



**S. K. INTERNATIONAL**  
*HR CONSULTANCY*

APPROVED BY MINISTRY OF EXTERNAL AFFAIRS

**"Building Careers, Connecting Opportunities"**

# ABOUT US

Founded with a vision to empower individuals and businesses alike, S.K. International Human Resource Consultant has been a trusted name in the human resource consultancy industry for over 30 years.

Established with a commitment to excellence and a passion for connecting talent with opportunity, our journey began with a focus on manpower recruitment for Middle Eastern countries.

## PROPRIETOR

Meet our esteemed Managing Director, Shajahan Ibrahim. With more than 30 years of industry expertise and leadership, He brings a wealth of knowledge and passion to S.K. International. As the driving force behind our success, he guides our team with a visionary approach, empowering us to exceed expectations and deliver exceptional results. With a steadfast commitment to integrity, he ensures that our values of professionalism, transparency, and client satisfaction are upheld at every step.



# OUR SERVICES

## Manpower Recruitment:

Connecting Talent with the Right Opportunities: We meticulously source and screen skilled professionals across various industries, ensuring a perfect match between candidates and employers. Our extensive network and personalised approach make us the preferred choice for talent acquisition.



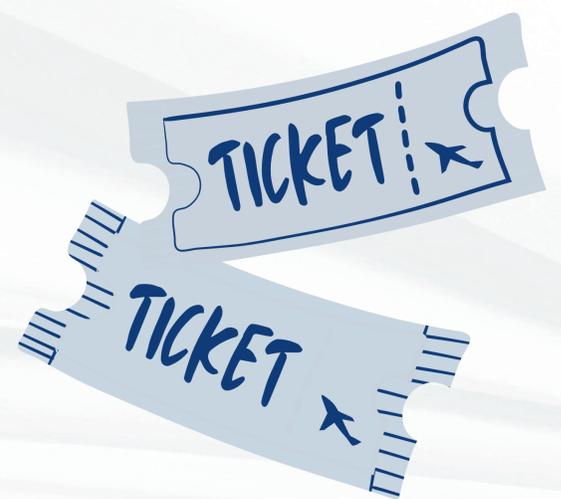
## Visa Processing:

Streamlined and Hassle-Free: Navigating visa procedures can be complex, but our dedicated team takes the burden off your shoulders. We handle all documentation and processes efficiently, ensuring a smooth and stress-free visa acquisition journey.



## Ticketing and Travel Arrangements:

Journey with Confidence: Your journey to new career horizons begins with us. From booking flights to arranging accommodations, we take care of your travel needs, ensuring a comfortable and seamless transition.



# OTHER SERVICES

## Hajj and Umrah:

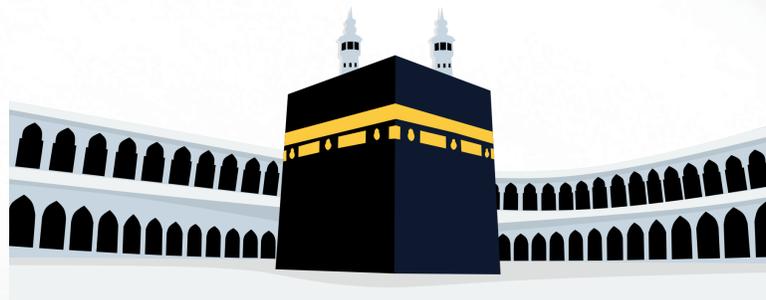
### Definition of Hajj

The word "Haj" means heading for an honourable person or place. Hajj means worshipping Allah by performing the Hajj rituals, which are defined as specific acts performed at a specific time and place in a specific way.

### Introduction

S.K. International is an authorized tour operator to process visa applications for individuals and groups who wish to proceed for the noble deed of performing Umrah and Hajj.

Visiting the House of Allah is a duty owed by all people who are able to do so. As outlined in the many books of Hadith, the person who performs Hajj to please Allah and abstains from sins of all sorts, shall return pure and sinless as they were at the time of their birth. It is an obligatory duty for every Muslim, man or woman, who has reached the age of puberty and is sound of mind to perform Hajj once in his or her life time, provided that they have the means to do so. Hajj is the fifth of the five Pillars of Islam. Umrah is Sunnatul Maukkadah.



### Documentation of Umrah

A visa for Umrah can be obtained after purchasing ground arrangements (hotel and transportation) only. In order to expedite this two-step process, the following details are required:

Part A: Approval from the Ministry of Hajj in Saudi Arabia

1. Flight details of arrival and departure in and out of Jeddah.
2. Full name as it appears on the passport (Last name/Middle name/First name).
3. Passport date of issue, date of expiry, place of issue.
4. Address and telephone contact of passenger.
5. Father and Mothers name of all adult passengers.

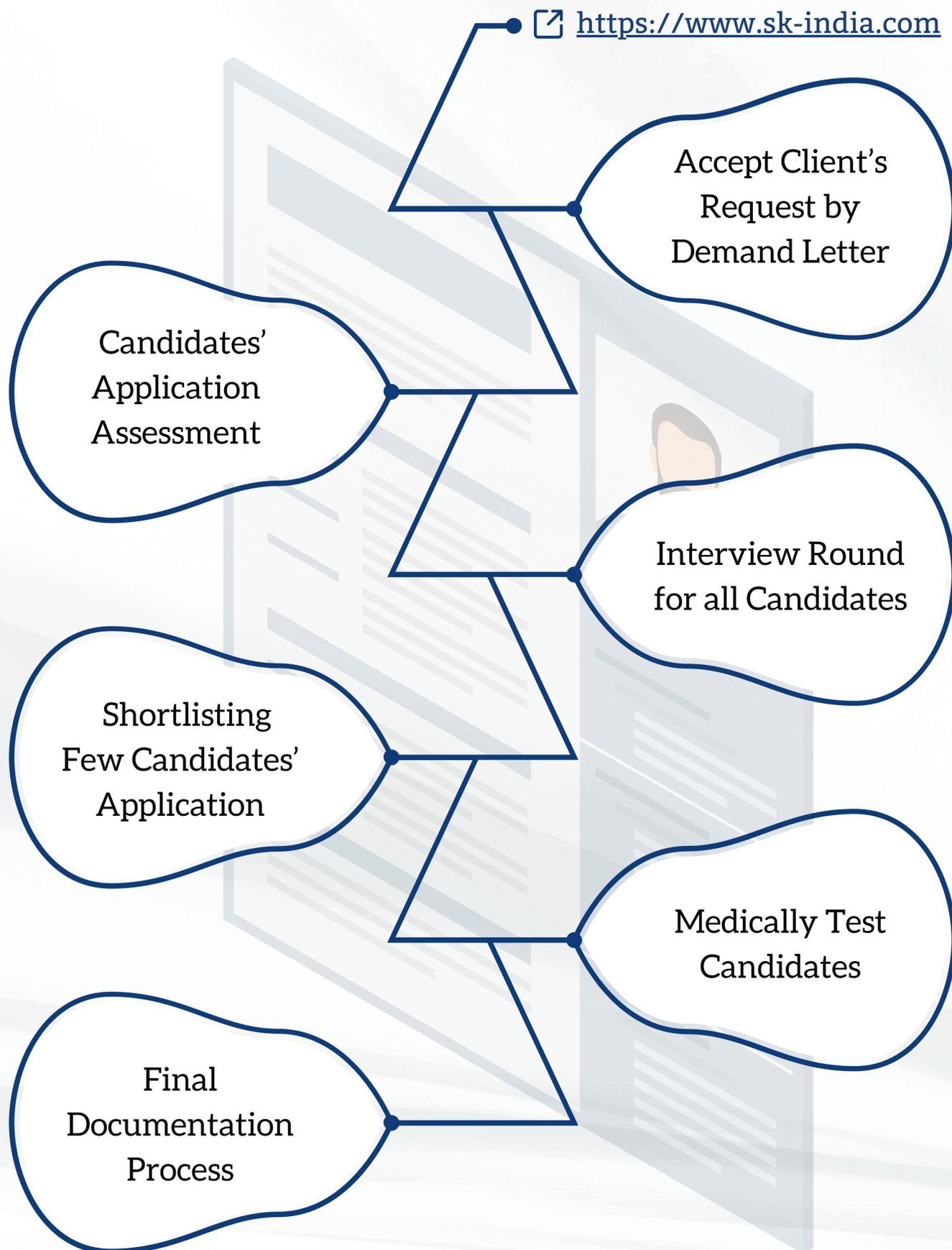
Part B: Submission of documents to the embassy in Mumbai.

1. 2 passport size photographs for each passenger.
2. Completed application forms with signature for each passenger.
3. Original passports valid for a minimum of six months from date of travel.
4. Non Indians need to submit original Landed documents.

The processing time for the Umrah visa is 14 days, once all documents are in order.

The visa is valid for one month for entry into Saudi Arabia (eddah only) and good for a l-month stay from date of entry.

# RECRUITMENT PROCEDURE



# JOB SPECIALISATIONS

## Civil Sector:

- Mason/Tile Fixer/Plasterer
- Carpenter - Furniture & Gypsum
- Shuttering Carpenter
- Rigger/Scaffolder
- Painter
- Construction Labour/Agricultural Labour



## Drivers & Operators:

- Light Vehicle Driver / Bike Driver
- Heavy Vehicle Driver
- Mobile Crane Operator
- Trailer Operator
- Bobcat Operator
- Wheel Loader Operator
- Tower Crane Operator
- Forklift Operator



## Hospitality & Food Sector:

- Cook - Indian, Continental, Arabic, etc
- Confectioner - Pastry Chef, Cake Decorator, Baker
- Butcher
- Chef de Partie
- Waiter / Waitress / Hostess
- Steward
- Housekeeping Staff
- Laundry Staff
- Restaurant Supervisor



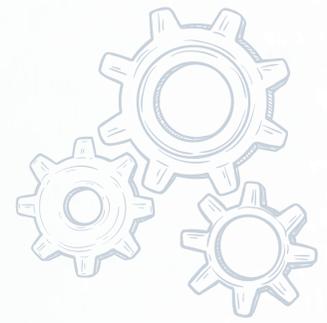
## White Collars:

- Engineers - Civil, Mechanical, Electrical, IT, Electronics, and more
- Foremen / AutoCAD Draftsmen - Civil, Mechanical, Electrical, IT, Electronics, and more
- Accountants / Administrative Staff
- Managers - Finance, Marketing, HR, Sales, Operations, and more



## Mechanical/MEP:

- HVAC Technicians
- AC Mechanics
- Chiller Operators
- Millwright Fitters
- Fitters - Aluminium, Steel, and Pipe
- Fabricators - Aluminium, Steel, and Pipe
- Welders - Arc, Argon, MIG, and TIG
- Welders - Plate and Pipe (1, 2, 3, 4, 5, 6G, 6GR)
- Gas Cutters/Ironsmiths
- Auto Mechanics
- Diesel Mechanics
- CNC Machine Operators
- Electricians
- Plumbers
- Denters
- Cable Jointers
- Turners
- Binders
- Home Appliance Mechanics - Lathe Workers
- Gardeners, Cleaners, Security Guards, and Helpers



## Medical Sector:

- Registered Nurses (RN)
- Physicians (Doctors)
- Paramedical Staff (e.g., Medical Technologists, Radiographers, Respiratory Therapists, etc.)
- Technician



# ACCREDITATION

## ISO Certificate



## External Affairs License



## IATA Certificate

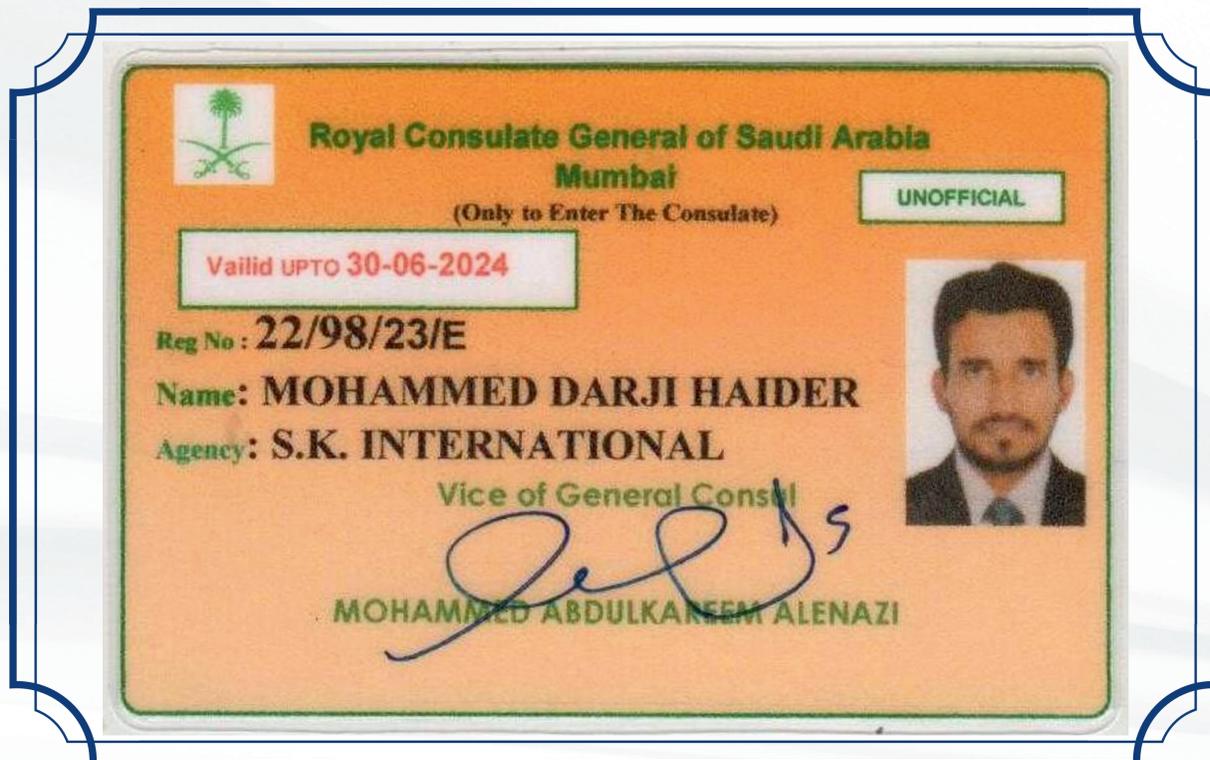


# ACCREDITATION

## Owner Consulate ID card



## Employee Consulate ID card



# CONTACT US

## Corporate Head Office

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