



# ASHIF TRAVELS & TOURS

Foreign Manpower Recruitment Agency & Consultancy

سفریات للعاصف والجولات  
وكالة توظيف القوى العاملة الخارجية والاستشارات

*Pioneers in Foreign Manpower Recruitment*

[www.ashiftravels.com](http://www.ashiftravels.com)

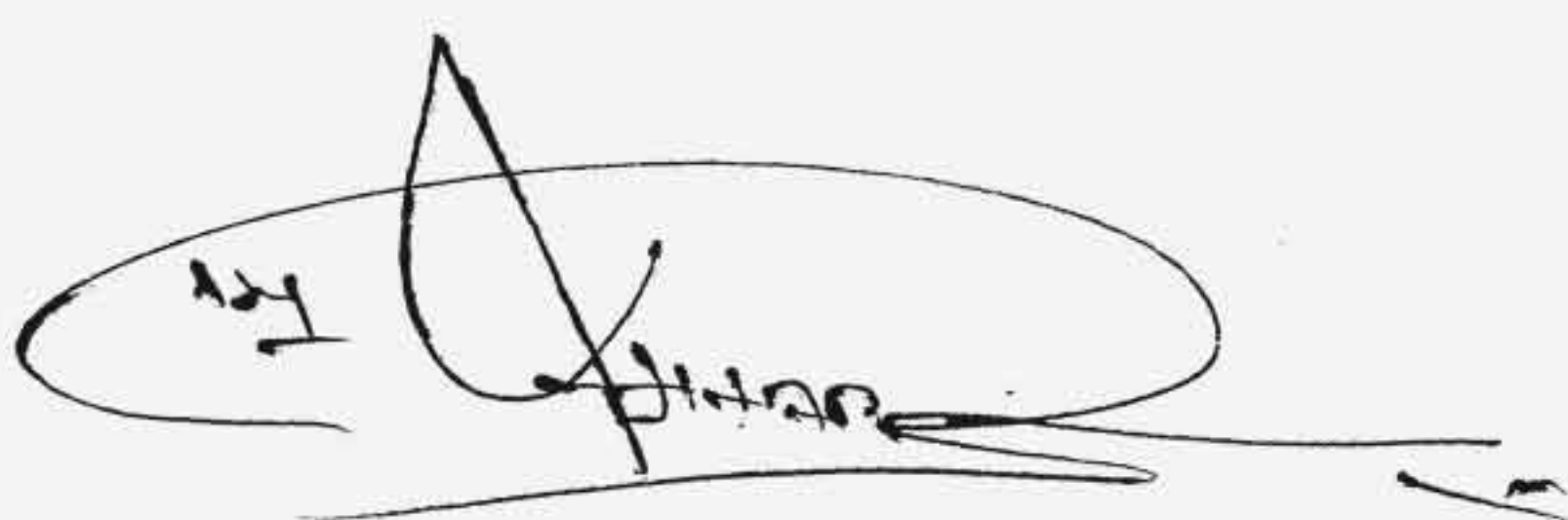
Labour Licence Number : 2972



Ashif Travels & Tours is a progressive and forward thinking recruitment company dedicated to pursuit of global growth opportunities. We demonstrate a strong commitment to sustainable business practices. With the experience in the relevant business field, we are experts in recruitment field to improve performance, reduce costs and building strong innovative business relationships with foreign principals. At Ashif Travels & Tours we strive to attain success in ways that reflect the integrity of our organization to the outside world and people who have business dealings with us. When you select a Company for your recruitment requirements, it is crucial that you select a company that places equal significance to your business too.

You should select a company you can trust. We continue to seek new opportunities for growth with a continued focus on management strategies. We maintain high standards of professionalism in our dealings and accountability in all of our business dealings.

I invite you to explore this site as a gateway into the business and relationships we have created and continue to create. You will discover the many ways that we are applying our experience. Finally on behalf of our team I would like to welcome you to our website. I would like to conclude by expressing my sincere gratitude to all the staff and our valued clients and candidates for their trust and continued support.



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Ashif Travels & Tours has been registered under the Foreign Employment Bureau under labour license No.2972. We are proud to introduce Ashif Travels & Tours as pioneers in foreign manpower recruitment as the leading agency in Sri Lanka today. During the past years, Ashif Travels & Tours has grown rapidly and come to the global exposure. We have recruited thousands of skilled and semi skilled and other workers for our valued clients. We believe that nothing is more important than our reputation and behaving with the highest levels of integrity. We are highly specialized in providing tailor made solutions in human resources requirements.

Ashif Travels & Tours is having a dedicated consultants to assist you in obtaining the right selection of candidates within a stipulated time frame. Ashif Travels & Tours has the privilege of recruiting educated, talented and hardworking manpower and the process has not only brightened the future of employees yet also earned the appreciation of our foreign clients. You will really be delighted at the cost savings and business improvements our professional services will extensively generate for you. Whether big or small, new or established company, every client is important to us and we treat them alike with much respect.



Most of overseas employers know that Sri Lankan workers are skilled, hard working, dedicated and disciplined. It is our great pleasure to introduce our company as one of the reputed recruitment solution provider well known as Ashif Travels & Tours. Comparatively Sri Lanka Workers are best and economically suit to the employers. Being a licensed and reputed employment consultancy service in Sri Lanka, we undertake complete responsibility to recruit any categories of personnel from Sri Lanka for your specific requirements.

We are interested to join hand with foreign principals for supplying Sri Lanka workers as per your specific needs. It would be our pleasure to get response from you whatever you require and we are always to have cordial business dealings and relationships with our valued clients and foreign principals. We assure you to keep our promise to complete the assignment as mutually agreed.



## Our Vision

To aspire to be the standard of excellence, the first choice of the most sought after by clients and developing innovative and value added services in a sustainable manner to our valued clients.



## Our Mission

Committed to providing the highest quality recruitment consultancy services to broad range of companies, industries and individuals who are looking for professional recruitment consultancy services for specific requirements.

## Our Motto

*"Committed to Bringing Out the Best from human resources pool of Sri Lanka "*

Once you received the applications you may check the applications and if you are satisfied with the applicant for recruitment, either you have to inform us of their details by e-mail or fax as soon as possible or you can mark your choice in our website to have the applicant re-confirmed. We have an up to date Data Bank which is constantly updating and collecting resumes from potential candidates by advertising on public media, electronic media and internet. Once we re-confirm with the applicant, we will inform you electronically and then you can start the visa process.

Our large data bank of candidates is at our clients' disposal and we use this database to make an appropriate match. Please note that you have to provide us complete job responsibilities and duties for each category or candidate wise as we can explain the terms to candidate to minimize problem that could occur after the arrival of the particular candidate.

## Our Clients

We are dealing with middle east countries such as Saudi Arabia, State of Kuwait, State of Doha Qatar, United Arab Emirates. Kingdom of Bahrain, Sultanate of Oman, Iran, Iraq, Lebanon, Cyprus especially to the Middle East and the GCC countries. We play a critical role in providing high quality professions services and, we consider this role a privilege and we know it requires constant vigilance, unrelenting commitment and make changes to accomplish the goals. We have been supplying manpower skilled, unskilled and professional to these countries. We go extraordinary lengths and miles to satisfy our customers with much promise.

We supply manpower for the following areas in keeping in line of their requirements:-

- ▶ Accounting / Auditing / Finance
- ▶ Sales / Marketing / Merchandising
- ▶ Corporate Management / Analysts
- ▶ Civil Eng / Interior Design / Architecture
- ▶ Customer Relations / Public Relations
- ▶ Engineering – Mechanical / Elecctrical
- ▶ Media / Advert / Communication
- ▶ Hospitality / Tourism
- ▶ Hospital / Nursing / Healthcare
- ▶ Supervision / Quality Control
- ▶ Ticketing / Airline / Marine
- ▶ Agriculture / Dairy / Environment
- ▶ Fashion / Design / Beauty
- ▶ IT-Software Graphics
- ▶ Banking / Insurance
- ▶ HR / Training
- ▶ Office Admin / Secretary / Receptionist
- ▶ IT-Telecoms
- ▶ Logistics / Warehouse / Transport
- ▶ Manufacturing / Operations
- ▶ Hotels / Restaurants / Food
- ▶ Sports / Fitness / Recreation
- ▶ Legal / Law
- ▶ Teaching / Academic / Library

We seek people with good-natured, friendly character, team workers, talented, dedicated highly qualified for specific job categories and also who possess a strong sense of integrity and genuine interest in developing a career in the relevant field. Aim of our data bank is to serve our clients from all over the world special focus on Middle Eastern Region. Therefore, we are interested in recruiting the best and the brightest with a strong sense of purpose and character. We encourage all Sri Lankans to apply to our job bank. We invite prospective candidates to send us your curriculum vitae and register in our data bank.

## Foreign Principals



We tend to attract the widest range of human resources talent available as a manpower solution provider. Working with Ashif Travels & Tours you will gain access to the largest possible pool of available candidates due to our long-standing reputation in the recruitment field and having a fully searchable database of candidates. An unfilled vacancy is a quandary that can throw into turmoil an entire company. Openings might be missed, plans delayed, or other personnel diverted from significant tasks.

It can also contribute to management stress and protracted recruitment can cost your company immensely. Our recruitment professionals and infrastructure will pave the way for you to find the right candidate more in haste. This radically amplifies your chances of finding the outstanding candidate your company needs.



Once a prospective candidate is selected we arrange the selection test by the foreign principal or representative. We are capable in finding the ideal candidate that you require. In the event the representative from the foreign principal is coming to Sri Lanka to conduct the interview we arrange travel, accommodation and other requirements.

If the foreign principal requires us to conduct the interview we will conduct it with the support of professional executives. Once the candidate is selected we conduct orientation program where the candidate is familiarized with work culture of the company he or she is going to work, industrial practices, safety rules, labour laws of the particular country and other relevant matters.

We have with us excellent data bank for all industry segments and we know how and where to find the exact employee. We completely eliminate time wasting procedures for our clients to go through all the applications. Almost you can keep confidence on us that we can stay focused on your needs every step of the way.

## Our Professional Services

We are offering specialized solutions in wide range of areas and following unique features to provide recruitment solutions focused on building top class companies. Our main objective is facilitating the recruitment process of the right candidate at the right time for the right job according to our valued client's requirements. We have developed and implemented a systematic process for selection and recruitment of the best person for the ideal job. Basically we assist our clients in the process of selection and recruitment by short listing the best qualified and reliable candidates to meet your requirements and the departure process is activated on completion of these rigorous and methodical competency tests both theory and practical and of final approval for our valued clients.

We take pride to inform that we have a tried and tested professional methodology in place to ensure effective and regular supply of quality candidates to meet the clients job specifications and requirements. We maintain cordial working relationship with government approved professional trade and skill testing institutions who are equipped with the state-of-the-art equipment and testing equipments for evaluation of candidates.



**U**nder normal circumstances it takes about maximum two to three weeks to complete the visa process and dispatch workers from the day of receiving visa documents. All recruitment activities in Sri Lanka for overseas employment are governed by the rules and regulations of Sri Lanka Bureau of Foreign Employment (SLBFE) which is affiliated to the Ministry of Labour, established under a special Act of Parliament to oversee, regulate and facilitate recruitment of Sri Lankans for overseas employment.

Confidentiality is an important principle in our business relationships because it functions to impose a boundary on the data we come across as a result of business dealings and we guarantee and assure that business information will not be disclosed to another party at any circumstance.

## Documentation

**P**rior approval for SLBFE is mandatory to carry out overseas recruitment in Sri Lanka and for which the following documents are required.

- ▶ Electronic Wakala
- ▶ Demand Letter
- ▶ Power of Attorney
- ▶ Recruitment Service Agreement

All above documents must be on the client's official letter head bearing official stamp or seal and duly signed by an Authorized Officer preferably endorsed by a government institution i.e. the Chamber of Commerce, Foreign Ministry or Embassy or High Commission.



The following procedure in order to ensure an effective and efficient flow of activities in order to provide a professional service of high standard.

### Step-1

On receipt of employee vacancies from foreign clients, it is sent to the Sri Lanka Bureau of Foreign employment for initial approval. On approval of same, vacancies are advertised in print media and electronic media and inform to sub agents which makes an exemplary effect on the targeted audience.

### Step-2

Appropriate applications are selected by qualified and experienced recruiting officer.

### Step-3

Selected applicants for vacancies in technical trade are given comprehensive trade test conducted by our expert technical staff and the applicants are graded as per their competency.

### Step-4

Technical trade applicants or individuals are well trained in our Industrial Training Institute in order to enhance their know how and skill in the relevant field.

### Step-5

Preparation of candidates for the final interview conducted by the foreign principal to select the best candidate.

### Step-6

Complete medical exam is arranged for selected candidates by the interviewer.

### Step-7

Obtain visa

### Step-8

Completion of Sri Lanka Bureau of Foreign Employment formalities.

### Step-9

Departure from the airport.



The Sri Lanka's population has a literacy rate of 92%, higher than that expected from a third world country and it has the highest literacy rate in South Asia and overall, one of the highest literacy rates in Asia. Constitution of Sri Lanka provides for education as a fundamental right. Sri Lankan people are disciplined and adaptable to changes.

When comparing with the other countries most foreign principals prefer to recruit from Sri Lanka. Most of the Sri Lankan people can speak, write, read or understand English language as a result communication gap is narrowed and easy to be employed.

## Team Players

Staff training is vital key in Ashif Travels & Tours to ensure their skills are up to date for the success of the company. The entire direct staff team of Ashif Travels & Tours is comprised of extensive background and comprehensive training. We are in the business of effectively understanding your manpower requirements procuring the prospective candidates. With industry expertise in hand, we realize that at present companies require more than a skilled candidate.

They need employees who are productive, exhibit positive attitude and have the ability to become team players. Employees are the most valuable asset of any company. In the end the existence, success and customer satisfaction, progress of the company is directly depend on the human resources. We consider it is crucial in greater staff satisfaction through enhanced confidence, personal development and career development.

Owing to continuous staff training and team work programs, we have increased productivity, improved the quality of our services and uplift the standard of our team.

**“ We are strong as individuals but we are invincible as a team”**



## Strong Relationships

We realize that your business and your requirements and strive to provide the highest caliber of candidates to fit into your specific needs. Ashif Travels & Tours as a trusted recruitment company in Sri Lanka, we have strong relationships with our clients and candidates. We realize your company requirements and accordingly we can provide you with compatible candidates. We truthfully believe that human resources are the most valuable and positive feature for the success of any organization and therefore, we take all necessary endeavour to recruit the best employees. We have tailor-made solutions to fit into your specific needs. We have created a niche in the recruitment industry and have proved that we can make a difference to the quality of your employees.

## Contact Us

"How can we indulge you?"

Foreign Principals, please contact one of our Consultants for free initial consultation. Candidates please e-mail or post your resume/application to the address below with the title "Resume" in the Subject line of your e-mail or indicating the post applied for in the left hand corner of the envelope.



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