



United Arab Emirates  
Pakistan  
India  
Nepal  
Sri Lanka  
Bangladesh

## Contact Us

**Tel:** +971 2 672 1274, **Fax:** +971 2 676 6579

**E:** [hr@marhabagroups.com](mailto:hr@marhabagroups.com)

**E:** [admin@marhabahrgroup.com](mailto:admin@marhabahrgroup.com)

Office#20, Building plote-18, Mussafah 38,  
Abu Dhabi, United Arab Emirates,  
Pin code 00000.

  
**MARHABA**  
**GROUP OF COMPANIES.**  
HUMAN RESOURCES CONSULTANCY & MANAGEMENT

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

# Welcome To Marhaba Group of Companies

*Empowering Your Business with  
Strategic Human Resources &  
Manpower Solutions*



*At Marhaba Group of Companies, we  
believe that people are the heart of  
every successful organization*

## Table Of Content

About Company	04
Why Choose Us	05
Company History	06
Our Message	08
Vision & Mission	10
Our Scope of Services	12
Area of Operations	13
Our Recruitment Process	14
Business Challenges	16
Our Major Clients	18
Our Offices	19
Contact	20

# About Company



Established in Abu Dhabi, United Arab Emirates, in May 2000, Marhaba Group of Companies has grown to become a leading recruitment and HR solutions firm. As one of the few companies in the UAE awarded an official Recruitment Services Licence, we proudly serve most of the top 20-30 companies in the region. Our extensive team, many of whom are seconded to our client companies, ensures we meet diverse HR needs.

Matching the right people to the right positions is where we begin our partnership with you. Whether you are a candidate seeking the perfect role, a recruiter, or a company in need of manpower or corporate services, from initial contact to relocation, we provide comprehensive support.

*"Relationships with people make our business work."*

# Why Choose Us?

Our professionals are trained in internationally respected methodologies and techniques, enabling us to help clients develop robust toolkits encompassing all aspects of talent management, from appraisal to retention. Marhaba is committed to excellence and innovation, continuously evolving to meet the needs of our clients in the dynamic HR landscape.

Marhaba group of companies offers a broad spectrum of HR services including talent acquisition, training and development, performance management, HR compliance, and payroll administration. This all-encompassing approach ensures clients receive tailored solutions for all their HR needs. Our methodology focuses on understanding client needs and providing customized solutions. This ensures that each client gets personalized and effective HR support.

## Capabilities & Recognitions Marhaba Group



We collaborate with world-class recruitment agencies across Pakistan, India, Nepal, Sri Lanka, Bangladesh.



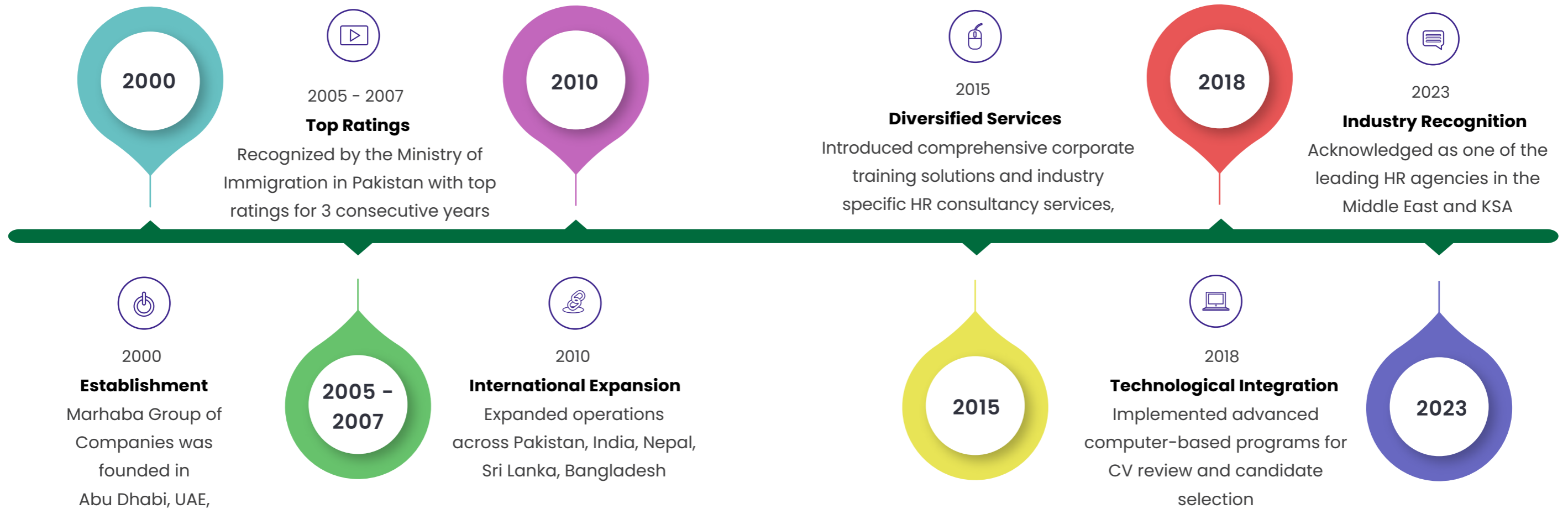
Recognized by the Ministry of Immigration in Pakistan with top ratings from 2005 to 2007.



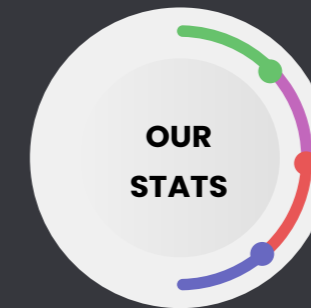
Our team includes specialists with in-depth knowledge across various sectors, providing a critical industry perspective and standard.



# Company History



*Our journey, a testament to innovation, resilience, and commitment.*



- 6+ World Wide Offices
- 6 Countries
- 500+ Clients
- 100+ Professionals

# Our Message

*"Our goal is to create a diverse range of businesses and offer more than just basic services. We focus on delivering quality with a touch of taste and style. When asked about the key to business success, We believe it's about following your goals, loving what you do, and doing it with originality, style, and the right team."*



NAVEED AHMED ALLAH BAKSH QURESHI  
CEO  
Marhaba Group of Companies

“

Welcome to Marhaba Group of Companies. It is an honor to address you as a firm that has been at the forefront of HR consultancy & management services since 2000. Our journey from a small recruitment agency in Sharjah to a leading HR solutions provider in the UAE is a testament to our unwavering commitment to excellence and client satisfaction.

At Marhaba, we firmly believe that people are the cornerstone of all successful organization. Our mission is to connect talented individuals with leading companies, fostering environments where both businesses and employees can thrive. We take pride in our extensive range of services that cater to the diverse and evolving needs of our clients.

Our success is deeply rooted in the robust partnerships we have built over the years. We collaborate with world-class recruitment agencies across Pakistan, India, Nepal, Sri Lanka, Bangladesh. These international partnerships allow us to leverage a global talent pool, ensuring that our clients benefit from the best candidates available.

”



# Our Vision



Our vision is simple, yet holistic. We envision a world where HR and Travel Management processes are streamline, information gets semantically organized and quality of life gets better in all walks of life. We strive to do whatever it may take to see our vision a sounding reality. We have never wavered from this vision.

# Our Mission



Our mission at Marhaba Group of Companies is to provide exceptional human resources consultancy and management services that exceed our clients' expectations. Our commitment to quality, innovation, and client satisfaction drives us to deliver tailored solutions that enhance organizational effectiveness and contribute to the success of our clients and candidates alike.

# Company Highlights

As one of the leading manpower consultants and recruitment agencies in the Middle East and KSA, Marhaba Group maintains a comprehensive database of personnel, ranging from top management to general manpower, ensuring we can meet a wide range of client needs.



## Value-Added Services

We create solutions are easy, cost effective, & manageable ensuring client satisfaction.



## Rigorous Selection Process

We evaluate candidates through in-depth interviews to ensure only the most qualified individuals are presented to clients.



## Leader in Industry

Our professional services span key regions, including UAE, Saudi Arabia, Qatar, Kuwait, Pakistan, India, Sri Lanka, Nepal, and Oman.



# Our Scope Of Services



*At Marhaba Group of Companies, we offer a comprehensive range of services tailored to meet the diverse needs of our clients.*

## Overseas Recruitment

- White-collar and blue-collar workers
- Drivers for all sections
- Security services

## Manpower Resourcing

- Junior, skilled, and unskilled workers

## Staffing Solutions

- Office staff recruitment
- Management & executive placements

## Corporate Trainings

- Technical Skills Training
- Soft Skills Development
- Compliance and Regulatory Training
- Performance Improvement Programs
- Leadership Development

## Legal Solutions

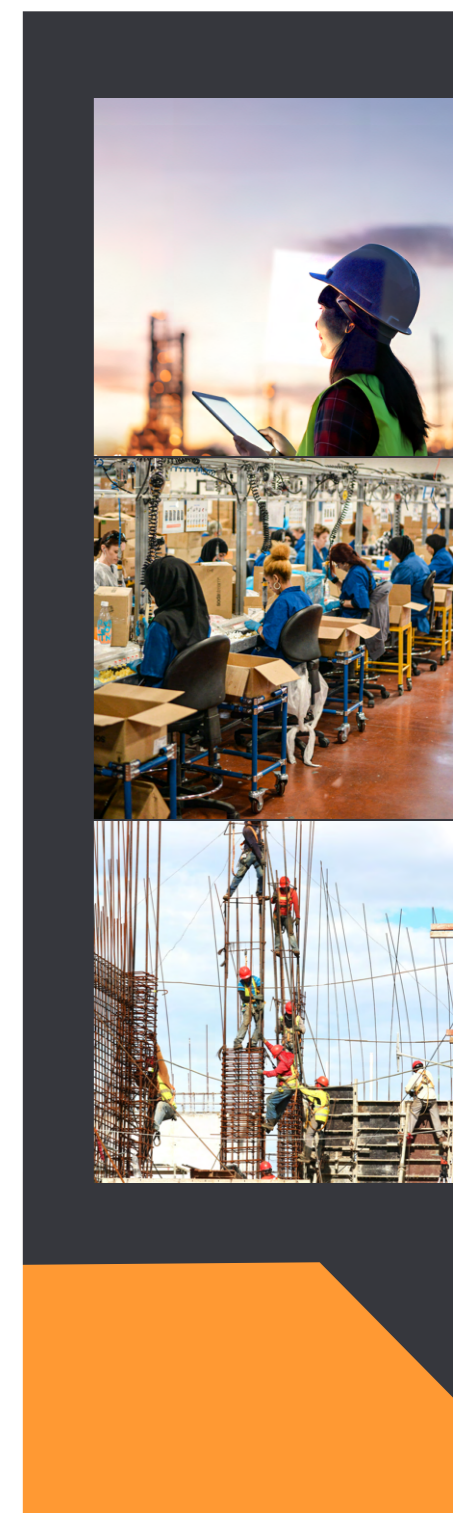
- Legal support based on immigration laws & policies
- Contract drafting, legal compliance, and dispute resolution.

## PRO Services

- Visa typing service
- For document processing, government liaison, and regulatory compliance.

# Area of Operations

- Airline, Aviation, and Airport
- Advertising and Public Relations
- Aluminum Production and Processing
- Architecture and Engineering
- Arts, Design, Entertainment, and Music
- Sports, and Media
- Automotive, Transportation, Material Moving, and Distribution
- Banking and Financial Operations
- Chemical Manufacturing
- Computer and Information Technology
- Construction (Infrastructure, Building, Roads)
- Education and Training
- Electro-Mechanical Services
- Electronics Services
- Food Manufacturing
- Furniture and Related Products Manufacturing
- Heavy and Light Industries
- Hospital, Healthcare, and Pharmaceuticals
- Hospitality Services
- Landscaping Services
- Legal Services
- Management, Office, and Administrative
- Oil and Gas, Petrochemicals, and Refinery
- Installation, Repair, and Maintenance
- Personal Care Services and Cosmetics
- Protective and Security Services
- Sales, Marketing, and Business Development
- Telecommunication Services
- Travel and Tourism
- Warehouse and Logistics
- Water Treatment and Desalination Plant



# Our Recruitment Process



## Step 1

- Receive job specifications from the client.



## Step 2

- Use media references to approach specialist groups.
- Submit CVs to the database.



## Step 3

- Review CVs through a software & create a detailed listing of candidates.



## Step 4

- Conduct initial reviews by an interview panel.
- Interview selected candidates.



## Step 5

Shortlist candidates after initial interviews.



## Step 6

- Final selection & approval by the Division Manager of the company.



## Step 9

- Offer complimentary support after "execution of service" for urgent needs



## Step 8

- Provide counseling for selected employees.
- Explain the dress code.



## Step 7

- Arrange for passport, medical clearances, and issuance of work permit/employment visa

### Our Business Cycle Guarantees High-Quality Placements

Marhaba Global excels in selecting and placing senior executives and specialist professionals through a structured process. We ensure suitability by adhering to job specifications and conduct proactive, cost-effective interviews within a single day, accommodating busy professionals.

Our interview panels, composed of three experts, efficiently assess candidates in six-minute sessions. Clients can review candidates if desired, and we handle all logistics, including finalizing appointment letters, arranging employment visas, and managing mobilization. Upon contract completion, we oversee the exit process, ensuring smooth transitions and maintaining high standards.



# Business Challenges

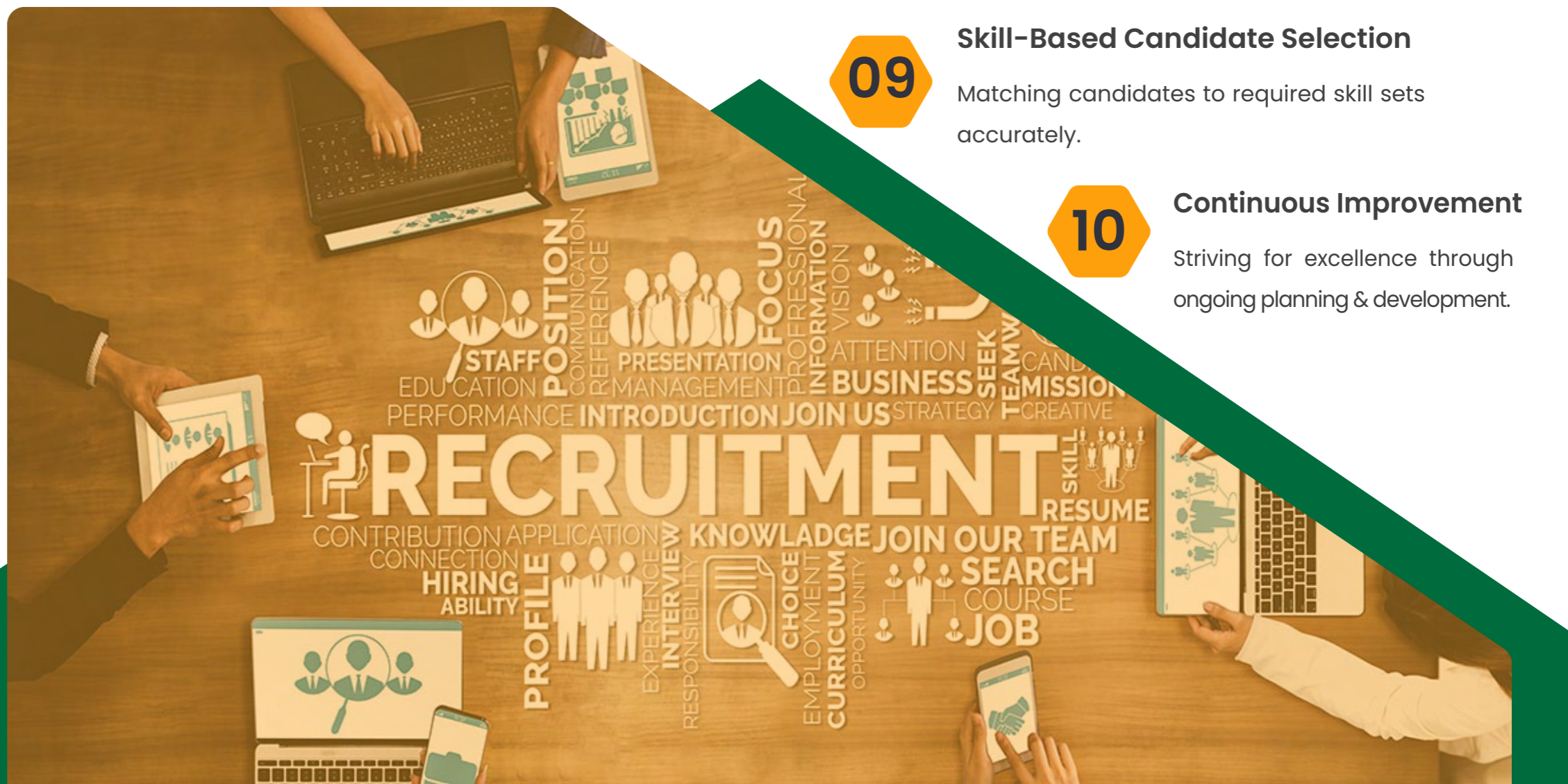
*These challenges reflect Marhaba Group of Companies' dedication to providing high-quality HR and manpower management services in a global context.*



- 01 Cultural Integration**  
 Building cohesion among diverse cultures for successful outsourcing
- 02 Innovative Recruitment**  
 Designing unique methods for hiring across all staff levels from low, medium to executive levels.

- 03 Efficiency**  
 Ensuring timely deployment to meet project deadlines.
- 04 Global Compliance**  
 Handling diverse HR regulations and documentation across countries.
- 05 Logistics Management**  
 Planning for timely deployment despite varying factors.
- 06 Support Services**  
 Providing reliable assistance and compliance with regulations.
- 07 Visionary Approach**  
 Clear vision and strategic methodologies for achieving excellence.
- 08 Grabing Opportunity**  
 Turning challenges into opportunities for improvement.

- 09 Skill-Based Candidate Selection**  
 Matching candidates to required skill sets accurately.
- 10 Continuous Improvement**  
 Striving for excellence through ongoing planning & development.



# Our Major Clients

Our major clients represent a diverse range of businesses, from multinational companies to local enterprises, who trust us for our unparalleled HR and manpower management services.



# Our Offices



## HEAD OFFICE

**MARHABA GROUP OF COMPANIES**  
 Human Resources Consultancy & Management  
 Plot-18, Office#20, Musaffah 38,  
 Abu Dhabi, UAE P.O. BOX. 00000, Musafiah  
 Ph: 026721974, 026766579  
 +971 54 786 6658 E: [hr@marhabagroup.info](mailto:hr@marhabagroup.info)  
 Web: [www.marhabahrgroup.com](http://www.marhabahrgroup.com)

## INDIA OFFICE

**MARHABA HUMAN RESOURCES CONSULTANCY**  
 5, Scindia House, 1st Floor,  
 Connaught Place  
 New Delhi, 110001

## PAKISTAN OFFICE

**MARHABA GROUP OF COMPANIES**  
 Office No. 4, Mazzanine Floor, Al-Asghar Plaza  
 Blue Area, Islamabad, Pakistan.  
 +92 51 8442888/+92 51 8442999  
[mgcoverseas@maleehagroup.com](mailto:mgcoverseas@maleehagroup.com)

## NEPAL OFFICE

**M/S ADVANCED MANAGEMENT CONSULTANTS P. LTD**  
 Government License No 1470/074/075  
 Kathmandu, Nepal  
 Email: [info@amgroup.com.np](mailto:info@amgroup.com.np)