

# COMPANY PROFILE

Our commitment to quality, integrity, and customer satisfaction is evident in every aspect of our operations.

## MORE INFO

Email: [info@maxhrgroup.com](mailto:info@maxhrgroup.com)

Website: [www.maxhrgroup.com](http://www.maxhrgroup.com)

## CORPORATE OFFICE

307-309, 3rd Floor, Block- B, Al-Khaimah Building,  
Port Saeed, Dubai, United Arab Emirates.



## MAX HR GROUP COMPANIES NAME

**MAX HR GROUP** comprises **THREE** specialized companies, each dedicated to delivering exceptional services across various industries. The group's company name includes below:



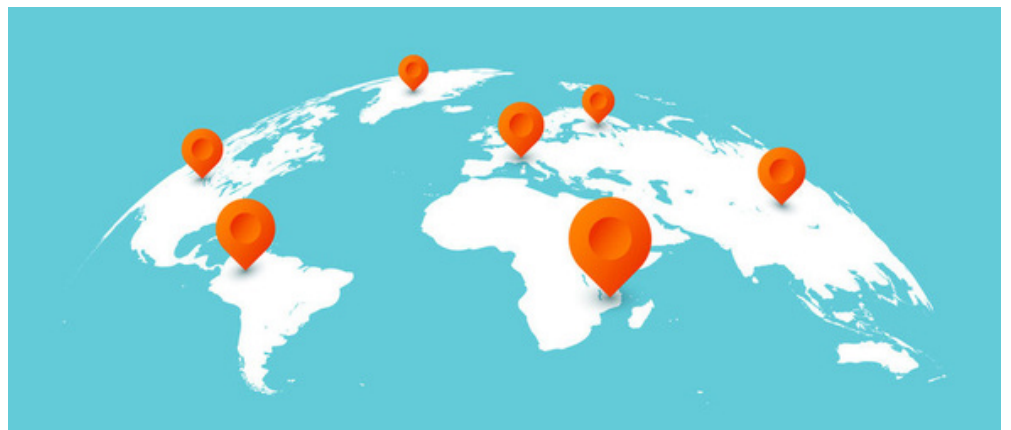
**MAX ENJAZ HR CONSULTANCIES - (DUBAI, UNITED ARAB EMIRATES)**



**MRW LOGISTICS SERVICES LLC - (RIYADH, SAUDI ARABIA)**



**MAX MANAGEMENT & SERVICES - (DHAKA, BANGLADESH)**



### Other Countries:

Our Associate Offices Located in-

- India
- Pakistan
- Nepal



## OUR COMPANIES LOCATIONS



### UNITED ARAB EMIRATES

**Company:** MAX ENJAZ HR CONSULTANCIES

**Email:** info@maxhrgroup.com

**Website:** www.maxhrgroup.com

**Corporate Office :** 307-309, 3rd Floor,  
Block- B, Al-Khaimah Building, Port Saeed,  
Dubai, United Arab Emirates.



### BANGLADESH

**Company:** MAX HR GROUP

**Email:** info@maxhrgroup.com

**Website:** www.maxhrgroup.com

**Head Office:** Tower Hamlet, Level- 3,  
16 Kamal Ataturk Avenue, Banani, Dhaka- 1213.



### SAUDI ARABIA

**Company:** MRW LOGISTICS SERVICES LLC

**Email:** info@maxhrgroup.com

**Website:** www.maxhrgroup.com

Riyadh, Kingdom of Saudi Arabia

## ASSOCIATE OFFICES LOCATIONS



### INDIA

**Email:** info@maxhrgroup.com  
**Website:** www.maxhrgroup.com



### PAKISTAN

**Email:** info@maxhrgroup.com  
**Website:** www.maxhrgroup.com



### NEPAL

**Email:** info@maxhrgroup.com  
**Website:** www.maxhrgroup.com

# CHAIRMAN'S MESSAGE



**Name:** Mahmoud Ali  
**Position:** Chairman  
**Experiences:** 10 Years +

As Chairman of our international recruitment agency, I am proud to have contributed to elevating our organization to an international standard. From the very beginning, my focus has been on implementing best practices and fostering a culture of excellence that permeates every aspect of our operations. By prioritizing quality, integrity, and innovation, we have successfully positioned ourselves as a trusted global partner in the recruitment industry.

Maintaining professionalism is at the core of our operations. We have established robust protocols to ensure that our services meet the highest ethical and professional standards. Our team is trained to handle each recruitment project with meticulous attention to detail, ensuring that we match the right candidates with the right opportunities. Regular feedback loops and continuous professional development programs help us stay ahead of industry trends and maintain our competitive edge.

Overcoming obstacles has been a testament to our resilience and commitment to excellence. We have faced challenges ranging from fluctuating market conditions to complex regulatory environments. By fostering strong relationships with clients and leveraging our deep industry knowledge, we have navigated these hurdles successfully. Our adaptive strategies and proactive approach have enabled us to turn challenges into opportunities for growth.

Looking forward, we are committed to further enhancing our services. Investing in advanced technologies will allow us to streamline our processes and deliver even more precise and efficient recruitment solutions. Expanding our global reach will also create new opportunities for both clients and candidates, ensuring we continue to meet the evolving needs of the global workforce.

Our mission is to empower individuals and organizations by providing exceptional recruitment services. With a steadfast commitment to excellence, we will continue to set new benchmarks in the international recruitment industry.

## MANAGING DIRECTOR'S MESSAGE



**Name:** Mahfujur Rahman  
**Position:** Managing Director  
**Experiences:** 18 Years +

When I established our international recruitment agency, my vision was clear: to bridge the gap between skilled professionals and global opportunities. Drawing from my extensive experience in the recruitment industry, I recognized a growing demand for talent mobility and sought to create a platform that seamlessly connects employers with the right candidates across borders.

Maintaining professionalism has been paramount to our success. From the outset, we implemented stringent ethical standards and rigorous vetting processes to ensure that both our clients and candidates receive top-notch service. Our dedicated team of experts undergoes continuous training to stay abreast of the latest industry trends and regulatory changes, ensuring we provide informed and compliant recruitment solutions.

The journey has not been without its challenges. Navigating diverse legal frameworks, cultural differences, and market fluctuations required resilience and adaptability. We overcame these obstacles by fostering strong relationships with local partners and continuously refining our strategies to meet the unique needs of each market. Our commitment to transparency and integrity has earned us the trust and loyalty of our clients and candidates alike.

Looking ahead, we are committed to further enhancing our services. We aim to leverage advanced technologies, such as artificial intelligence and data analytics, to streamline our recruitment processes and provide more personalized and efficient solutions. Additionally, we plan to expand our global network, creating more opportunities for professionals and helping businesses access a broader talent pool.

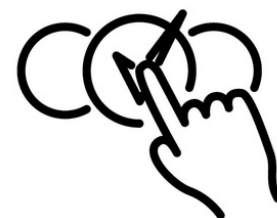
Our mission remains steadfast: to empower individuals and organizations by facilitating meaningful and successful placements. With unwavering dedication to excellence, we strive to set new standards in international recruitment.



"Great things in business are never done by one person; they're done by a team of people."



"Focusing on teamwork and achieving success together is a powerful strategy for our business. it is a continued state of mind for us, though."



# WHO WE ARE !!

## MAX HR GROUP - YOUR FRIEND IN FINDING THE GOOD

Providing information skill-based solutions and support to multiple business entities is one of our key services. The strong and most favorable methodologies we love to believe in are the latest technologies with software engineering skills to create information expertise-based solutions for clients in a particular task.



Max HR Group was established in 2010 and enjoys the reputation of being one of the most successful management consultancies for the last 14 Years in overseas HR services. Apart from HR, we are also involved in Recruitment Technical Contracting, and Cleaning Services.





## OUR VISION

"To be the leading global recruitment agency, recognized for our commitment to excellence, innovation, and integrity, connecting top talent with outstanding opportunities and shaping the future of work."



## MISSION

## OUR MISSION

"Our mission is to deliver exceptional recruitment services that exceed client and candidate expectations. **MAX HR GROUP strives to:**

1. **Match Excellence with Opportunity:** Identify and connect highly skilled professionals with employers who value talent and innovation.
2. **Foster Diversity and Inclusion:** Promote a diverse and inclusive workforce, ensuring equal opportunities for all candidates.
3. **Enhance Client Success:** Partner with businesses to understand their unique needs and provide tailored recruitment solutions that drive organizational growth.
4. **Innovate with Technology:** Leverage cutting-edge technology to streamline the recruitment process, enhance candidate experience, and improve efficiency.
5. **Maintain Ethical Standards:** Adhere to the highest ethical standards, ensuring transparency, fairness, and compliance with global labor laws.
6. **Invest in People:** Develop and empower our team through continuous learning and professional development, fostering a culture of excellence and dedication.
7. **Build Lasting Relationships:** Establish long-term partnerships with clients and candidates based on trust, mutual respect, and shared success."



# WHAT WE DO!!

As an international recruiting agency, we specialize in connecting skilled, semi-skilled, and labor workforce with employers across various industries. Our tailored recruitment solutions are designed to meet the specific needs of our clients, ensuring that they have access to the right talent for their business operations. **Here's a detailed overview of what we do:**

## Skilled Workforce Recruitment

### 1. Needs Assessment

- **Client Consultation:** Engage with clients to understand their specific requirements for skilled positions, including technical skills, qualifications, experience, and cultural fit.
- **Job Analysis:** Conduct a thorough job analysis to identify key competencies and job specifications.

### 2. Talent Sourcing and Screening

- **Global Talent Pool:** Access a vast network of highly skilled professionals across different regions and industries.
- **Advanced Screening:** Implement comprehensive screening processes, including technical assessments, interviews, and background checks.
- **Industry-Specific Channels:** Use specialized recruitment channels, professional networks, and industry forums to attract top-tier talent.

### 3. Candidate Placement

- **Skill Matching:** Align candidates' skills, experience, and career aspirations with the client's job requirements.
- **Onboarding Support:** Facilitate smooth onboarding processes, including orientation and integration into the client's organizational culture.
- **Continuous Support:** Provide ongoing support to both the client and the candidate to ensure successful integration and performance.



# WHAT WE DO!!

## Semi-Skilled Workforce Recruitment

### 1. Understanding Client Needs

- **Requirement Analysis:** Understand the specific needs for semi-skilled roles, focusing on practical skills and job-specific training requirements.
- **Work Environment Assessment:** Assess the work environment and cultural aspects to ensure a good fit.

### 2. Recruitment and Screening

- **Broad Sourcing:** Leverage various recruitment channels, including job fairs, community outreach programs, and training institutes to source semi-skilled workers.
- **Practical Assessments:** Conduct practical skill assessments and hands-on evaluations to ensure candidates have the necessary skills.
- **Background Checks:** Perform thorough background checks to verify work history and credentials.

### 3. Placement and Integration

- **Training and Development:** Provide pre-placement training and development programs to enhance the skills of semi-skilled workers.
- **Workplace Integration:** Assist with the integration of semi-skilled workers into the client's workforce, ensuring they understand their roles and responsibilities.
- **Performance Monitoring:** Regularly monitor the performance of placed candidates and provide feedback and support as needed.



# WHAT WE DO!!

## Labour/Helper/Cleaner Recruitment

### 1. Client Engagement

- **Detailed Consultation:** Engage with clients to understand their labor needs, including the number of workers required, job duties, and working conditions.
- **Compliance and Regulations:** Ensure understanding and compliance with local labor laws and international regulations.

### 2. Sourcing and Selection

- **Local and International Sourcing:** Source labor candidates from local communities and international regions with a high supply of labor workers.
- **Screening Processes:** Implement screening processes to verify physical fitness, work experience, and reliability.
- **Mass Recruitment Campaigns:** Conduct large-scale recruitment drives and job fairs to attract a significant number of labor candidates.

### 3. Deployment and Management

- **Contract Management:** Handle all aspects of labor contracts, including terms of employment, compensation, and job responsibilities.
- **Logistics Support:** Provide logistical support for the deployment of labor workers, including travel arrangements, accommodation, and work permits.
- **Workforce Supervision:** Offer on-site supervision and management services to ensure labor workers perform their duties effectively and safely.
- **Health and Safety:** Ensure all labor workers are trained in health and safety practices and comply with workplace safety regulations.



# HR CONSULTANCY!!

MAX HR GROUP offers a wide range of HR consultancy services tailored to meet the needs of our global clients. Our services focus on improving organizational efficiency, optimizing workforce management, and ensuring compliance with international labor standards. **Here is an in-depth look at our key HR consultancy services:**

## Gap Analysis

### 1. Identify Skill Gaps

- Assessment
- Benchmarking

### 2. Data Collection

- Surveys and Interviews
- Performance Metrics

### 3. Analysis and Reporting

- Detailed Reports
- Recommendations

## Management Restructuring

### 1. Organizational Assessment

- Current Structure Evaluation
- Stakeholder Consultation

### 2. Design and Implementation

- New Structure Design
- Change Management
- Communication Plan

### 3. Training and Support

- Leadership Training
- Ongoing Support

## Appraisal & Performance Management

### 1. System Design

- Customized Appraisal Systems
- Objective Setting

### 2. Implementation

- Training
- Tools and Technology

### 3. Continuous Improvement

- Feedback Mechanisms
- Performance Reviews
- Development Plans

## Implementing a Market-Driven Compensation & Benefits Model

### 1. Market Analysis

- Benchmarking
- Competitive Analysis

### 2. Compensation Structure

- Design Compensation Models
- Salary Bands and Grades

### 3. Benefits Programs

- Comprehensive Benefits
- Employee Engagement

### 4. Implementation and Communication

- Rollout Plans
- Communication Strategy

### 5. Continuous Review

- Monitoring and Evaluation
- Feedback Collection



# TRAINING & DEVELOPMENT!!

MAX HR GROUP, understands that the success of any organization hinges on the continuous development of its workforce. Our training and development services are designed to enhance employee skills, foster professional growth, and align with organizational goals. **Here's an overview of our key training and development offerings:**

## Effective HR Development Programs

### 1. Comprehensive Training Needs Analysis

- Assessment
- Consultation

### 2. Customized Training Solutions

- Tailored Programs
- Blended Learning

### 3. Leadership Development

- Executive Coaching
- Leadership Workshops

### 4. Performance Management Training

- Appraisal Training
- Feedback Skills



## & DEVELOPMENT

## Arranging Corporate Training Program

### 1. Training Program Design

- Objective Setting
- Content Development

### 2. Delivery of Training

- Expert Trainers
- Flexible Scheduling

### 3. Evaluation and Feedback

- Training Assessments
- Participant Feedback

## Transitional Solutions for Final Run Organization to Corporate Setup

### 1. Change Management Training

- Transition Planning
- Communication Strategies

### 2. Cultural Integration

- Cultural Training
- Team Building

### 3. Process Reengineering

- Process Training
- Skill Enhancement



# OUR AREA OF RECRUITMENT!!

## 1. Construction and Engineering

- Infrastructure
- Utility Operation and Maintenance

## 2. Security and Cleaning

- Facility Helpers

## 3. Transport Management

- Drivers
- Operators
- Loaders

## 4. Hospitality Services

- Hotels
- Restaurants
- Catering

## 5. Industrial and Manufacturing

- Factories



# OUR AREA OF RECRUITMENT

## 6. Oil & Gas

- Professional Staff
- Supervisory Personnel

## 7. Highly Skilled Technical Personnel

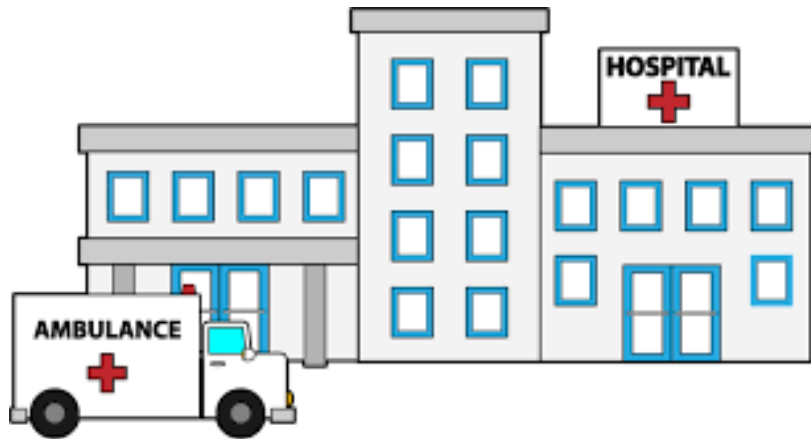
## 8. Semi-Skilled Workers

## 9. Helpers

## 10. Cleaner



# MEDICAL AND HEALTH CARE



- Consultant Doctors
- Specialist Doctors
- General Practitioners
- Specialized Nurses and Nursing Staff
- Medical Technicians



## OTHER STAFFS

### Factory Workers

- Retail
- Merchandisers

### Cashiers

### Shop Floor Staff

### Supermarket/Hypermarket Workers

### Technical and Support Staff

### Sales Persons/Promoters

### Domestic Helpers





## BUILDING/INFRASTRUCTURE CONSTRUCTION (Civil, Mechanical & Electrical)



- Project Managers
- Senior Engineers
- Engineers
- Foreman/Supervisory Personnel
- Unskilled Workers
- Drivers/Operators



# FACILITY MANAGEMENT & CLEANING SERVICES



- Supervisor
- Security Guards
- Helpers

- Cleaners
- Life-Guards
- Rope-Access Workers
- Loading Unloading Helpers
- Office Boys
- Pocking Staff
- Valet Parking Drivers & Attendants



## OUR WHOLE RECRUITMENT PROCESS SCENARIO

1. Understanding Client Demands
2. Establishing a Work Plan
3. Publishing Adverts in the Newspaper
4. Sourcing From an Existing Data Bank
5. Screening of Shortlisted Applicants
6. Interview Procedure



7. Training and Practical Test
8. Conducting Medical Examination
9. Processing Visa Stamping
10. Immigration Clearance Paperwork
11. Departure of Candidates
12. Candidate Evaluation Report From Client



# EXECUTIVE RECRUITMENT DIVISION

Our Executive Recruitment Division specializes in sourcing and placing top-tier executives across various industries in Bangladesh, UAE, Saudi Arabia, Qatar, Malaysia, and Libya. We provide a comprehensive and tailored approach to meet the unique demands of executive roles in these regions.



## Roles Covered

### 1. C-Level Executives

- CEO, CFO, COO, CIO, CTO

### 2. Senior Management

- General Managers, Directors, Vice Presidents

### 3. Specialized Roles

- Chief Engineers, Medical Directors, Heads of Departments



# TECHNICAL CONTRACTING & LOCAL LABOUR SUPPLY DIVISION

We can provide ready workers- skilled, semi-skilled and Helpers on Hourly Contracts, for a fixed term of 6 months, 12 months, 24 months.



## Categories on Hire-

1. Masons
  - Block & Plaster
2. Tiles & Marble Masons
3. Shuttering Carpenter
4. Steel Fixer
5. Welders
6. Painter
7. Finishing Carpenters
8. Cleaner
9. Helper



# BUSINESS SETUP CONSULTANCY DIVISION

Our Business Setup Consultancy Division offers comprehensive management consultancy services for new business establishments. We provide various services to support businesses at every stage, ensuring a smooth and efficient setup process.

## Key Services

### 1. End-to-End Management Consultancy

- Comprehensive guidance for new business setup
- Strategic planning and execution
- Business registration and licensing



### 2. PRO Services & Legal Consultancy

- Assistance with government documentation and approvals
- Legal advisory services
- Compliance with local regulations

### 3. New Visa & Visa Services

- Processing of business and employee visas
- Visa renewals and cancellations
- Compliance with immigration laws



MAX HR GROUP'S Business Setup Consultancy Division is committed to providing end-to-end support to help you establish and grow your business efficiently and successfully.

# FINANCIAL CONSULTANCY

Our Financial Consultancy Division offers various services to meet your financial planning and management needs. We provide expert advice and solutions to help individuals and businesses achieve financial goals.

## Key Services

### 1. Financial Consultancy

- Personalized financial planning and advice
- Wealth management and growth strategies
- Risk assessment and management



### 2. Investment & Portfolio Management

- Custom portfolio creation and management
- Investment strategy and asset allocation
- Performance monitoring and reporting

### 3. Financial Trading

- Risk management and trading strategies



MAX HR GROUP'S Our Financial Consultancy Division is dedicated to delivering expert financial advice and comprehensive solutions to help you achieve financial stability and growth.

# OUR SELECT CLIENTELE

## SAUDI ARABIA

1. Herfy Food
2. Saudi Bin Laden Company
3. Salini Saudi Arabia Co. Ltd
4. Averda Saudi International Company
5. International Recruitment Company
6. Abdal Manpower Recruitment Services
7. Maharah Human Resources
8. Initial Saudi Group
9. Al Majal Al Arabia
10. Al Majal Master Services (G4S)
11. Nasser Abdullah Abu Sarhad Contracting Est
12. Al Badr International Company
13. Comfort House Contracting
14. Port Saeed Transport & Bldg Cont
15. Helios Contracting Rigid Industries
16. Jussur Emdad International Recruitment Co

(Many more companies)

## MALAYSIA

1. Cocoaland Industry Sdn Bhd
2. Hond Tal Industries Sdn Bhd
3. ISS Facility Sdn Bhd
4. Jaya Cepat Plastic Industries Sdn
5. KH Plastic & Packaging (M) Sdn Bhd
6. KL Kepong Rubber Products Sdn Bhd
7. KPI Plastic (M) Sdn Bhd
8. Merry Fair Chair System Sdn Bhd
9. OMI Alloy (M) Sdn Bhd
10. Poly Projects Sdn Bhd
11. Tatt Win Rubber Industry Sdn Bhd
12. VEY Yick Trading Co Sdn Bhd
13. Tonics Furniture Sdn Bhd
14. Cendana Mewah Resources
15. Nswe Management Services
16. Multiple Training Tech Sdn Bhd

(Many more companies)

## UNITED ARAB EMIRATES

1. TDIC Company - Abu Dhabi
2. DUBAI DRYDOCKS WORDL LHASA PROJECT
3. DULSCO
4. Facility Management, Security and Retail
5. Bin Butti Group
6. Ergoda Facility Management Ansar
7. Sharjah
8. Alam Supermarket Group, AUH Sawaeed Certis
9. AUH Ultimate Security Service
10. Cleanco, Sharjah Sawaned Em
11. ployment
12. First Security Group
13. Ardeco decor and furniture Power scope  
group-Al Ain
14. Servel

(Many more companies)



# OUR SELECT CLIENTELE

## QATAR

1. Bojamhoor Group
2. Amana Qatar
3. Combined Group
4. While Field Trading & Contracting
5. Redco Almana
6. Tasjeel
7. LOTUS
8. Jordan Qatar
9. Al Jazira Group
10. NAFFCO
10. AMICO Group
11. Elegial Facilities Management
12. ZAD Holdings
13. Amana Qatar Contracting
14. Bojamhoor Trading Contracting
15. Imperial Trading Contracting
16. SASCO Group
17. Al Jazerra Group
18. RABAN Reay Mix

(Many more companies)

## LIBYA

1. MOH- Libya
  2. Al Fania Aluminum Factory
  3. Libyan Group for Contracting & Trading
  4. SUMMA
  5. Al Nahar Co
  6. SAMA Contracting
  7. Al Sham Marble Factory
- (Many more companies)



*Thank You*