



## OVERSEAS TRADE CENTRE

OVERSEAS MANPOWER RECRUITMENT CONSULTANTS  
APPROVED BY MINISTRY OF EXTERNAL AFFAIRS GOVT OF INDIA

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WEBSITE: [WWW.OVERSEASTRADE.CO.IN](http://WWW.OVERSEASTRADE.CO.IN)





## Overseas Trade Centre

A Company of Era Group Kingdom of Saudi Arabia

ISO 9001-2008 Certification



## Overseas Trade Centre (OTC) is an eminent

Company that dynamically involved in recruitment & Staffing to the Global clients with the objective of safe & legal migration under the guidance of the ministry of Government of India with full satisfaction of the clients through skills and productivity.

Overseas Trade Centre established the effective process of recruitment and the mobilisation of the client's norms & Parameters. Overseas Trade Centre is one of the approved trade test centre also Encompasses in various fields such as Manpower Recruitment in GCC & Middle East, and on new horizons of the European Union countries with Post COVID-19 protocol.

The ability to leverage our vast industry Exposures, to systemize Infrastructure facilities, and to employ proficient professionals have made us prominent not only in this industry but also with our valued customers. As we continue to grow, and dedicated to search new avenues of positions existing in a number of companies spread across the world for the benefit of job aspirants. We continue to be committed in being punctual and affordable in providing solutions according to the Manpower Needs of Our Clients.

We are devoted to Offer outstanding Services, technologically advanced data base, and new solutions opportunity for manpower needs of our clients.





**His Excellency Mr. Anil Wadhwan  
Ambassador of India  
in Oman recognized the services of  
Overseas Trade Centre M.H Khan  
2009-2010**



**About Us**

Overseas Trade Centre is a dedicated and a one stop manpower recruiting agency from India, involved in providing the complete package from Sourcing, Selection, Short listing and Recruitment for our clients of diverse range of Contracting & Engineering, Petrochemical, Oil & Gas industries , service, hospitality and facility management.

It is our sincere and prompt endeavour that have provided and established ourselves as one of the most reliable and trust worthy recruitment organization in India. We have successfully supplied Highly Skilled, Semi-Skilled and re skilled personnel's all around.

With well-trained, time tested and highly efficient managerial staff combined with engineering supervisors and skilled technicians, we make sure that our clients get maximum satisfaction at minimum cost and efforts.

Our clients can rely on us. We have never failed them in the past and we will make it equally easy for them in future.

**Our Business Terms**

Our term of business is very reasonable and flexible to our valued client. We remain open for discussion and make certain we have a mutual beneficial business.



## **OUR STRENGTH**

- The experience and knowledge of the field by our Management.
- Online selection facility to the clients from the available vast data base on our website.
- Well trained and time tested highly efficient staff.
- Our Highly Skilled & Experienced Management selects and recruits the right candidates for the right job.
- Our decentralized offices with all modern facilities and equipped testing facility centers.
- Constant updating and uploading of our data base.
- Flexible to our clients for any mutual discussion on issues related to workers.

## **Recruitment Procedure**

In our company, we execute a rigorous and an in depth selection process. During our assessments, we assure to give full attention to all the category level of skills, efficiency, qualifications, professionalism of the candidates productivity.

Our objective is to maintain an effective and innovative selected technique does not only help us in challenging the competitive candidates but also guarantees that the selected candidates are nothing but best available in the Market.

## **Why Us?**

We pay careful attention during the selection and recruitment process and certify that the professionals recruited by us have a productive and a positive attitude. We also secure that the recruitments are proficient to precisely fit client's requisite hiring needs and financial concerns.

Some of the salient features that help us stand apart in the national and international markets are as follows.

- We are fully committed towards providing constructive value additions to our clients.
- Our team of professionals is trained to give a progressive service support to our clients.
- We efficiently use our resources and use them optimally.
- We have developed post COVID-19 innovative interview techniques, which are handled by industry experts. It helps us in providing the suitable client to the employers.
- Our large database and modernizing talent searching abilities help us to easily meet requirements at both the national and international levels.
- We are known for generating the best professionals available in the industry.
- We reassure that our selected candidates are the best matches for the prospective employers.



## Our Services

- MANPOWER RECRUITMENT
- AIR TICKETING
- TRADE TEST FACILITATION
- EMMIGRATION SERVICES
- RESOURCE MANAGEMENT CONSULTANCY
- VISA SERVICES FOR EMIGRATION & VAKALA
- SKILLING & SKILL UP GRADATION

## *Visa Services for Emigration & Vakala*



We established our Visa Service provider in the year 1991 in Mumbai. And up to this date, we are still one of the leading suppliers in this industry.

Every year a number of people decide to go abroad in search of a new employment or a new life. Some travel to work temporarily or some travel to apply for immigration. And, that is where we take effect on our purpose. Overseas Trade Centre is committed to help people get their dreams fulfilled with ease.

Our services include Visit / employment, Emigration, Tickets and documents related to work. Our professional staff will coordinate and complete the work on committed time and also give service to you at your doorstep. For any query contact or mail us.

- Documents Required:
- Original Visa / Visa Slip.
- Copy of Iqama / Work Permit.
- Passport Copy.
- 6 Color photograph with white background.



# Global Manpower Recruitment

Manpower Professionals a subsidiary of OTC that has been in the market place for nearly two decades (20 years.) We find and we keep the top people across the nation and the region. We understand different businesses and the needs that go along with them. Manpower Professional relies on extensive resources and an excellent reputation to engage diverse groups of passive and active candidates. So, we efficiently find qualified people for even the most difficult positions.

Manpower Professional provides clients with the most experienced, specialized candidates, who are the best fit for the organization, leading to longer retention and higher employee satisfaction and engagement.

## A. RECRUITING

From all over manpower consultancy having its own style to recruiting candidate, we function the best. By giving paper advertisement, through branches and affiliated test centers across India it gathers information about the candidates and collecting their curriculum for interview with delegation of the clients.

## B. Test & TRAINING Centers

The established testing and training centers recognized by the MsME/NSDC and other Governments authorities ensures the quality and productivity of the workers we mobilize.

- Pre screening of application
- Final Selection of Candidate
- Medical / Psychological Test
- Documentation
- Employment & Visa Processing
- Ticketing
- Pre Departure Oriental Seminar
- Deployment

## Manpower Recruitment Consultancy Services

With the active support of our team of experts, we are engaged in offering a wide range of manpower consultancy services for various industries. Our wide database is constantly updated with the best candidate profiles that suit these jobs. Being affordable, these services are highly appreciated in the industry.





## **Trade Test Facilitation Services**

Clients often want to do large scale transactions in the new geography and need a single point coordination agency that brings together trust, skills, and contacts.

Additionally, clients call in an Overseas Trade Centre for deal facilitation services when they are looking at a specific opportunity that needs focused attention and deal making skills. Third party Government recognized test centers are hired to conduct the interview on demand of valued clients.

## **Resource Management Consultancy**

We have established ourselves as a distinguished name in the field of offering reliable and economical human resource and management services, overseas manpower recruitment, hospitality, catering, food chain, and hotel, infrastructure and heavy construction, oil and gas; refinery, fertilizer and petrochemical industry, EPC & MEP recruitment, aluminum and glass, heavy engineering and power project, medical nurses and cruise liners, marine ship yard and offshore; oil rig and drilling platform; ocean going and offshore vessel in the Gulf and the Middle East countries.

Our services are highly acclaimed by clients for their economical pricing, effective management and result-oriented approach. We have persistent professionals who undertake the complete assignments in a systematic manner to ensure the optimum results.



### **Our Services Comprises:**

- Human Resource Services
- Hospitality Recruitment Services
- Factory and Logistic Recruitment Services
- Civil Recruitment Services
- Oil & Gas Recruitment Services
- Engineering Recruitment Services
- MEP Recruitment Services
- Petrochemical and Refinery Recruitment Services
- Cement Plant Recruitment Services
- Marine Recruitment Services
- EPC Contracting Recruitment Services
- Hospital Recruitment Services
- Retail and Departmental Recruitment Services
- Plastic & Fiber Plant Recruitment Services
- Security Service Recruitment Services
- Steel Plant Recruitment Services
- International Recruitment Services
- Marine & Offshore Drilling Recruitment Services
- Cruise Liner Recruitment Services
- Aluminum Industries Recruitment Services
- Facility Management Recruitment Services
- Infrastructure, Civil, Road Construction Recruitment





## A company of Era Group of Kingdom of Saudi Arabia

الرقم: ٢٠٥١٠٤٠٩٢١	التاريخ: ١٤٣٠/١٠/٠٨	شهادة تسجيل مؤسسة فردية		وزارة التجارة والصناعة Ministry of Commerce and Industry
الاسم التجاري للمؤسسة: مؤسسة عصر الإنشاء العالمية للمقاولات العامة				
مركزها الرئيسي: الخبر \ حي العقربية شارع ٢٢				
ص.ب: ٣٠٢٥٢	الرمز البريدي: ٣١٩٥٢	هاتف: ٨٩٧٨١٧٧	فاكس: ٨٩٧٨١٧٧	
اسم التاجر: منير عبدالله علي الطيب				
الجنسية: سعودي				
تاريخ الميلاد: ١٣٨٩				
رقم السجل المدني-الإقامة: ٠٠١٠٢٨٣٩٢٨٩٠				
رقم الحفيظة - الجواز: ١١٨١٥				
تاريخه: ١٤٠٧\٠٩\٢٠				
مصدره: الخبر				
النشاط: مقاولات عامة للمباني ( إنشاء - ترميم - عدم - إصلاح ) وصيانة ونظافة , , , , , وتشغيل المنشآت السكنية والتجارية والصناعية والأعمال الكهربائية , , , , , والميكانيكية وأعمال الطرق والمفلتة والإنارة والمياه والصرف الصحي , , , , , وصيانة وتشغيل ونظافة المطارات وتنفيذ أعمال الجبس والديكور وأعمال , , , الدفن والردم والتسوية والأعمال الحديدية وأعمال التكييف والتبريد مركزي				
رأس المال: ٢٥٠٠٠,٠٠٠ فقط خمسة أو عشرة أو ألفا لا غير , , ,				
اسم المدير أو الوكيل المفوض: منير عبدالله علي الطيب				
الجنسية: سعودي				
تاريخ الميلاد: ١٣٨٩				
جدة				
رقم السجل المدني - الإقامة: ٠٠١٠٢٨٣٩٢٨٩٠				
سلطات المدير: إدارة أعمال المؤسسة , , , , ,				
يشهد مكتب السجل التجاري بمدينة الخبر.				
وتنتهي صلاحية الشهادة في ١٤٤٠/١٠/٠٧ بموجب الإصدار رقم ٣٥١٤٧٥٢٨ وتاريخ: ١٤٣٥/٠٨/٠٥				
بإنة تم تسجيل هذه المؤسسة بسجل مدينة الخبر.				
مدير السجل التجاري: سعيد جلاله آل مشيط				
التوقيع: ٢٢٤٥				
الختم: وزارة التجارة والصناعة مكتب السجل التجاري				





## Establishment Registration Certificate

مركز البحرين للمستثمرين  
Bahrain Investors Center

شهادة تسجيل المؤسسة



مملكة البحرين  
وزارة الصناعة والتجارة  
Kingdom of Bahrain  
Ministry of Industry & Commerce

### Establishment Registration Certificate

Bahrain Investors' Center of Ministry of Industry & Commerce certifies the details of the below mentioned entry in accordance with Decree (1) for Fiscal Year 1961 and subsequent amendments

يشهد مركز البحرين للمستثمرين بوزارة الصناعة والتجارة، بأنه قد تم تسجيل القيد المبيّنة تفاصيله أدناه وفقاً لنص المرسوم رقم (1) مالية لسنة 1961م وتعديلاته

Due Date	19/11/2014	تاريخ الاستحقاق	Registration Date	19/11/2013	تاريخ التسجيل	Registration No.	87521-1	رقم السجل
Owner Name	Moneer Abdullah Ali Altayib	ID	1028392890	رقم الهوية	مدير بن عبدالله الطيب	اسم المالك		
Commercial Name	Era Intrnational Contracting			المصر العالمي للمقاولات	الاسم التجاري			
CR Status	ACTIVE	Active Branches	1	الفروع النشطة	نشطة	حالة المؤسسة		
Commercial	P.O.BOX	Area المنطقة	Block مجمع	Road طريق	Bldg مبنى	Flat شقة	العنوان	
Address		BUDAIYA	555	5547	2045	0	التجاري	
Activities				الأنشطة				
Third grade building contracts				مقاولات بناء درجة ثالثة				

\* هذا الترخيص لا يجيز للمؤسسة مزاولة نشاط استثمار أموال الغير

\* Not permitted to undertake investment activities on behalf of others



مركز البحرين للمستثمرين  
Bahrain Investors' Center

Issue Date 19/11/2013

تاريخ الإصدار

User ID

0155


رقم المستخدم

Please post this certificate at a visible place.  
Please read the guidelines at the back.

Tel : +973 17562222 - 80001700 - www.moic.gov.bh. - www.big.bh

يرجى تثبيت هذه الشهادة في مكان بارز داخل المحل.  
يرجى قراءة الإرشادات خلف الشهادة.

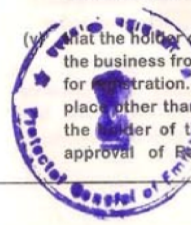
-4-

  
 CERTIFICATE NO. B - 0373/U.P.  
 PER/300/5/8394/2009 Form - V  
 © plex p-9  
 GOVERNMENT OF INDIA  
 MINISTRY OF OVERSEAS INDIAN AFFAIRS  
 CERTIFICATE  
 [ See rule 10 (2) ]

With reference to the application dated 25/09/2008 for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Overseas Trade Centre is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:-

(i) that the business shall be conducted at Opp. Gyanini Bank, Hala - Kushi Nagar (U.P.)

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- (ii) that this certificate is valid for a period of 5 years or till the completion of the recruitment of 300 (Hundred) workers, whichever is earlier. In the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub-rule (2) of Rule 8;
- (iii) that the holder of the certificate shall conduct business under signatures and seal of the director/partner/proprietor and the certificate shall not be transferable;
- (iv) that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/law enforcing authorities and employers;
- (v) that the holder of the certificate shall not normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate shall ensure to obtain the prior approval of Registering Authority delivered by him/her directly or indirectly in iraq.



that the holder of the certificate shall not normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate shall ensure to obtain the prior approval of Registering Authority delivered by him/her directly or indirectly in iraq.

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death, as the case may be, date of accident, name, address of the recipients, name and address of the employer, and the receipt in original in token of having made the payment of compensation be pasted,

(k) such other records as may be required to be maintained by the registering authority.

(ix) that the holder of the certificate shall furnish return of the preceding month in Form IV by the 10th of the succeeding month;

(x) that copies of advertisements for recruitment of the emigrants shall be filed with the Protector of Emigrants, and

(xi) that recruiting agent shall not charge the repatriation expenses from the emigrant as well as compliance to (xi) & (xii)

2024.09

Date and Place : 2024.09  
 Protector General of Emigrants,  
 Ministry of Overseas Indian Affairs,  
 Registering Authority,  
 Government of India,  
 New Delhi

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SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/ BRANCH OFFICE/RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC./ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

( Modified RC No. B-0373/U.P./PER/1000/5/8394/2009 )  
 The capacity of RC is enhanced from 300 to 1000 plus workers.

16/10/2011  
हनुमन्त महारंखी  
 Protector General of Emigrants

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

Validity of the Registration Certificate extended upto 12-04-2019  
 Protector General of Emigrants

हनुमन्त महारंखी  
 22/10/2011  
 उद्योगवासी महारंखी  
 Protector General of Emigrants

Validity of the Registration Certificate extended upto 12-04-2024  
 Protector General of Emigrants हनुमन्त महारंखी

# Our Clients







## Contact Us

### Overseas Trade Centre

ISO 9001-2008 Certification



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hr@overseastrade.co.in

**Overseas Trade Centre- Mr. M.H.Khan**

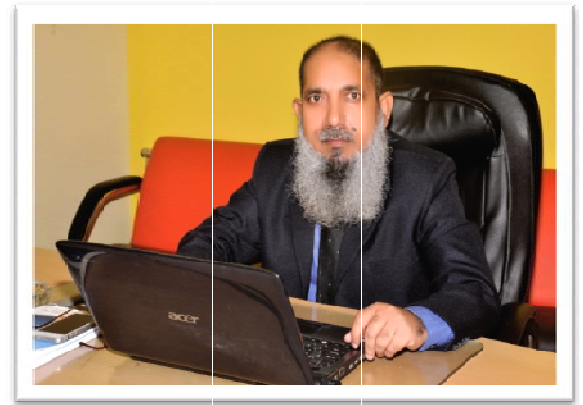
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**Oman No.:** +968 9664 2806

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[moneer.altayib@eragroupholding.com](mailto:moneer.altayib@eragroupholding.com)

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**Telephone No.:** +966 531469204 (KSA)

**Telephone No.:** +968 9664 2806 (OMAN)



## Our Global Network







## ISO 9001-2008 Certification



India, Saudi Arabia, Oman, Dubai, UAE, Qatar, Kuwait



Email ID: [info@overseastrade.co.in](mailto:info@overseastrade.co.in), Website: [www.overseastrade.co.in](http://www.overseastrade.co.in)