



Vietnam Manpower
Your partner for success



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COMPANY PROFILE





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About Vietnam

Vietnam is standing in the 13th most populous country in the world with its population up to 90 million and about 70% of these are in the working age. The workforce in the densely populated country is growing about 1.5 million people each year, which becomes one of the largest workforce in the Southeast Asia region but this manpower resource still seems untapped to the outside world. Thus **Vietnam Manpower Supplier** is established to explore the advantage of this potential labor market.



Who we are?

Vietnam Manpower Supplier is one of Vietnam leading Human Resource Company recognized as Overseas Placement Consultant and provider in Vietnam. A professionally managed organization with almost Recruitment network spreading over Vietnam country. **Vietnam Manpower Supplier** gathers several public joint-stock companies had permitted by Ministry of Labor Invalids and Social Affairs as an oversea recruiting agency for overseas recruitment of unlimited number of workers.

Vietnam Manpower Supplier is fully committed to the complete satisfaction of both, Our Prestigious clients as well as Job seekers who are desirous for overseas employment with a right & a better secure Future. We provide Overseas Placement for those looking forward to broaden their horizons and head for better career opportunities in the Middle East. We have our own well-equipped and modern offices and a wide network of operation in Hanoi, Haiphong, Vinh and Hochiminh city as well as associated offices in all the major provinces of Vietnam.

As a professionally domestic and overseas recruiting organization, **Vietnam Manpower Supplier** provides customers with unparalleled reach across industry sectors. **Vietnam Manpower Supplier** always understands the needs of your business are complex and evolving, and we are focused on developing and nurturing long-term, results-oriented partnerships. We provide trusted, consultative services by truly listening and responding to the needs of our customers, candidates and associates not only within Vietnam but also to the world.

Our Goal & Mission



Our corporate goal is to pursue excellence in our professional services as well as serving our valued customers to their complete satisfaction and to the best of our ability with strength of Team work, Honesty & Sincerity.

We are a leading diversified company carrying out Overseas Placement Consultant, vocational training and human resource activities internationally. We are committed to providing reliable, amicable, and professional service to our valuable clients, and to being supportive to local businesses and social activities, being friendly to the environment as well as being proactive in the socio-economic



environment within which we operate. Our appreciation of our clients' interests, evidenced by meeting their requirements and ensuring high quality services, is the prime directive of our management. Our growth and profitability are maintained through innovation, technical enhancement, and adaptability to all our customers.

Our profitability is directed towards sustaining growth and to providing satisfactory returns to our shareholders. Our commitment to growth is firmly linked to our commitment to our employees' continuous development and rewarding careers.

We are also devoted to our employee's safety and health, job security, and welfare. Our strength emanates from our distinct culture, strong and close relationships with our clients, employees' competence and loyalty, entrepreneurial and flexible management, capabilities, focus on high quality services, and labor exported marketable acumen.



The Organization

As befitting a large joint-stock company, **Vietnam Manpower Supplier** offices and personal can be found throughout Vietnam:



Vietnam Manpower Supplier and its Members/ Associate companies and Vocational training schools consist of:

■ **VIPCO CREW Hanoi**

Address: No 5N5B MyDinh str, TuLiem dist, Hanoi city, Vietnam

License for sending Labors to work abroad No 298/LDTBXH-GP granted by Vietnam Ministry of Labor War-Invalid and Social Affairs dated on December 29, 2011.

■ **Global Polytechnic Corporation**

License for sending Labors to work abroad No 200/LDTBXH-GP granted by Vietnam Ministry of Labor War-Invalid and Social Affairs dated on August 19, 2009.

Address: Hahoi Hamlet, Tanlap commune, Danphuong dist, Hanoi city, Vietnam

■ **ThanhHoa Labour and Expert Export Services JSC**

License for sending Labors to work abroad No 46/LDTBXH-GP granted by Vietnam Ministry of Labor War-Invalid and Social Affairs dated on January 14, 2008.

Address: No 74, To Vinh Dien str, Dien Bien ward, Thanh Hoa city, Thanh Hoa province, Vietnam

■ **Vinh phuc Tourism and Import Export JSC**

License for sending Labors to work abroad No 266/LDTBXH-GP granted by Vietnam Ministry of Labor War-Invalid and Social Affairs

Address: Ly Bon str, Dongda ward, Vinh Yen city, Vietnam

■ **Tourist, Trade and Labor Export JSC**

Address: 160 Le Trong Tan str, Khuong Mai ward, Thanh Xuan dist, Hanoi city, Vietnam

■ **Vinheat Investment Joint Stock Company (VICA., JSC)**

License for sending Labors to work abroad No 182/LDTBXH-GP granted by Vietnam Ministry of Labor War-Invalid and Social Affairs

Address: Van Quan, Ha Dong dist, Hanoi city, Vietnam

■ **Tay Ha Technical Career training school**

Address: Hahoi Hamlet, Tanlap commune, Danphuong dist, Hanoi city, Vietnam

■ **Labor Export and Job development Center- Oriented Education & Foreign language School**

Address: No 132 Le Duan str, Hanoi city, Vietnam

■ **Bach Dang Ship Building Industry Vocational College**

Address: No 3 Phan Dinh Phung str, Ha Ly ward, Hong Bang Dist, Haiphong city, Vietnam

■ **Ha Tinh Vocational Training College**

Address: No 454, Ha Huy Tap str, Ha Tinh city, Vietnam

■ **Duyen Hai Vocational Training College-** No 156/109 TruongTrinh str, KienAn, Hai Phong.

The Profitable Selection

There are numerous Employers in Asia and in the Middle-East given us their feedbacks and concrete testimonials to Vnmanpower.com capabilities such as:

- ✓ Vnmanpower.com has a large pool of Skilled, Semi-Skilled and Un-Skilled workers;
- ✓ Vietnam labors are also educated, skilled, well training, experienced, patient, hardworking, loyal, to get use to the post very quickly and hiring cost is specially among the lowest from the Asia regions;
- ✓ Whenever you need engineers or welders; mechanic or driver; carpenter or painter; pipe-fitter or plumber, rigger or steel fixer; scaffolder or mason...etc you will find Vietnamese worker to the task and Vietnamese worker is exactly an asset to his Employers and an asset to the place where he work for. These facts pave the way to high productivity and cost effective...



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ABDULALI AL-AJMI CO.
A Saudi Joint Stock Company
Paid Up Capital 346.000.000 S.R



شركة عبد العالي العجمي
شركة مساهمة سعودية
رأس المال المدفوع بالكامل ٣٤٦.٠٠٠.٠٠٠ ريال

Date: 10.06.2012

Sir / Madam,

We are satisfied to state that Vnmanpower.com services is supplying our manpower requirements from Vietnam.

Vnmanpower.com has been assisting us in our recruitments from Vietnam and we highly appreciate their professionalism and prompt response to our manpower requirements.

We commend their recruitment quality as well as their business dealings which are very straightforward and transparent.

We do not hesitate to recommend the services and expertise of Vnmanpower.com to any Employer who wishes to source manpower from Vietnam.

Handwritten signature

Handwritten signature of Mr. Salah Aldin Ahmed Hassanin

Mr. Salah Aldin Ahmed Hassanin
Administration Manager



المركز الرئيسي - الرياض - ص.ب - ١٠٦٠٠٣٩٤٣ - رقم العضوية: ١١٩٨٩ - هاتف: (٠١) ٢٤٠٢٤٥٠ - (٠١) ٢٤٠٢٤٥١ - فاكس: (٠١) ٢٤٠٢٤٥٨ - ص.ب ٨٦٠٥٩ الرياض ١١٦٢٢
فرع الإحساء - هاتف: ٩٢٠٠٠٦٦٦١ - (٠٣) ٥٩٢٢١٧٢ - (٠٣) ٥٩٢٢١٧٣ - فاكس: (٠٣) ٥٩٢٢١٧٠٤ - ص.ب ٤٤٧ - الإحساء ٣١٩٨٢
Head Office : Riyadh - C.R. : 1010039430 - C.C.I. No.: 11989 - Tel. : +(966-1) 2402450 - 2402451 - Fax: +(966-1) 2402458 - P.O.Box 86059 Riyadh 11622
Al-Ahsa Branch: Tel: 920006661 - +(966-3) 5922672 - 5942142 - Fax: +(966-3) 5928704 - P.O.Box 447 - Al-Ahsa 31982
Web Site: www.alajmicompany.com





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شركة وراء البحار للخدمات الفنية والطلاء (ذ.م.م)
Overseas Technical Coatings & Services Company (LLC)

APPRECIATION CERTIFICATE

We **Hertelotc** are fully satisfied with the excellent standard of service we have received from **Vnmanpower.com** services, when supplying our manpower requirements from Vietnam.

Vnmanpower.com, Professional and dedicated recruitment team, are resourceful and committed to selecting and training the highest standard of available workers in Vietnam. They research thoroughly their client's needs and pin-point the best candidates to suit these requirements.

We have no hesitation in recommending **Vnmanpower.com** to any organization looking for a professional, qualified and experienced recruiting agent from Vietnam.

Paul Herbert
Partner



C.R. 2050007913
P.O. Box: 6351, Dammam 31442
Kingdom of Saudi Arabia

P.O.Box: 1801, Jubail 31951
Kingdom of Saudi Arabia
Tel: (03) 341 0063 / 0458 / 0761

س.ب. ١٨٠١ الجبيل ٣١٩٥١
المملكة العربية السعودية
هاتف: ٠٧٦١ / ٠٤٥٨ / ٣٤١٠٠٦٣ (٠٣)

سجل تجاري: ٢٠٥٠٠٠٧٩١٣
س.ب. ٦٣٥١ - الدمام ٣١٤٤٢
المملكة العربية السعودية

strength in partnership



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شركة جيكات المحدودة GECAT LIMITED CO.

General Engineering Contracting & Trading جميع وكافة التجهيزات الهندسية والتجارة

APPRECIATION CERTIFICATE

This Certificate of appreciation is issued to M/s Vnmanpower.com (Vietnammanpower.co) for their services to supply our manpower requirements from Vietnam.

We are satisfied with their assistance and professional services and wish them all success and look forward for an ongoing association.


Malik Imran
Project Manager
GECAT LTD COMPANY



Tel: 03 882 1287
Fax: 03 882 1283

P. O. Box 845
Al Khobar 31952
Saudi Arabia

ص.ب. ٨٤٥
الخبور ٣١٩٥٢
المملكة العربية السعودية

هاتف : ٠٣ ٨٨٢ ١٢٨٧
فاكس : ٠٣ ٨٨٢ ١٢٨٣

س.ر. ٢٠٥١٠٠٦١٥٧ - (رأس مال الشركة ٢,٥ مليون ريال سعودي مدفوع بكامله) (C. R. 2051006157 - (Capital 2.5 Mtl. S.R. Fully Paid)



Success Team



Vietnam Manpower Supplier has a team of technically qualified recruitment managers who shortlists the candidates as per the job specification of our customers which enables save our customers valuable time and expenditure.

The staffs working in **Vietnam Manpower Supplier** are highly qualified and have vast experience in Projects & HR. We have also training facilities for our staffs on personality development hence we have professional & dedicated staff which



is also the main strength of our organization. We invest time, finance and factually ideas for the betterment of our qualified staffs. Be it through flexible working schedules, job sharing, innovative human resource initiatives and lots more.

At **Vietnam Manpower Supplier**, We have taken these steps to make sure that each one of us gives their 100% efforts and you will get the benefits from our services. We endeavor to the best of our abilities to compile and meet the clients specification concerning to each required position. We ensure to deploy the selection of applicants within the time stipulated by our customers



and provide a guarantee for 3 months for our applicants on their performance, behavior and productivity. Also the above help us to benefit our clients with right candidate for the right job.





Recruitment Processes





As the business environment grows increasingly global and complex, Human resource will need to play a more active and aggressive role in setting the company strategies and ensuring their effective execution. We understand the challenges so in order to get the right candidates for the right jobs; we have forced ourselves to have always a rigorous recruitment process which ensures that Our Customers would satisfy at our professional services.

Once the terms of engagement have been agreed, we source the Candidates through:



- ✓ **Our Vocational Training Systems and our sub-recruitment agencies**
- ✓ **Our Active Databank**

Vietnam Manpower Supplier has an extensive computerized databank. A computerized databank undertake the collection, retrieval and analysis of information as to proposal for work and job opportunities, credit ratings and other subjects of trade interest. Basically highly skilled & technically qualified professional categories required are sourced from our active database.



✓ **Job Posting in Job portal**

We post the requirements on our job portal and also have contractual access to some local leading premier jobsites such as: Vietnamwork.com; timviecnhanh.com of Vietnam which also contain large database for all industries.

✓ **Headhunting Activities**



We also conduct headhunting in demographic areas where certain specialized categories are available. This activity is an added advantage in sourcing required from specific industries

✓ **Advertising:**

The required categories are advertised on local newspapers, televisions and others public media in Vietnamese language which covers the cities and provinces which target the candidates as per the industry.

Personal Interview and Screening



Personal interviews are conducted by our technical recruitment managers on the basis of the job description provided by our customers. The Skilled, Semi-skilled categories are also subjected to a trade test as per their specialization.

Skills and Assessment testing

Base on the questionnaire provided by the Clients, our technical managers interviews the applicants and verifies the knowledge of the candidate in the specialty he has applied for.





Screening, assessment and short-listing



Screening, assessment and short-listing of the candidates for final interview is carried out by our highly experienced managers. The overall grading of candidates is carried out based on their professional skills, previous experience, general knowledge, personality and adaptability for work environment.

The candidate's short-listed by us is then presented to the Employers or Employer's representative for the final selection.





Standard of Hiring Criteria

Job requirements for Skilled post:

- + Management by objective;
- + Strong administrative skills;
- + Strong communication and Interpersonal skills;
- + Self-motivated;
- + Workgroup skills;
- + Have verbal written fluency English;
- + Work under pressure;
- + Resumes in Vietnamese language & English;
- + Satisfactory reference from previous employers.

Job requirements for the Semi-Skilled and Unskilled workers:

- + High school certificate (at least);
- + Be age from 18 up to 40 years;
- + Good at English (Semi-Skilled post requirement);
- + Pass basic intelligence and skills tests;
- + The minimum length and type of experience at least 3 years;
- + Not have the service terminated by the previous employers;
- + Preferably non-smoker, have no record of alcohol or drug abuse;
- + Have no criminal record;
- + Have no impending military services obligations.



COMMITMENT LETTER

Vietnam Manpower Supplier commit and will be fully responsible up to three months of probation period for the performance, behavior and productivity of the workers. Anyone found unfit will be repatriated at our expenditure and replacement will be made free of charge.

Speciality:

- To source candidates meeting your Job description;
- Technical trade testing and keeping them ready for your approval;
- Your delegate coming to Vietnam for an interview will be picked up at the airport and accompanied to the hotel;
- Final interviews are scheduled as desired by you and also providing all facilities;
- Providing medical report of the selected candidates, consisting of tests as per the respective country's medical standards;
- Arranging Government formalities like emigration clearance, visa stamping, police clearance certificate etc;
- Orientation to the candidates adequately on the local law and personal conduct to the respective countries of employment;
- Placing the approved candidates within your desired time limit under prior intimation to you;
- Providing all possible help to the candidates in embarkation and airport formalities.,

Yours Sincerely,

Ms. Lana Phung - Oversea Marketing Manager

Mobile: (84) 949 594 116 / (84) 942 946 878

Email: Lana@Vnmanpower.com

Our Services

► Workers for the Construction Industry



Asphalt Plant Operators
Asphalt & Crusher Plant
Asphalt Foreman
Crusher Plant Mechanics
Concrete Foreman

Building Carpenter
Furniture Carpenter
Shuttering Carpenter
Building Electrician
Civil Electrician
Earthwork/ Foreman
Form worker
Fitter (pipe conduit,
mechanical)

Concreting Labor
Sand blaster
Scaffolding Worker
Plumber
Tire-man
Rigger
Ironworker
Road Surveyors
Welders: Electric Welder 3G,



Masons
Painter
Steel Fixer
Sheet Metal Worker
General Worker
Welder 5G, 6G



➤ Heavy Equipment Operators

Asphalt Plant Operators
AC Pavers Operator
Batching Plant Operator

Shovel Operator
Grader Operator
Pump Operator



Bulldozer Operator
Back Hoe Operator
Concrete Plant Operator



Roller Operator
Loader Operator
Vibrator Operator
Forklift Operator
Truck,
Trailer,

Concrete Pump Operators
Chipping Spreader Operator



Crane Operator
Excavator Operator
Dump Truck Driver
Water Tank Truck Driver



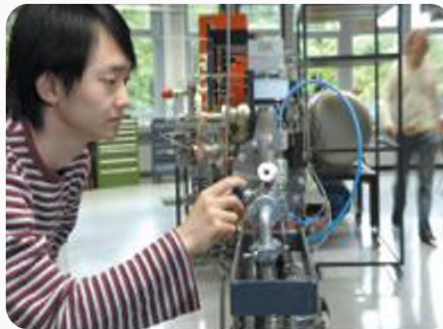
➤ Engineers



Architect
Auto CAD
Civil Engineer
Structural Engineer

Environmental Engineer
Material Engineer
Quantity Engineer
QC Engineer

Mechanical Engineer
Car Mechanic
Diesel mechanic
Heavy Equipment Mechanic



Shift Engineer
Safety Engineer

Electrical Engineer
Process Engineer

Machinist
Lab Technician
Surveyor
Draftsman



➤ **Workers for the Manufacturing Industry**

✓ **Textile, Garment, Cable, Furniture, Food processing, Aluminum & glass Factories:**



Assemblers
General Laborer
General Operators
Carrier
Cleaner

Helper
Storekeeper
Machine cleaner
Machine feeder

✓ **Mechanical, Electrical and Electronics Factories:**

Assemblers
Fabricators

General Laborers
Machine operators



✓ **Rubber, Plastic & Chemical Factories:**



Builder helper
General Laborer
Machine operator

Machine operator helper
Mould cleaner
Tire tube repairer

➤ **Workers for the Information Technology (IT)**

IT Engineer
IT Technician
Computer Engineer
Computer Technician
Architects – System Designers
Business/System Analysts



ERP/CRM Specialist
Graphic Designers
Helpdesk- IT Support
Project Manager
Network System Administrators

Computer Operators
Consultants/Trainers
Developers – Programmers
Database –
Developer/Administrator

Marketing & Sales- Pre/Post
Managerial/Supervisory
Security Specialists
Telecommunication
Test & Quality Assurance



➤ Workers for the Hotel and Restaurant Services



Bar Tender
Chefs/cooks

Light duty cleaners
Laundry worker

Food service
Counter attendants
Dishwashers



Kitchen helpers
Waiter/waitress
Guest service attendants

Security guards
Gate attendants

Parking attendant





➤ Childcare and Home Support Workers



House-maids

Domestic helper

Babysitter

Servant/Servant Girl

Laundryman/woman

Cleaner

Chefs/Cooks

Cook helper

Gardener

Janitor

Driver

Bodyguard

Security guard

General labor

Others

Hairdresser

Nail maker

Butcher

General labors

➤ Workers for the Hospitals and Healthcare

Physical Therapist

Physical Therapy Tech/
Assist

Nurse- Critical Care

Nurse- RN (Staff Nurse)

Physician

Family Practice/ General

Physician- Hospitalist

Physician- Internal Medicine



➤ Supervisors & Admin Personnel Workers

Camp Boss

Office Administrator

Office administrative assistant

Data-Entry Clerks

Translator/Interpreter

Dispatcher

Project superintendent

Site Coordinator

Site Medic

Warehouse Man



➤ Workers for Oil and Gas Industry

Driller

Drilling Superintendent

Drilling Engineering

Field Service Tech

Wire-line Operator

Petroleum Engineering

Electrical Engineering

Maintenance Technician

Plant Operations Engineer



➤ Workers for the Agriculture

The activities are planting and seeding, pruning, thinning, irrigating, harvesting, and packing and loading crops for shipment. They will also apply pesticides, herbicides, and fertilizers to crops; repair fences; and help with irrigation.



They take care of live farm and ranch that may include cattle, sheep, swine, goats, horses, poultry, finfish, shellfish, and bees and do feeding, washing, herding, grazing, castrating, branding, weighing, catching, and loading for the animals.



Operating milking machines, maintaining records on animals, assisting in delivering animals at their birth, administering medications, vaccination, or insecticides, and cleaning and maintaining animal housing areas are essential duties of these workers.



Nursery and greenhouse workers prepare land or greenhouse beds for growing horticultural products, such as trees, plants, flowers, and sod. Their duties include planting, watering, pruning, weeding, and spraying the plants. They may cut, roll, and stack sod; stake trees; tie, wrap, and pack plants to fill orders; and dig up or move field-grown and containerized shrubs and trees.





We serve Markets globally



Saudi Arabia



Qatar



U.A.E



Malaysia



Macau



Taiwan



Japan



Russia



Libya



Czech



Slovakia



Kuwait





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Partial List Of Clients



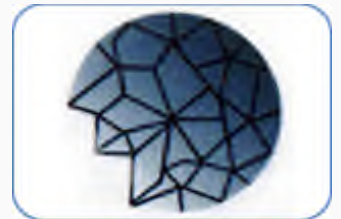


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Partial List Of Clients



The Photo Galleries

Here are some candid displays of the Recruitment Campaigns; Our Workers abroad:

✓ **Trade test being conducted directly by Clients**





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✓ Our Workers Abroad





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VIETNAM MANPOWER SUPPLIER

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Website: www.Vnmanpower.com; www.Vietnammanpower.co; www.Vietnammanpowersupplier.com