



SMHR MANAGEMENT PVT.LTD

New Delhi, India





About Us

Welcome to our recruitment company, where honesty and trust are our guiding principles. We are Indian Owned based company, specialize in connecting talented individuals with remarkable opportunities in the Middle Eastern countries. With unwavering integrity, we ensure that every candidate we send is a perfect match for their desired role. Our dedicated team acts as a bridge, linking skilled professionals to esteemed employers in the Gulf region. We pride ourselves on our transparent and ethical practices, building enduring relationships with both candidates and clients. Join us today and embark on a journey of reliability, credibility, and prosperous careers in the Gulf.



Company Founder



Salahuddin Khan
Managing Director

"Unleashing Potential, Empowering
Careers, Transforming Organizations
- Together We Thrive!"



Mahejabeen Khan
Director

"Nurturing Dreams, Building
Futures, Connecting Hearts -
Changing Lives Forever!"

CERTIFICATION

7/11/22, 6:30 PM Company Master Data

Company Master Data

| | |
|--|---|
| CIN | U74999DL2022PTC401504 |
| Company Name | SMHR MANAGEMENT PRIVATE LIMITED |
| ROC Code | RoC-Delhi |
| Registration Number | 401504 |
| Company Category | Company limited by Shares |
| Company SubCategory | Non-govt company |
| Class of Company | Private |
| Authorised Capital(Rs) | 400000 |
| Paid up Capital(Rs) | 100000 |
| Number of Members(Applicable in case of company without Share Capital) | 0 |
| Date of Incorporation | 11/07/2022 |
| Registered Address | H No-391 Second Floor Left Side F/P Shop Zakir Nagar Jamia Nagar Okhla Delhi South Delhi DL 110025 IN |
| Address other than R/o where all or any books of account and papers are maintained | - |
| Email Id | SALAHUDDIN00086@GMAIL.COM |
| Whether Listed or not | Unlisted |
| ACTIVE compliance | - |
| Suspended at stock exchange | - |
| Date of last AGM | - |
| Date of Balance Sheet | - |
| Company Status(for efilling) | Not available for efilling |


Charges

| Charge Id | Assets under charge | Charge Amount | Date of Creation | Date of Modification | Status |
|-----------------------------------|---------------------|---------------|------------------|----------------------|--------|
| No Charges Exists for Company/LLP | | | | | |

Directors/Signatory Details

| DIN/PAN | Name | Begin date | End date | Surrendered DIN |
|----------|-----------------|------------|----------|-----------------|
| 09668847 | SALAHUDDIN KHAN | 11/07/2022 | - | |
| 09668848 | MAHEJABEEN KHAN | 11/07/2022 | - | |

<https://www.mca.gov.in/mca/portal/companyLLPMasterData.do> 1/1


GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
Central Registration Centre

Certificate of Incorporation

[Pursuant to sub-section (2) of section 7 and sub-section (1) of section 8 of the Companies Act, 2013 (18 of 2013) and rule 18 of the Companies (Incorporation) Rules, 2014]

I hereby certify that SMHR MANAGEMENT PRIVATE LIMITED is incorporated on this Eleventh day of July Two thousand twenty-two under the Companies Act, 2013 (18 of 2013) and that the company is limited by shares.

The Corporate Identity Number of the company is U74999DL2022PTC401504.


The Permanent Account Number (PAN) of the company is **ABICS9736K** *

The Tax Deduction and Collection Account Number (TAN) of the company is **DELS95617E** *

Given under my hand at Manesar this Fifteenth day of July Two thousand twenty-two .

MINISTRY OF CORPORATE AFFAIRS
Digital Signature Certificate
PANKAJ SRIVASTAVA
DEPUTY REGISTRAR OF COMPANIES
For and on behalf of the Jurisdictional Registrar of Companies
Registrar of Companies
Central Registration Centre

Disclaimer: This certificate only evidences incorporation of the company on the basis of documents and declarations of the applicant(s). This certificate is neither a license nor permission to conduct business or solicit deposits or funds from public. Permission of sector regulator is necessary wherever required. Registration status and other details of the company can be verified on www.mca.gov.in

Mailing Address as per record available in Registrar of Companies office:
SMHR MANAGEMENT PRIVATE LIMITED
H No-391 Second Floor Left Side F/P Shop, Zakir Nagar Jamia Nagar Okhla,
Delhi, South Delhi, Delhi, India, 110025 

* as issued by the Income Tax Department



Vision

"Empowering individuals and building strong partnerships to connect exceptional talent with opportunities in the your country "

Mission

Enabling career growth by matching qualified professionals with rewarding employment opportunities in your country "

Values

Integrity, Excellence, Respect, Reliability, Partnership, Diversity, Trust, Communication, Efficiency, Success.



Our Services

The categories we
supply:

Mechanical Traders

**Electrical/Electronic
Traders**

Civil Traders

Automobile Traders

Hospitality

Information Technology

SUB- CATEGORIES

MECHANICAL TRADERS

- Senior Engineer
- Mechanical Engineer
- Mechanical Foreman
- NDT Technician
- Radiographer
- Welding Foreman
- Welders (arc/argon/mig/downhill)
- Milwright Mechanical Fitter
- Pipe Fitter
- Pipe Fabricator
- Insulator
- Sheet Metal Workers
- Spray Painter
- Blaster
- Rigger
- Mechanical Structural Fabricator
- Boiler Maker
- Plater
- Plant Mechanic
- Heavy Equipment Mechanic
- Heavy Equipment Operator
- Crane Operator
- Forklift/Bulldozer Operator
- Diesel/General Mechanic
- Mechanical/Structural Draftsmen
- Estimator
- Machinist
- Chargehands
- Erector
- Helper

ELECTRICAL/ELECTRONIC TRADERS

- Senior Engineer
- Engineer
- Elect. Foreman
- Elect. Supervisor
- Electrical Draftsmen
- Elect. Technician
- Electrician
- Cable Jointer
- Wireman
- Elect. Helper
- Electronic Engineer
- Electronic Technician
- Lineman
- Instrument Fitters
- Instrument Technicians

CIVIL TRADERS

- Senior Civil Engineer
- Civil Engineer
- Civil Supervisor
- Civil Foreman
- Land Surveor
- Building Technician
- Plumber
- Mason
- Wall Painter
- Carpenter
- Asphalt Operator
- Labourer
- Shuttering Carpenter

Sub- Categories

AUTOMOBILE TRADERS

- Senior Automobile Engineer
- Junior Automobile Engineer
- Automobile Foreman
- Auto Mechanic
(Diesel + Petrol)
- Auto Electrician
- Motor Winder
- Driver (Heavy Duty)
- Driver (Light Duty)

HOSPITALITY

- Chefs (All Cuisines)
- Restaurant Manager
- Captains
- Stewards
- Room Attendants
- Housekeeping Supervisors
- Waiters
- Front Desk Operator
- BMS Operator
- Reservation Agent
- Commi-i , ii, iii
- Cooks

INFORMATION TECHNOLOGY

- Technical Support
- Programmers
- Web Developers
- Computer Systems Analyst
- IT Security
- Network Engineer



Recruitment Procedure

To find the right candidate, correct steps must be taken with proper protocols

Briefing

We organize a full recruitment schedule, conduct research and prepare a strategy to rope in potential candidates.

Search & Analysis

We search and headhunt for the right professionals in our database.

Interview & Selection process

Shortlisted candidates to attend interview clearly specifying the requirements.

STEP 1

BRIEFING

A thorough briefing is crucial ! We spend time with client to build the deepest possible understanding of its priorities as an organization, and build a detailed profile of the position. At this stage we organize a full recruitment schedule, conduct research and prepare a strategy to rope in potential candidates.

- Receipt of manpower requirements with job description from client company.
- Establish the recruitment strategy with the client company.



STEP 2

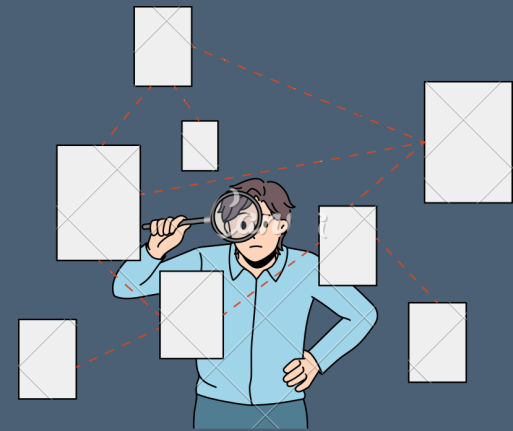
SEARCH & ANALYSIS

- We search and headhunt for the right professionals in our database/ our web portal and various other prominent web portals that contain profiles ranging from top management, senior engineering, highly qualified professionals, highly skilled, semi skilled and general workforce from various industries like oil & gas, petrochemical, construction, operation, maintenance: services, manufacturing, production, information technology, hotel & hospitality, medical, and trading among others.
- We place recruitment advertisements in newspapers, magazines, leaflets, digital banners, web portals, website and social media via use of SMSs, texts, and bulk emails. For filling top-level positions, we provide specialized head hunting services.
- We regularly send our personnel to small towns and remote corners of India to distribute leaflets. This way the job seekers come to know about the interview schedule and later appear for the same.

- Prospective candidates are called for a primary round of interview. Our team of recruitment consultants conducts tests to evaluate the trade / industry skills, language skills, psychology, attitude and overall personality of candidates.

Following these, we meet with the client again; present interview reports and discuss to determine who all among the interviewed shall be shortlisted—

- Generate CVs candidates meeting position requirements (this may require placing advertisements with prior approval from the client company or sourcing CVs through the database we maintain)
- Pre-screening interview and short-listing CVs matching position requirements
- Submit short-listing CVs to Client Company and do the follow-up
- Receive shortlist for interview from Client Company



STEP 3

INTERVIEW & SELECTION PROCESS

- Invite shortlisted candidates to attend interview clearly specifying the requirements to present all originals of documents and passport and stating the date / time and location of interview, and confirm attendance. Arrange hotel accommodation and airport pick-up / drop for client representatives. Arrange interview facilities / conference room for the interview
- .Provide efficient support staff to conduct interview.-
- Agree to interview date/time and location and other logistics associated with client's visit to conduct interview.
- Ensure all office facilities are available for client's use for the duration of such as fax, telephone, computer, courier and e-mail, to name a few.
- Attend interview in the closing session with client's representatives to assess the interview results and obtain the shortlist of candidates to be recruited.
- Ensure all candidates' documents are completed and in place.



POST SELECTION & DEPLOYMENT

Following are the processes the candidates need to undergo after their final selection

- Receive employment offers for selected candidates from the client company
- Extend offers to selected candidates and conduct post selection interview and explain the offer in detail and confirm acceptance as well. Inform the client company of the offer acceptance
- Schedule pre-employment medical with authorized medical facility
- Documents' attestation, if required, is also done by our organization
- Conduct background checks and verification of references and provide details to client company, if requested
- Confirm medical clearance with the medical facility (or GAMCA Medical centers)
- We also arrange for re-medical tests as per the GAMCA rules and regulations
- Arrange visa application and obtain visa
- Carry out emigration formalities and formulate insurance policy
- Support candidates in shipping their personal effects as required
- Ensure travel documents are complete
- Ticket booking for the candidates and their family members, if they are rewarded with family status
- Give flight details of the candidates to the client 3-4 days prior to their departure date
- Assist new recruits and dependents at the time of departure at the airport.

LIST OF OUR CLIENTS



And more.....



Contact Us



Smhrmanagement@gmail.com



+011-26985933



1st Floor, Office No- 101, Malik
Electronics, Zakir Nagar Dhallan, Jamia
Nagar, Okhla New Delhi- 110025, India

