



**SEAMLESS**

HUMAN RESOURCE



REDEFINING WORK PLACES WITH

# The Finest Human Resources

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



## SEAMLESS Recruitment Suite.

It is a common challenge in today's tough economic climate that companies demand more from their Human Resource arm, but they want to invest less and less. In today's market every organization will have experienced different issues around resource strategies. Seamless Human Resource specializes in the effective manpower supply of staff. With each assignment we undertake to become fully conversant with the needs of the organization, based on either specific position requirements or particular specifications identified.



# YOUR ONE STOP Recruitment Partner

We are the leading overseas recruitment experts with corporate office based at Tamilnadu, India.

We also provide recruitment from

- INDIA ▪ NEPAL ▪ BANGLADESH ▪ PAKISTAN
- EGYPT ▪ THAILAND ▪ TUNISIA ▪ AFRICA





## OUR MISSION & DNA

Our mission is to manage talent for sustainable growth, in order to build intimate relationships of enduring value. We endeavour to be considered a trusted and valuable company. We will continue to acquire relevant information and expand our knowledge and expertise to ensure your company success.

At Seamless we believe our purpose is to provide qualified candidates to potential jobs. We also assist candidates to secure the best possible opportunities in the market. For clients we aim to provide outstanding recruitment services and solutions to acquire the best talent in the market. We will find the best possible candidate for your company.



Established its first office in Tamilnadu, India and due to the continued success in the region we expanded to include offices in Dubai (UAE), Riyadh (KSA) amongst others.



भारत सरकार  
विदेश मंत्रालय  
Government of India  
Ministry of External Affairs  
पंजीकरण प्रमाणपत्र  
REGISTRATION CERTIFICATE  
उत्प्रवास अधिनियम, 1983 की  
धारा 11 के अधीन जारी  
ISSUED UNDER SECTION 11 OF THE  
EMIGRATION ACT, 1983

## RECRUITMENT LICENSE - INDIA

Issued by Ministry of External Affairs Government of India

**एजेंसी का विवरण**  
PARTICULARS OF THE AGENCY

- पंजीकरण प्रमाणपत्र सं.  
Registration Certificate  
Number B-2800/TN/CDM/10004/5/9383/2018
- एजेंसी का नाम  
Name of the Agency M/S SEAMLESS HUMAN RESOURCE PVT. LTD.
- एजेंसी के कार्यालय का पता  
Office Address of the Agency OLD NO. 992A, NEW NO. 47, 9TH STREET EXTENSION, GANDHIPURAM, CHIMPAORE, TAMILNADU - 641012
- एजेंसी की प्रकृति (कम्पनी/स्वाम्यत्त फर्म/साझेदारी फर्म)  
Nature of Agency (Company/Proprietorship firm/Partnership firm)  
COMPANY
- पं. प्र. धारक का नाम  
Name of RC Holder SEBHA RAVI MENON
- पं. प्र. धारक के जन्म की तारीख  
Date of birth of the RC Holder 08/11/1972
- पं. प्र. धारक की राष्ट्रियता  
Nationality of the RC Holder INDIAN
- एजेंसी में पदनाम  
Position in the Agency MANAGING DIRECTOR
- एजेंसी की दूरभाष सं.  
Telephone Number of the Agency 0422 2529335
- एजेंसी की फैक्स सं.  
Fax Number of the Agency
- एजेंसी का ई-मेल पता  
Email address of the Agency info@seamlessjobs.com
- पं. प्र. जारी करने की तारीख  
Date of issue of RC 07/08/2018
- वैधता अवधि/Period of validity 5 वर्ष/Years  
from 07/08/2018 से/ to 31/07/2023 तक
- वैधता समाप्त होने की तारीख  
Date of expiry of validity 31/07/2023
- भर्तों के लिए श्रमिकों की सीमा  
Limit of workers to be recruited 1000+ (i.e., unlimited)

*(Signature)*  
पंजीकरण प्राधिकारी का  
हस्ताक्षर, नाम और मोहर  
SIGNATURE, NAME AND SEAL OF  
THE REGISTERING AUTHORITY

## RECRUITMENT LICENSE - UAE

Issued by Government of Dubai





**رخصة مهنية**  
Professional License

License No. **825384**

Trade Name: SEAMLESS RECRUITMENT SERVICES

Legal Type: Sole Establishment

Expiry Date: 03/02/2024

D&B D-U-N-S #: 0

Register No.:

Issue Date: 04/02/2019

Main License No. 825384

DCCI No.:

License Members:

Share / الحصص	Role / الوظيفة	Nationality / الجنسية	Name / الاسم	No. / رقم الترخيص
100.00%	Est. Owner / مالك مؤسسة	India / الهند	RAVI MENON CHELATA KUNNUMBIL GOPALAN NAIK	794985
	Agent / وكيل خدمات	United Arab Emirates / الإمارات	احمد محمد عبدالله العن الهويهي AHMAD MOHAMMAD ABDULLA ALJARN ALMHEIRI	420310

License Activities / نشاطات الرخصة التجارية:

- Corporate Services Provider (CSP)
- Public relations Management
- Marketing Management
- Human Resources Consultancies

Address / العنوان:

Phone No.:

Fax No.:

Mobile No.:

P.O. Box:

Parcel ID:

Remarks / ملاحظات:

Print Date: 18/03/2023 16:06 تاريخ الطباعة

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# SEAMLESS Domain



**INDUSTRIAL &  
MANUFACTURING**



**OPERATIONS &  
MAINTENANCE**



**OIL & GAS**



**CONSTRUCTION**



**FMCG**



**IT & TELECOM**



**HOSPITALITY**



**AUTOMOBILE**



**AVIATION**



**HEALTHCARE**



**ACADEMIC**



**TRANSPORT**

Whether you are looking to supplement your existing workforce or looking to gain employment, we guarantee first-class professional service. We pride ourselves on pro-actively matching niche professionals with positions. We have built up an enviable network of professionals for all your hiring needs. We promise to deliver clients with exemplary records and qualification to offer you a tailor-counterrevolutionary employment needs.



# OUR Expertise

01

## CONSTRUCTION



General Helpers	Electrician
Industrial Electricians	Brick and Plaster Civil
Technical Helpers	Engineer
Fitters	Masons & Plumber
Steel Fixer	Scaffolder
Rig/Arc/6G Welders	Gypsum Carpenter
Shuttering Carpenters	Aluminium & Glass Fixing
RiggersRING	Technicians

## HOTEL & HOSPITALITY

02

Restaurant Managers/Supervisors	Storekeepers
Catering Managers/Supervisors	Cashiers
Unit Managers	Waiter/Waitress/Stewards
Chefs	Housekeepers
Hygiene Officers	Room boys
Cost Controllers	Butchers
Accountants	Cleaners
	Bike Riders/Delivery Boys



03

## SECURITY & FACILITY MANAGEMENT



Security Guards	Carpenters
Safety Officers	Cleaners
Electricians	Technicians
Plumbers	



# OUR Expertise

04

## FMCG

Merchandisers	Fleet Mechanics
Floor Supervisors	Quality Controllers
Warehouse Manager	General Workers
Fleet Supervisors	Drivers / Helpers
Marketing Associates	Production Workers



Accountant, Salesman, Cashier, Purchase Manager/Assistant and Storekeeper

## MEP WORKFORCE

05

House wiring Electricians	Duct Fabricators
Plumbers	Industrial Electricians
Pipe Fitters	MEP Engineers/Supervisors
Duct man	AC Technicians
Duct Insulators	MEP Project Engineers
	Lift Technicians
	Chill Waterline Experts



06

## OIL & GAS

Project Managers	Safety Engineers
Sheet Metal Fabricators	Semi/Unskilled Labor
Engineers	QA/QC Engineers
Riggers Other Skilled	Welders

NDT Technicians, Drilling Supervisors / Engineers







# HEALTHCARE

07

Doctors  
Nurses  
Paramedical Staffs





# OUR Unique Process

Our selection criteria include several key components that need to be verified before the recruitment process begins. For example, we would need to establish the skills and experience required, technical competencies and key performance indicators for the position, which would be provided in writing for your approval. We will then create the Job Personality Profile to provide us with the personality traits to look for during the recruitment process.

Seamless uses a personality profile system to profile both the job and candidate personalities. We will analyze the job's required traits and the adaptations that may be made in behavior, in order to meet the needs of a working situation. This provides us with the key personality traits that we will be looking for during the recruitment process and forms the basis for the behavioral based interview questions



## Step the Role

We listen to our client to identify each trait required for their position; skills, experience, and attitude. Our priority is to get background information relative to the job. The more information we gather, the more successful the placement.



## Step the Search

It is this early stage that makes what we do unique. Firstly, we actively source candidates.



## Step Selection Process

The best candidates are then short listed and interviewed face-to-face. Applying all the information we gathered in Step 1 and vast industry knowledge of the recruiters, we can make an accurate judgment to whether the candidate is exactly what the client wants.





# OUR Unique Process

## Step Orientation

The objectives of orientation is to gain employee commitment, reduce his or her anxiety, help him or her understand organization's expectations, and convey what he or she can expect from the job and the organization

## Step Placement

The successful candidate is placed with our client. Our account managers will be available to liaise with the client throughout the placement process



“ *Whether you're looking for leading talent to strengthen your business or a job seeker wanting real expertise to guide you, engaging with seamless ensures our network become yours.* ”

Seamless HR has rapidly become one of India's leading providers of recruitment services. With branches opening across Middle East, our high profile attracts a stream of quality employment from national and international companies. We endeavour to supply a quality and innovative service to all clients. We are compiled of 3 main divisions, each providing an unrivalled service to a specialist area of the global market. Our mission is to manage talent for sustainable growth, to build intimate relationships of enduring value. We aim to secure, retain and align talent towards our clients' strategic goals, whilst supporting individual candidates to actualize their potential, manage their aspirations and achieve their career aspirations. Client retention and commitment are the focus of our practice.



Our capability in the provision of recruitment services is a reflection of the extensive experience of our recruitment team. Our team has developed unparalleled networks which we use for you in the recruitment process. We are confident that we can provide the skills, methodology and experience necessary to meet requirements. Our interviewing and reference checking techniques along with our objective assessment provide us with the basis for minimizing many of the risks inherent in selection.

*Acquire, hire and  
engage a high  
performing  
workforce*





- We believe there is no substitute for experience and dedication. Our clients want to achieve growth, competitive advantage and positive organizational change, and Seamless is here to guarantee that. We provide broader, deeper and faster access to an exclusive community of candidates.
- We understand the importance of providing the right person for the right position. For clients, we combine industry knowledge with an understanding of your company culture to deliver the best qualified candidates who are also the right fit for your organization. For candidates, our consultative approach means we can actively advise you for your next role and we will stay in contact post-placement.
- Trust us with our vast network and expertise to deliver intelligent resourcing through a combination of market insight, technical excellence and outstanding competitor knowledge

## OUR Consultant

The team at Seamless work closely together to achieve optimum goals. Our consultants are professionals who offer an unmatched service. We pride ourselves valuable and lasting relationships with clients and candidates. Your Seamless consultant has the expertise and experience to appreciate all your needs, while offering inside and invaluable knowledge on sector. We will advise you on the market, skills availability and the right methodology to recruit the right employees for the position. We supply the best possible candidates in the marketplace suitable to all your demands. We work closely with both our clients and candidates and recognize an inherent dual-responsibility. We believe that continued interaction with clients and candidates leads to success. Our goal is to provide you with security in recruitment and a high level of certainty that the right candidate is chosen for the right position.





# WHY

## Seamless HR

- Our professional services are customer focused,value driven, and results based. It is through our dedication and drive for excellence that we demonstrate our understanding of the business issues within the recruitment market.
- We ascertain your exact requirements and value system to save time and present the right people on time, every time.
- We formulate exact and concise sourcing strategies to fulfill scarce in requirements.
- We pride ourselves on our comprehensive screening methods, ensuring that you receive the best candidate for the position.
- We offer quality digital media strategies and advertising in order to attract top talent.
- We provide the highest quality,professional curriculum vitae for each and every candidate.
- We are renowned for our professional and reliable service delivery.

Seamless has an extensive recruitment program designed to get the very best candidates for you. We are confident in our ability to match the right people to the right positions based on careful analysis of their skills,experience and ability.

Upon receiving the request to recruit new employees, we would meet the respective team to obtain the job description and discuss selection criteria. We believe our service quality would be enhanced through client interaction.





# SEAMLESS HR REVOLVES Around Three Main Principles

## Collaboration

Creates an effective and educated workforce, leading to a sense of community, which we consider imperative to success. We work together as a team, while also working closely with clients and candidates to achieve optimum results.

## Responsibility

At Seamless we understand the responsibility we have towards our clients and our candidates. Both retention and commitment are crucial to enhance profitable growth for our client.

## Customer Services

The consultants at Seamless guarantee exceptional customer service. They hold client's requests at the core of their recruiting practice.





# SEAMLESS

HUMAN RESOURCE

## INDIA

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