



HOLLYFACE

Hollyface Overseas
Recruitment & Placement
Pvt. Ltd.
Kolkata (India)

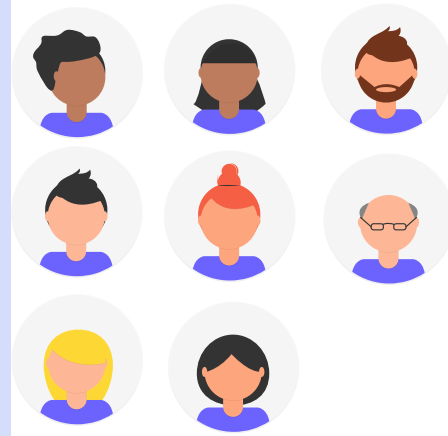
**Talent solutions
in a competitive
world**

Company Profile



Hollyface Overseas Recruitment & Placement Pvt. Ltd., Kolkata, is one of the foremost leading EPC Engineers Manpower Consultancy and recruitment firm approved by the Ministry of External Affairs (MEA), Government of India, holding a valid RC No. -B-0669/Kol/Com/1000+/5/9080/2014, valid upto 4th September, 2029. It is a premier talent solutions company that brings dependable manpower to professional multinationals. With extensive years of experience in delivering projects based personnel, we deliver across project management, supervisory, skilled and unskilled categories.

The organization is build up of technical and non technical experienced and qualified staff. Their experience and exceptional ability to analyse HR requirements has been greatly appreciated by our clients for years



Our keen insight and acumen helps nurture personnel with the right aptitude and attitude. We maintain a comprehensive data bank of personnel based on research and client demands which is updated regularly to ensure easy availability. Over the past seven years we have successfully deployed over 200 resources every month, often even deploying within 10 working days. Our approved agency caters to EPC mega projects in Oil and Gas , Power, Energy and Heavy Engineering and Civil construction, helping clients create win-win situations.

With clients spread across India, Saudia Arabia, UAE, Oman, Qatar, Kuwait, Bahrain, Singapore, HOLLYFACE is already poised to attain new heights of success. We assure our clients of building up a transparent relationship in the mutually profitable projects of HR development



From MD's Desk



I take immense pleasure in introducing to you Hollyface Overseas Recruitment & Placement Pvt Ltd, an EPC Engineers Manpower Supply & Contracting Company. Having a rich experience in HR Solutions provider to manage and deliver that is our commitment. We have our associate offices all over India basis and clients especially in GCC States and here in India. We are in the process of expansion in internationally especially in Gulf region, Africa and Far East to provide better manpower services to our valuable customers.

We are specialized in providing an entire spectrum of EPC Engineers Manpower Supply & contracting for Engineering, Procurement, Construction, Maintenance and Operations Services for Oil & Gas, Petroleum, Refinery, Fertilizer, Steel, Cement, Power Generation, Catering and allied services. Now, our direct Recruitment Services have extended its recruitment services to cover Retail, Medical and Para-Medical for Health Care and Educational Services, the area which is of prime importance.

Our reputation is built over years of experience and expertise in EPC Engineers Manpower Supplying & contracting management services for industrial productivity and economic development. As personnel management consultants we have constantly demonstrated our ability to keep pace with the advancing standards and techniques in today's human resources management and consultancy services.

Lastly I would like to take this opportunity to extend my good wishes to our esteemed clients, employer & job seekers who've helped us reach here, where we can rub shoulders with the who's who of the industry. I am also grateful to my team members because without them this feat would not have been possible. Hope you all will continue to Support us in our passion to help you to find talent and help talent to find you.



Yours Sincerely

Mr. Sitendra Nath Maity,
Managing Director,
Hollyface.



The Hollyface Edge



HOLLYFACE

Our wide knowledge as global market suppliers gives an edge to acquire the best cost efficient skills. There are many more reasons why we are the preferred manpower solutions company.

Better offices for greater growth:

Our offices and alliance across the globe represent a combination of vision and execution. They span across India and Bangladesh with associates in Nepal manned by competent teams of Discipline Engineers, Consultants, Departmental heads and Recruitment Coordinators with support personnel.

Technology for productivity:

To manage internal process and data reserves, our offices are equipped with MIS and video Conferencing facilities. We employ complete system integration support by an efficient QMS.

Clients capitalize on us:

Our client's benefits from easy online access to extensive data banks. As they study various skill sets and monitor daily progress of order, they can plan resourcing without losing time on exchange of correspondence.

Reliable resource:

As a promise of quality with each resource deployment, we take utmost care to provide the perfect fitments for every single request. In the rare case of a resource falling short of carrying out the responsibilities he is recruited for, we offer a replacement within three months, at no extra charge.

Training Associates:

We undertake to build, orient and train personnel according to specific client requirements through training. These workshops are arranged onshore or offshore, in the country of hire, based on client specifications. Projects International is our strategic training partner for deployed resources supervised by third parties to certify highest competency levels.

Our Quality Assurance

- Candidates should be treated with respect and dignity as if they were clients.
- The Consultant or Recruitment Coordinator or Recruitment Manager should work with the client to manage the negotiation process, including advice on cost of living, immigration rules & regulations in the host country, visa assistance, air tickets etc. to migrating candidates and relocation assistance, in order to achieve clients objectives.
- A few months after the appointed candidate starts in his/her new job, the consultant will follow up with the candidate's experience in the new position, as well as the client's evaluation. The process should ensure a smooth transition , provide an opportunity for feedback and confirm client satisfaction.
- The recruitment process should be managed very carefully during the execution of the client's HR requirements; progress status report in two weeks, shortlist of interviewed candidates in approximately two to three weeks and thereafter, and employment offers to selected candidates within ten working days. Thus, the recruitment cycle time for completion of assignment may vary from 25-30 working days, depending upon clients' urgency and circumstances involved.

An Innovative Suite of Solutions

STAGE 1 — Selection

Over and above our own expertise in selection, we encourage clients to follow specific standards and procedures of assessing competence levels of candidates. This helps us to understand and enhance client association in a professional manner. This includes:

- > Early screening and pre-selection of candidates with the help of empanelled consultants and/ or at Trade Test Centers.
- > In-depth interviews to judge a candidate's ability and place him rightfully
- > Maintaining reliable records for client perusal or archiving for further queries
- > Value additions like weekly update status of recruitment process and the like.



STAGE 2 — Verification

Keeping true to our commitment of 100% reliability, we rigorously verify all candidates in our database before considering them for deployment. Original certificates and credentials are duly checked for candidates appearing for interview.



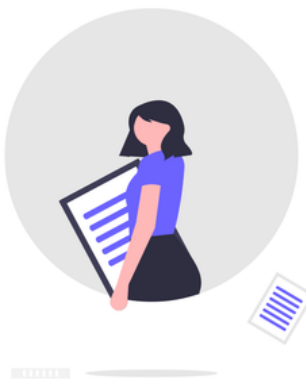
STAGE 3 - Feedback

Through our comprehensive reporting and client feedback system, we fill in our clients with:

- > By-weekly updating containing sourcing, pre-selection and selection status.
- > Summarized updates for finally accepted candidates.
- > Arrival intimation and flight booking advice.

STAGE 4 - Wages & Salaries

We endeavour to meet existing scales of salaries applicable in our client's organization to maintain harmony amongst the current workforce. We also assist our clients to arrive on best scales applicable to suit industry trends.



STAGE 5 — Documentation

At Hollyface we strive to blend together the symbiotic requirements of both employers and job seekers. To mobilize manning request for our clients, we require all essential documentation.

STAGE 6 — Records & recall

We have designed special software to ensure that our recruitment process is smooth. This software assures modern and efficient ways of keeping and updating records to be recalled for logistic and other requirements.



STAGE 7 — References

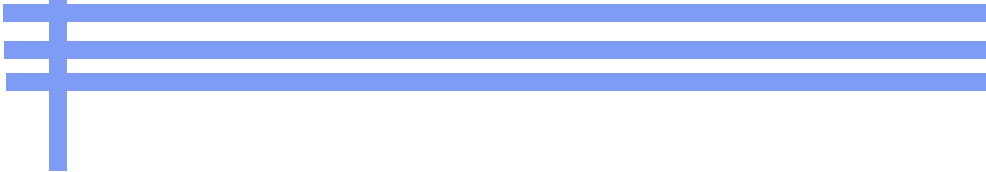
From more than 100 mega projects that we have completed around the world, the pipeline project in Oman is worth a special mention. It was the first project which was not only completed against all odds but also proved to be a financial feat for the 2015 joint venture (RAY International/CCED).

Major industries we serve

- Construction & Infrastructure
- Oil & Gas/ Refinery/ Petrochemical
- Facility Management
- MEP(Mechanical , Electrical & Plumbing)
- Ship repair & maintenance
- Shutdown Maintenance
- Aluminium & cladding
- Automobile
- Branded Hotels
- Telecommunication
- Airlines
- Transport & Logistics
- Hospital
- Healthcare / Medical
- Production/ Manufacturing
- IT
- Retail



HOLLYFACE





SAUDI ARABIA

- BAYTUR SAUDI AL ARABIA CONSTRUCTION CO. LLC.
- SAUDI BINLADIN GROUP
- COSMA
- SAUDI OGER LTD



KUWAIT

- KSCC
- GULF ENGINEERING COMPANY
- KCC ENGINEERING & CONT
- AL-GHANIM COMPANY
- NBTC COMPANY
- FAWAZ REFRIGERATION & AIR CONDITION COMPANY
- YORK AIR CONDITIONING...
- FOOD MASTERS REST & CAT.
- HEISCO
- AQAR INT.GENERAL TRADING CO
- HOTEL CROWN PLAZA
- BURGAN RIG.



UAE

- WILLIAM HARE L.L.C.
- FAIRWAY CATERING SERVICES
- SHAPOORJI PALLONJI
- RELIANCE CONT.CO
- FAWAZ REFRIGERATION & AIR CONDITION COMPANY
- CICON EPOXY & STEEL PLANT L.L.C
- AL RAMS PRIME CONST. L.L.C.
- AG FACILITIES SOLUTIONS L.L.C
- GOODLAND INTERIOR L.L.C.
- DRAKE & SCULL L.L.C.
- CONVRGNT VALUE ENG. L.L.C.
- GULF STAR COOLING L.L.C

Some of our reputed Clients

HOLLYFACE



BEHRAIN

- KOOHEJI CONTRACTORS COMPANY



MALAYSIA

- PUNJ LLOYD OIL AND GAS COMPANY



MAYANMAR

- KST CONSTRUCTION COMPANY LTD



QATAR

- BLUE STAR W.L.L. COMPANY



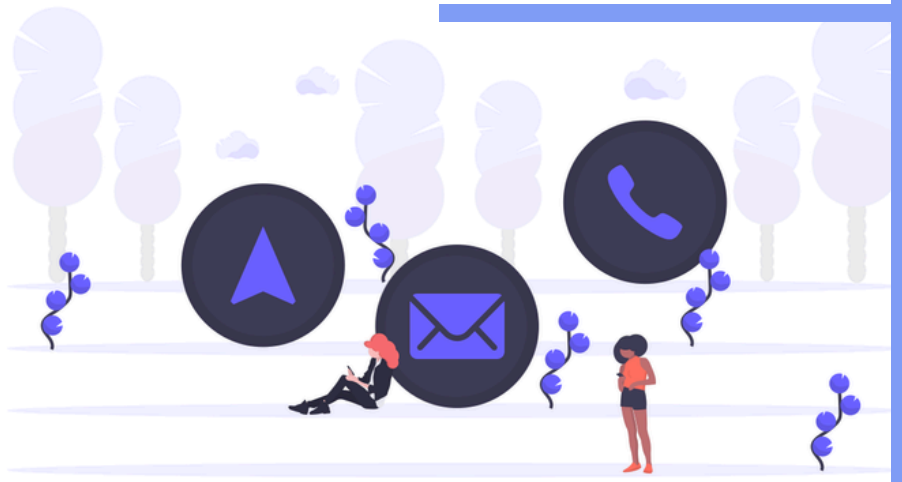
OMAN

- RUKAN AL YAQEEEN INTERNATIONAL L.L.C.



MAURITIUS

- MANSOR & SAXON COMPANY





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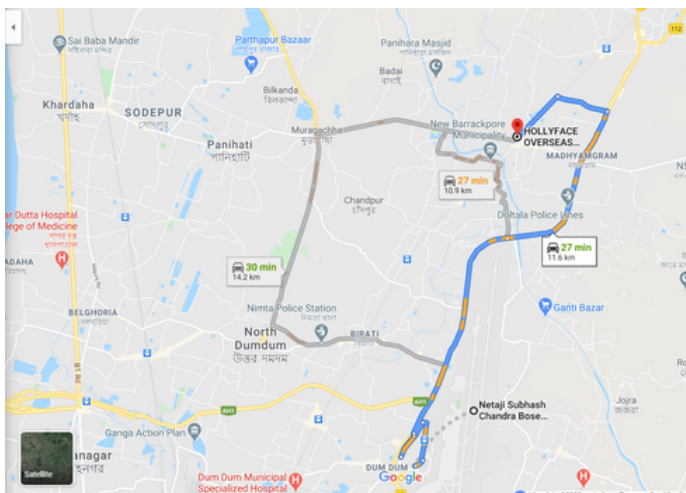
 www.hollyface.com

 <https://www.linkedin.com/in/hollyface-overseas-795bbb112/>

 <https://www.facebook.com/HollyfacePvtLtd/>



HOLLYFACE



Distance From NSCB International Airport
(Kolkata) to Hollyface 10kms (20mins by Car)

Hollyface Overseas Recruitment & Placement Pvt. Ltd.

2 No, Chandigarh Main Road
(2nd floor of SBI ATM)
P.O.- Madhyamgram Bazar
Kolkata - 700 130
West Bengal, India

The Ministry of Indian Overseas Affairs, Govt. of India, simplified the emigration procedures so that Foreign Employers (FE) can easily comply with the Online hassle free FE Registration in order to hire Indian Manpower for their short-term and long-term project assignments. Once the FE Registration is completed then just follow the online steps and the necessary emigration permission will be granted to you by the respective Indian Missions in the respective GCC Countries.

Validity of the Registration
will be for Five years from the date of Registration.

Procedure and Documents required for Foreign Employer (FE)
Registration, Visit <https://emigrate.gov.in/ext/> for FE Registration



प्रवासी भारतीय कार्य मंत्रालय
Ministry of Overseas Indian Affairs