬। ব্যবসার ধরণ | : রিটাইলিং এজেন্ট | | |
| ৭। প্রতিষ্ঠানের ঠিকানা | : ৭০/ডি (এস ভল), পুরানা পল্টন লাইন, ডি আই পি রোড, ঢাকা-১০০০ | | |
| ৮। অফিস / বাজার পাখা এলাকা | : ২ | ওয়ার্ড / মার্কেট: | ১০ |
| ৯। এসআইডি/পাসপোর্ট/জন্ম নিবন ফোন | : ৭০৫৯৭০৭৫০৪ ০১৭১১৪০৮৬৬৮ | বিআইএন নং: ই-মেইল: | mahossain4040@gmail.com |
| ১০। অর্থ বছর | : ২০২৪-২০২৫ (নব্যনকৃত) | ব্যবসা শুরু তারিখ: | ২০/০৭/২০২০ |
| ১১। মালিকের বর্তমান ঠিকানা | | মালিকের স্থায়ী ঠিকানা | |
| হোডিং নং | : ১১০ (২য়তলা) | হোডিং নং | : |
| রোড নং | : ৪ | রোড নং | : |
| গ্রাম / মহলা | : ব্রহ্ম-বি, বনানী | গ্রাম / মহলা | : পূর্ব কুমারপুর |
| পোস্টকোড | : ১২১৩ | পোস্টকোড | : হোসেনী-২০২৬ |
| থানা | : বনানী | থানা | : পাহুলিয়া |
| জেলা | : ঢাকা | জেলা | : কিশোরগঞ্জ |
| বিভাগ | : ঢাকা | বিভাগ | : |
| ১২। ট্রেড লাইসেন্স/নবায়ন ফি(বার্ষিক) | | মহিনবোর্ড কর | : ৮০০ |
| লাইসেন্স/নবায়ন ফি | : ৫০০০ | ভ্যাট | : ৮৭০ |
| সারচার্জ | : ০ | কর্ম ফি | : ৫০ |
| স্বত্বস্বত্ব / উৎসব | : ৩০০০ | | |
| বকেয়া () | : ০ | | |
| সহযোগী ফি | : ০.০০ | সর্বমোট | : ৯৭২০.০০ |

অত্র ট্রেড লাইসেন্স এর মেয়াদ ৩০ শে জুন, ২০২৫ পর্যন্ত

লাইসেন্স ও বিজ্ঞাপন সুপারভাইজার



কর কর্মকর্তা

COMPANY INFORMATION



AL WALEE
overseas
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الولي أوفرسيز
وكيل معتمد للتوظيف الخارجي ، آر إيل - ٢٦٧٧

Official Name : AL WALEE BD

Business : OVERSEAS EMPLOYMENT

Trade License No : TRAD/DSCC/036215/2022

Year of Establishment : OVERSEAS EMPLOYMENT

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Banani,Dhaka-1213.

Saudi Office Address : OVERSEAS EMPLOYMENT

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الولاء أوفرسيز

وكيل معتمد للتوظيف الخارجي ، آر إيل - ٢٦٧٧

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